New College Student Alliance

THE GREEN BOOK

The Official Seal of the
New College Student Alliance

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TITLE I **SYSTEM OF THE GREAT BOOK**

Chapter 100 **Form of the Great Book**

100.1 The following shall be the statutes of the New College Student Alliance (NCSA), also known as the Great Book, observed by the Towne Meeting in enacting statutes.

100.2 There shall be ten (10) titles, each dealing with related and similar topics, and each composed of a numerically designated chapter as follows:

Title I (100-199)	**System of the Great Book**
Title II (200-299)	**Membership, Powers, and Purposes of the New College Student Alliance**
Title III (300-399)	**The Legislative Branch**
Title IV (400-499)	**The Executive Branch**
Title V (500-599)	**The Judicial Branch**
Title VI (600-699)	**Financial Codes**
Title VII (700-799)	**Election Codes**
Title VIII (800-899)	**Eligibility Requirements**
Title IX (900-999)	**Officer Accountability and Removal**
Title X (1000-1099)	**Vacancies, Proxies, and Leaves of Absence**

100.3 Each chapter may be subdivided by means of a decimal arrangement. For instance, chapter 199 may be divided into sections 199.1, 199.2, 199.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

100.4 Each statute shall have a printed history at the end of it, chronologically listing the bill numbers and dates of any amendments.

Chapter 101 **Compliance with the Great Book**

101.1 NCSA officers and all students serving the NCSA in any way must comply with these statutes. Willful and deliberate disregard of these statutes or the Constitution shall subject the official(s) to removal from office by proper procedure.

Chapter 102 **Changes to the Great Book and Constitution**

102.1 Within three (3) business days or by the second (2nd) day of regularly

scheduled classes, whichever comes later, following the approval by the college Board of Trustees or its delegate(s) of a duly-passed bill changing any provision(s) of this Great Book, the Executive Secretary, in the presence of the Speaker of the Towne Meeting or the Speaker's delegate, shall enter the changes into the official electronic copy of the Great Book. Such changes shall be entered only as prescribed by the corresponding legislation.

102.2 Within three (3) business days or by the second (2nd) day of regularly scheduled classes, whichever comes later, following the approval of a duly passed constitutional amendment by the college Board of Trustees or its delegate(s), the Executive Secretary, in the presence of at least one (1) Justice of the Student Court, shall enter the changes into the official electronic copy of the Constitution.

Chapter 103 Time of Effect of Legislation

103.1 Legislation, not changing any provision of this Great Book, shall take effect immediately upon passage by the Towne Meeting, unless otherwise stated in the legislation.

103.2 Legislation changing a provision of this Great Book shall take effect immediately upon approval by the college Board of Trustees or its delegate(s), unless otherwise stated in the legislation.

Chapter 104 Board of Trustees Approval

104.1 All changes to this document shall be submitted to the college Board of Trustees or its delegate(s) for approval (pursuant to BOG 6.014).

104.2 If the Board of Trustees or its delegate(s) does not approve a change, the college administration shall send reasoning for the rejection to the NCSA President(s) within ten (10) business days (pursuant to NCF Regulations Manual, Chapter 7).

History:

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TITLE II MEMBERSHIP, PURPOSE, AND POWERS OF THE NEW COLLEGE STUDENT ALLIANCE

Chapter 200 Rights and Powers

200.1 The enumeration of specific rights and powers of the Students within the NCSA Constitution and this Great Book shall in no way be construed so as to limit the rights and powers granted by the college Board of Trustees or the laws of the State of Florida or the United States.

Chapter 201 Parliamentary Authority

201.1 All deliberative bodies of the NCSA are free to adopt, amend, or suspend their own rules of procedure, by majority vote, except where otherwise specified in the NCSA Constitution or this Great Book.

201.2 In the absence of formally adopted procedures, all deliberative bodies, except the Towne Meeting, shall follow the procedures set forth in the most recent edition of *The Standard Code of Parliamentary Procedure.*

201.3 The Towne Meeting shall adopt its own Rules and Procedures, by majority vote.

Chapter 202 Public Records

202.1 All records of the NCSA are considered public. Any individual may request to inspect or receive a certified copy of any NCSA record from the record's custodian within five (5) business days. The Student Court may grant a record's custodian up to ten (10) extra business days to provide access for especially large requests.

202.2 Any NCSA record published to the Student Body (e.g. minutes, motions, etc.) shall be copied to the Executive Secretary for placement in the NCSA Archives.

202.3 All NCSA officials shall be required to use their New College of Florida (@ncf.edu) email account for any emails involving the conduct of NCSA business.

202.4 The NCSA shall make known that, under Florida Law, emails may be considered public records, and that individuals wishing to contact the NCSA, who do not want their email addresses released in response to a public records request should contact the office in writing, by phone, or in person.

Chapter 203 Open Meetings

203.1 All meetings of bodies with shared decision-making authority, the

Executive Cabinet, and the Councils of the NCSA at which official acts are to be taken shall be open to the public. Unless otherwise stated in the NCSA Constitution or this Great Book, all NCSA officials shall be entitled to attend all NCSA meetings.

203.2 Minimum notice for any NCSA meeting shall consist of a notice containing the time, place, and agenda for the meeting sent to the [STUDENTS] email list no later than twelve (12) hours prior to the meeting.

203.3 Minutes shall be taken at all NCSA meetings and published to the [STUDENTS] list within seventy-two (72) hours.

203.4 Attendees of NCSA meetings may be requested to leave at any time, provided that they are informed of their rights to stay under this chapter.

203.5 This chapter shall not restrict the prerogative of the meeting Chair to remove any attendee interfering with the conduct of business.

203.6 Executive entities considering applications or conducting interviews may meet in executive session for the duration of such consideration.

203.7 Meetings of the Student Court, including hearings, shall be open to the public, however, the Justices may deliberate a decision in private.

203.8 All meetings of bodies with shared decision-making authority, the Executive Cabinet, and the Councils of the NCSA must take place on the campus of New College of Florida.

Chapter 204 Towne Meeting Confirmation

204.1 All appointments, requiring Towne Meeting confirmation, by the NCSA President(s) shall be brought up for consideration at the first possible Towne Meeting. Such appointments shall not be effective until approval by majority vote of the Towne Meeting.

204.2 In the interim between appointment and confirmation, the outgoing official shall train and inform the incoming official.

204.3 Pursuant to V.6 of the NCSA Constitution, an outgoing appointed officials shall continue to serve until their successors are confirmed by the Towne Meeting, unless they resign, are terminated by the NCSA President(s), or are removed by some other means.

204.4 The President(s) shall ensure the completion of all duties of any vacant appointed position.

Chapter 205 Installation of Officers

205.1 Time of Installation:

205.1.1 Officials elected in the early fall elections shall take office twenty-four (24) hours after the certification and announcement of the results of the election.

205.1.2 Officials elected in the late fall elections shall take office January 1st.

205.1.3 Officials elected in the spring elections shall take office July 1st.

205.1.4 Officials elected in a special election shall take office twenty-four (24) hours after the certification and announcement of the results of the election.

205.1.5 Appointed officials requiring confirmation shall take office immediately following Towne Meeting confirmation.

205.1.6 Appointed officials not requiring confirmation shall take office immediately upon appointment.

205.2 No official shall be forced to take any oath in order to take office.

Chapter 206 Seal

206.1 The Official Seal of the NCSA shall be a seal.*

History:

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* Seal photo credit to Andreas Trepte – *www.photo-natur.de*

TITLE III **THE LEGISLATIVE BRANCH**

Chapter 300 **Structure of the Legislative Branch**

300.1 The Legislative Branch shall be composed of the Towne Meeting, any committees which it may establish, and the Student Allocations Committee.

Chapter 301 **Organization of the Towne Meeting**

301.1 Members

301.1.1 All members of the NCSA (i.e. all students currently enrolled at New College of Florida) are members of the Towne Meeting.

301.1.2 Holding an exclusionary office does not exclude a student from Towne Meeting membership.

301.2 Officers

301.2.1 There shall be a Speaker of the Towne Meeting, as defined by II.5 of the NCSA Constitution, elected during the spring general election. The Speaker shall perform all duties prescribed by the NCSA Constitution and this Great Book, as well as enforce the rules, policies, and procedures of the Towne Meeting. The Speaker shall serve as Chief Administrative Officer of the Legislative Branch.

301.2.2 The Executive Secretary shall serve as Secretary of the Towne Meeting, and shall take minutes at Towne Meetings, and shall prepare and maintain all documents necessary.

301.2.3 Other offices may be established and filled on a temporary basis by the Speaker with the consent of the Towne Meeting.

301.3 Procedure

301.3.1 The Towne Meeting shall adopt its own Rules and Procedures by majority vote.

301.3.2 The Speaker may exercise discretion in deciding matters of procedure in all matters not covered by the Rules of Procedures, subject to Towne Meeting appeal.

301.3.3 The Towne Meeting may vote in whatever manner suits it best. All motions shall require a majority vote for approval.

301.4 The Towne Meeting shall meet regularly on the second Wednesday of each month, excluding the months during the winter break, summer break, and the January inter-term. If the second Wednesday is

undesirable, the Speaker, with the advice of the Executive Cabinet shall set a new time.

301.5 Special meetings of the Towne Meeting may be called by the Speaker, the NCSA President(s), or a petition signed by one-hundred (100) students.

301.6 The Speaker shall ensure that at least one week's notice is given for any regular Towne Meeting and at least twenty-four (24) hours notice for any emergency Towne Meeting.

301.7 Special and Standing Committees may be established by the Towne Meeting. Unless the motion to refer specifies otherwise, committees and their chairs shall be appointed by the Speaker.

301.8 Quorum for all Towne Meetings shall consist of fifty (50) members, not including the Speaker.

Chapter 302 Organization of the Student Allocations Committee

302.1 Members

302.1.1 All positions on the Student Allocations Committee (SAC) shall be considered exclusionary.

302.1.2 All members of the SAC shall also serve as full voting members of the Council of Student Affairs.

302.2 Officers

302.2.1 At the first meeting of each semester following the general election, the SAC shall elect, by majority vote, a Chair and a Secretary.

302.2.2 The SAC Chair shall have the following duties:

A. preside and preserve order at all meetings of the SAC;

B. monitor the status of the SAC Allocation Fund and of all active allocations;

C. sign all duly-passed allocations of the SAC;

D. represent the SAC at all relevant occasions;

E. attend all meetings of the Executive Cabinet as a non-voting member; and,

F. carry out any other duties specified in the NCSA Constitution or this Great Book.

302.2.3 The SAC Secretary shall have the following duties:

A. take minutes at all meetings of the SAC and record the votes of each member;

B. take minutes at all meetings of the Council of Student Affairs;

C. monitor the status of the SAC Allocation Fund and of all active allocations;

D. coordinate communication among the SAC members; and,

E. carry out any other duties specified in the NCSA Constitution or this Great Book.

302.3 Procedure

302.3.1 All motions shall require a majority vote for passage, except where provided elsewhere in this Great Book or in the Constitution.

302.3.2 The SAC shall adopt its own meeting procedures and guidelines for making allocations, where not restricted by this Great Book or the Constitution, by a 5/7 vote of all voting members. Motions in violation of previously adopted procedures or guidelines shall require a 5/7 vote for passage.

302.3.3 The SAC shall not vote by secret ballot for any reason. The votes of each member shall be recorded in the minutes; however, the SAC may pass uncontroversial motions by consensus.

302.3.4 The SAC may authorize an allocation between meetings with the signatures of at least five (5) SAC members, not including the chair.

302.3.5 Title VI of this Great Book outlines general allocating procedures.

302.4 The SAC shall meet at least once a week, excluding the weeks during breaks. The SAC shall set a regular meeting time at the start of each semester following the election of new members.

302.5 During the first three weeks of each semester, the SAC shall hold a “Marathon Allocation,” advertised at least a week in advance, during which it shall hear as many requests for funding as possible.

302.6 Special meetings of the SAC may be called by the SAC Chair or at the request of three (3) members.

302.7 A quorum of the SAC shall consist of five (5) members, one of whom must be the Chair.

Chapter 303 Authority of the Towne Meeting

303.1 The Towne Meeting derives its authority from the NCSA Constitution. The Constitutionally defined duties and powers are as follows:

303.1.1 to write and enact legislation;

303.1.2 to establish its own rules of procedure;

303.1.3 to determine its regular meeting time and place in this Great Book, provided that it meets at least once a month, excepting the time during winter break, summer break, and the January inter-term;

303.1.4 to gather opinions and ideas from the students on matters of concern to the student community;

303.1.5 to inform students of actions taken by NCSA officials;

303.1.6 to confirm all appointments to the Cabinet and vacated elected positions, with the exception of those on the Student Court;

303.1.7 to submit referenda for placement on the ballot;

303.1.8 to submit amendments to the Constitution for placement on the ballot;

303.1.9 to provide for election procedures in the Great Book;

303.1.10 to require information and appearance from any NCSA official or of any organization receiving NCSA funds; and

303.1.11 to exercise any other power of duty provided for in the Constitution or in the Great Book.

303.2 In addition to its constitutionally defined duties and authority, the Towne Meeting shall have the following duties and powers:

303.2.1 to spend its discretionary fund responsibly in whatever manner it sees fit.

303.2.2 to allocate funds from the budgetary reserve, with the approval of the SAC in a manner consistent with the provisions of the NCSA Constitution and the Financial Codes.

303.2.3 to establish standing and special committees for whatever purpose it deems necessary.

303.2.4 to oversee, through its Speaker and its committees, other NCSA entities.

303.2.5 to choose, from among the proposals submitted, the theme for each Palm Court Party (PCP).

303.3 The authority of the Towne Meeting is limited only by the NCSA Constitution, the regulations of the college, and relevant local, state, and federal laws. The Constitutional restrictions of the Towne Meeting's authority are as follows:

303.3.1 to enact any legislation which limits any of its powers or duties delegated by the Constitution;

303.3.2 to assume any powers or duties specifically granted by the Constitution to a separate office or body;

303.3.3 to enact any legislation not in accordance with the Constitution; or

303.3.4 to enact any legislation regarding financial regulations which has not been duly passed by the Student Allocations Committee.

303.3.5 Furthermore, any legislation which would change the duties of, or eliminate a permanent office shall not take effect until the expiration of the incumbent's term, except with the consent of the incumbent.

Chapter 304 Authority of the Student Allocations Committee

304.1 The constitutionally defined powers and duties of the SAC are as follows:

304.1.1 to elect from its members a Chair, who shall attend all Cabinet meetings;

304.1.2 to establish its own rules and procedures by a 5/7 vote of all of its voting members;

304.1.3 to approve the annual budget proposed by the President(s);

304.1.4 to approve amendments to the annual budget proposed by the President(s);

304.1.5 to review any legislation regarding financial regulations prior to the Towne Meeting at which it is to be proposed;

304.1.6 to allocate funds in the interest of the general student body; and,

304.1.7 its members shall serve *ex officio* as voting members of the Council of Student Affairs.

304.2 In addition to its constitutionally defined duties and authority, the SAC shall have the following duties and powers:

304.2.1 The SAC shall review all Towne Meeting proposals spend from the budgetary reserve in a manner consistent with the NCSA Constitution and Financial Codes.

304.2.2 The SAC shall have the authority to oversee, in conjunction with the Towne Meeting, other NCSA entities insofar as it relates to the spending of A&S monies.

304.3 The SAC shall have no powers other than those explicitly granted in the NCSA Constitution and this Great Book.

304.4 Further regulations involving the SAC are listed in Title VI: The Financial Codes of this document.

Chapter 305 Forms of Legislation

305.1 Legislation of the Towne Meeting shall be designated as one of two (2) types:

305.1.1 Bills amending this Great Book, amending the Rules and Procedures of the Towne Meeting, authorizing spending, placing issues (either referenda or constitutional amendments) on the ballot, hereafter referred to as acts; and,

305.1.2 Bills that do none of the above, hereafter referred to as resolutions.

305.2 Financial Acts

305.2.1 Acts amending any part of this Great Book pertaining to the SAC, the budget, Title VI, or any other regulation that could affect the spending of NCSA monies shall be considered financial acts.

305.2.2 No act placing an issue on the ballot shall ever be designated as financial.

305.2.3 All financial acts must be approved by the SAC prior to being put to vote at the Towne Meeting.

305.3 Bill Numbering

305.3.1 Each bill shall be numbered upon its receipt by the Speaker with the prefix “TM” and an (f), designating the fall term, or

an (s) designating the spring term, followed by the last two digits of of the calendar year, followed by a number indicating the bill's order of proposal and an “A,” indicating an act, or an “R,” designating a resolution.

305.4 Bill Formatting

305.4.1 Each bill passed by the Towne Meeting shall be formatted by the Executive Secretary to include

A. the contents of the bill;

B. the name of the bill's sponsor;

C. the bill's number;

D. a signature line for the Speaker, the Executive Secretary, and, if a financial bill, the SAC Chair; and,

E. the NCSA Seal.

Chapter 306 Approval of Legislation

306.1 Pre-Consideration Procedures

306.1.1 Any student wishing to submit a bill for Towne Meeting consideration must submit a motion to the Speaker of the Towne Meeting by midnight of two days before the Towne Meeting (Monday for regular meetings).

306.1.2 The Speaker may waive the deadline on a case-by-case basis for emergency bills, provided that all bills to be put before the Towne Meeting are presented in full to the Student Body at least twenty-four (24) hours prior to the Towne Meeting. Financial bills must be approved by the SAC prior to their presentation to the Student Body.

306.1.3 The Speaker shall give each bill a number and a designation under 305.1.

306.1.4 The Speaker of the Towne Meeting shall determine if a bill is financial under 305.2. If the SAC Chair objects to the Speaker's designation, the Chief Justice of the Student Court shall decide.

306.2 Approval by the SAC

306.2.1 If a bill has been designated as financial under 305.2, the SAC must approve it by majority vote.

306.2.2 If the SAC rejects the bill, the bill shall be considered dead.

The bill's sponsor may re-submit the bill, taking into account any objections of the SAC.

306.3 Approval by the Towne Meeting

306.3.1 After all of the previous procedures have been completed, the Speaker shall submit a copy of all bills to be raised at the Towne Meeting to the Student Body (via the [STUDENTS] email list) no later than twenty-four (24) hours prior to the Towne Meeting.

306.3.2 Each bill shall be allowed at least ten (10) minutes of debate; however, time allowing, the Speaker may permit debate to continue longer in a manner consistent with the Towne Meeting Rules and Procedures.

306.3.3 Minor amendments, not changing the basic purpose of a bill may be considered at the discretion of the Speaker.

306.3.4 All bills require a majority vote to pass. Voting procedures shall be outlined in the Towne Meeting Rules and Procedures.

306.4 Approval by the college

306.4.1 Bills amending this Great Book, upon passage by the Towne Meeting, must be forwarded by the Speaker to the relevant college administrators for approval by the college Board of Trustees or its delegates.

306.4.2 The administration is expected to respond within a reasonable amount of time and give reasoning for any veto.

306.5 Exceptions to This Chapter

306.5.1 Resolutions (as defined by 305.1.2), may be proposed at the Towne Meeting by submitting a proposal to the Speaker, if time remains following the completion of the agenda. Such resolutions shall receive a number only if passed. Upon passage, such resolutions shall be handled in the same manner as any other bill.

306.6 Post-Passage Procedures

306.6.1 Once a bill has been fully passed, the Speaker shall forward to the bill to the Executive Secretary for formatting under 305.4, and the Speaker, Executive Secretary, and, if a financial bill, the SAC Chair shall sign and date the bill, and indicate all votes on the bill. None of the three may “veto” a

duly-passed bill by refusing to sign it.

306.6.2 Bills approved by the college shall include a statement attesting to such approval.

Chapter 307 **Legislative Records**

307.1 The Speaker of the Towne Meeting shall be responsible for ensuring the accuracy and compilation of all records pertaining to the Towne Meeting, including but not limited to minutes of the Towne Meeting and its committees, attendance records, and records of passed legislation.

307.2 The SAC Chair, with the assistance of the SAC Secretary, shall be responsible for ensuring the accuracy, compilation, and publication of all records pertaining to the SAC, including but not limited to minutes, attendance records, and records of allocations.

307.3 The Speaker of the Towne Meeting is responsible for ensuring the accuracy , compilation, and publication of any joint records.

307.4 The Executive Secretary is responsible for the archival of all legislative records.

307.5 Any student may request a copy of any document of the Legislative Branch by sending a request to the Executive Secretary.

307.6 The Executive Secretary shall work towards ensuring all records of the Legislative Branch are available online.

History:

TM(f)-11-001A

TITLE IV THE EXECUTIVE BRANCH

Chapter 400 Composition of the Executive Branch

400.1 The Executive Branch shall be composed of the NCSA President(s), the Executive Cabinet members, as specified in the NCSA Constitution, the members of the two Councils, the NCSA staff, and the members of any committees established by the President(s) or either Council.

Chapter 401 Authority of the Executive Branch

401.1 The Executive Branch shall ensure the execution and enforcement of legislation of the Towne Meeting and this Great Book.

401.2 The Executive Branch shall be the administrative arm of the NCSA.

401.3 The Executive Branch shall be responsible for developing and implementing programs and services for the benefit of the New College Student Body.

401.4 The Executive Branch shall be responsible for managing any student controlled facilities.

Chapter 402 NCSA President(s)

402.1 The Constitutionally defined powers of the NCSA President(s) are as follows:

402.1.1 to serve as Chief Executive Officer(s) of the NCSA

402.1.2 to ensure the implementation of all duly passed motions of the Towne Meeting and rulings of the Student Court;

402.1.3 to appoint all cabinet-level officials by the first Towne Meeting following installation, subject to Towne Meeting confirmation;

402.1.4 to appoint a Supervisor of Elections;

402.1.5 to outline a budget each year by May 1st for approval by the SAC;

402.1.6 to propose amendments to the annual budget as needed for approval by the SAC;

402.1.7 to appoint the manager of the Four Winds Café and all NCSA staff;

402.1.8 to serve as a voting member of the New College Board of Trustees;

402.1.9 to serve as a voting member at meeting of the New College Faculty;

402.1.10 to ensure responsible representation and articulation of student opinion to relevant college administrators and public officials; and

402.1.11 to represent the NCSA, or appoint a qualified representative, at all meetings of organizations to which the NCSA belongs.

402.2 In addition to the Constitutional duties, the NCSA President(s) shall have the following statutory duties:

402.2.1 to serve as the New College representative, or appoint a representative subject to Towne Meeting confirmation, to the Board of Directors of the Florida Student Association, and, in the event of a co-presidency, to announce which President will serve as said representative;

402.2.2 in the event of a co-presidency, to announce, by the first Towne Meeting of the term, which President will serve as the voting member on the New College Board of Trustees;

402.2.3 to appoint student representatives to the New College Community Board and the Trespassing Appeals Committee;

402.2.4 to meet with the Chancellor of the State University System once a year;

402.2.5 to meet with the college President and Dean of Students once a month;

402.2.6 to maintain student representation in all decision-making bodies related to the New College Master Plan;

402.2.7 to nominate five members of each year's graduating class to the position of Alumnae/i Trustee of the New College Foundation;

402.2.8 to serve as a student representative, or appoint the representative(s), to all entities requiring such representation established by the college, when no other procedure has been set for filling such positions.

Chapter 403 Executive Cabinet

403.1 The Executive Cabinet shall be composed, per the NCSA Constitution, of the following:

403.1.1 the Chief of Staff;

403.1.2 the Executive Secretary;

403.1.3 the Vice President for Student Affairs (VPSA);

403.1.4 the Vice President for Academic Affairs (VPAA);

403.1.5 the Vice President for Relations and Financial Affairs (VPRFA); and,

403.1.6 the Vice President for Green Affairs (VPGA).

403.2 The President(s) may expand the duties of the Executive Cabinet members, provided that the constitutional and statutory duties of such officers remain unaffected.

403.3 The Speaker of the Towne Meeting and the SAC Chair shall serve as non-member attendees to meetings of the Executive Cabinet. The President(s) shall have no authority to assign duties to such non-member attendees under 402.2.

Chapter 404 The Chief of Staff

404.1 Shall serve as the Chief Administrator of the Executive Cabinet.

404.2 Shall schedule, compile the agenda for, and preside at all meetings of the Executive Cabinet.

404.3 Shall assist the NCSA President(s) with all duties.

404.4 Shall supervise all NCSA staff.

404.5 Shall ensure approval and management of all timesheets of NCSA staff and paid officials.

404.6 Shall work towards increasing the productivity of the Executive Branch.

Chapter 405 The Executive Secretary

405.1 Shall take minutes of all Executive Cabinet meetings, Towne Meetings, and other special meetings at the discretion of the President(s).

405.2 Shall format all passed legislation of the Towne Meeting as specified in Title III.

405.3 Shall serve as the Archivist of the NCSA:

405.3.1 The Executive Secretary shall have unrestricted access to the NCSA Archives.

405.3.2 The Executive Secretary may establish whatever procedures necessary to ensure the integrity and organization of the

Archives, within the limits of the NCSA Constitution and this Great Book.

405.3.3 The Executive Secretary shall provide a copy of any archived record upon request, or allow access to the original record, within the time allowed by Chapter 202. The Executive Secretary shall not surrender any original document except by order of the Towne Meeting, the Student Court, or a court of law.

405.3.4 The Executive Secretary shall work towards the digitization, in the most stable format possible, of all records where possible. Digitization of a record does not eliminate the need for a physical copy.

405.3.5 The Executive Secretary shall include in the Archives, in addition to the documents required by Chapter 202, all documents with significance to the Student Body including at a minimum

A. the Articles of Acquisition of New College, Incorporated by the State University System of Florida,

B. the Merger Agreement between New College and the University of South Florida,

C. a copy of F.S. 1004.32 that grants New College Autonomy from the University of South Florida, and

D. any publication funded by A&S Fees.

405.4 Shall maintain the official copies of the NCSA Constitution and this Great Book in a manner consistent with Chapter 102.

405.5 Shall work towards the maintenance of the NCSA webpage and ensuring that, at a minimum the following are included:

405.5.1 the NCSA Constitution,

405.5.2 this Great Book, and

405.5.3 names and contact information of the NCSA President(s), the Chief Justice, the Speaker of the Towne Meeting, the SAC Chair, and the NCSA Business Manager.

405.6 Shall work towards the goal of including on the webpage the following:

405.6.1 names and contact information for all NCSA officials,

405.6.2 a copy of the current NCSA budget,

405.6.3 copies of recent minutes of all NCSA entities,

405.6.4 copies of all recently passed Towne Meeting legislation,

405.6.5 copies of Student Court decisions,

405.6.6 up-to-date news and announcements, and

405.6.7 any other relevant information.

405.7 Shall compile a summary of the actions of the Executive Cabinet at the end of the term for archival and informing the next Executive Cabinet.

405.8 Shall work to educate students about the history of New College, the NCSA, and past student activities; relate present situations to the past; and provide insight.

Chapter 406 The Vice President for Student Affairs

406.1 Shall serve as Director and Chair of the Council of Student Affairs (CSA).

406.2 Shall work, with the assistance of the CSA, to develop programs to improve the general welfare of the Student Body.

406.3 Shall advise the President(s) on matters of student body opinion.

406.4 Shall serve as Speaker *pro tempore* of the Towne Meeting.

406.5 Shall meet regularly with the administrative staff of New College Student Affairs, including, but not limited to, the Dean of Students, the Associates to Dean of Students, and the Director of Housing.

406.6 Shall work to establish Cabinet presence at and involvement with the First Year Orientation.

Chapter 407 The Vice President for Academic Affairs

407.1 Shall serve as Director and Chair of the Council of Academic Affairs.

407.2 Shall work, with the assistance of the CAA, to improve the academic opportunities of the Student Body.

407.3 Shall advise the President(s) on matters pertaining to academic affairs.

407.4 Shall serve as a voting representative to meetings of the New College Faculty.

407.5 Shall meet regularly with the Provost of New College.

Chapter 408 The Vice President for Relations and Financial Affairs

408.1 Shall assist the President(s) in their duties pertaining to external relations, including, but not limited to, relations with alumns, other universities, and government officials.

408.2 Shall assist the President(s) in creating, managing, and overseeing the NCSA budget.

408.3 Shall advise the President(s) in all matters relating to the financial affairs of the NCSA.

408.4 Shall represent the NCSA to the New College Foundation and to the New College Alumnae/i Association (NCAA).

408.5 Shall serve as a student representative on the Board of Directors of the New College Alumnae/i Association.

408.6 Shall inform the Student Body of the activities of the New College Foundation and NCAA.

408.7 Shall post deadlines and literature concerning grant applications to the Foundation and NCAA.

408.8 Shall meet regularly with the NCSA Business Manager.

408.9 Shall perform other duties as specified in Title VI.

Chapter 409 The Vice President for Green Affairs

409.1 Shall serve as Chair of the CSA's Standing Committee on Green Affairs.

409.2 Shall survey the environmental impact of the NCSA as a whole and work to develop policies to improve such impact.

409.3 Shall advise the President(s) on all matters of green affairs.

409.4 Shall work with the administration to create environmental policy.

Chapter 410 Council of Student Affairs

410.1 Members

410.1.1 The VPSA shall serve as Director and Chair of the CSA and shall vote only in the case of a tie.

410.1.2 The elected members of the CSA are as follows:

A. two (2) Student Affairs Representatives

B. two (2) Residence Life Representatives

C. two (2) Green Affairs Representatives

D. one (1) Food Service Representatives

E. one (1) Fitness Center Representatives

F. one (1) Counseling and Wellness Center Representative

G. one (1) Landscape Representative

410.1.3 Other members of the CSA are as follows:

A. one (1) Resident Advisor (RA) Representative, appointed at the start of the fall term by the RA Staff

B. the eight (8) members of the SAC

410.2 The full membership of the CSA shall meet at least once every month during the fall and spring terms.

410.3 The CSA may adopt its own bylaws not in conflict with the NCSA Constitution or this Great Book, by majority vote and with the approval of the VPSA.

410.4 Duties

410.4.1 The CSA shall have the following executive duties:

A. to assist the VPSA in developing and implementing policies to improve the welfare of the Student Body;

B. to represent the views of the NCSA to relevant administrators;

C. to formulate stances which are in the best interests of the Student Body in dealing with the college's Office of Student Affairs;

D. to review the Student Code of Conduct, suggest changes to the college administration, to ensure its regular publication and distribution to incoming First Years during Fall Orientation;

E. to select an Orientation Coordinator each year to represent the Student Body in the planning of Fall Orientation.

F. to select five (5) students – one from each year, and one non-returning RA – to serve as an RA Selection Committee which shall recommend candidates for RA positions to the Housing Director; and,

G. to create and count the results of the Administrative Accountability Survey for the late fall and spring general

elections.

410.4.2 The CSA shall have the following non-executive duties:

A. to represent the views of the Student Body to the Executive Branch, as they pertain to non-academic affairs;

B. to pass resolutions expressing the sentiment of the Student Body, when such a need arises between Towne Meetings;

C. to start impeachment proceedings against any NCSA official, by a two-thirds vote. The SAC Chair shall preside whenever the CSA is voting to impeach the NCSA President(s) or any member of the Executive Cabinet;

D. to place referenda on the ballot by a majority vote; and

E. to place constitutional amendments on the ballot by a two-thirds vote.

410.5 The CSA shall have the following standing committees:

410.5.1 The Student Life Committee (SLC) shall be composed of the Student Affairs Representatives, the Residence Life Representatives, the Food Service Representative, the Fitness Center Representative, and the RA Representative. The SLC shall choose a chair from within its ranks.

A. The SLC shall meet at least once a month during the fall and spring terms.

410.5.2 The Green Affairs Committee (GAC) shall be composed of the Green Affairs Representatives, the Landscape Representative, the Environmental Studies Representative, the Responsible Disposal TA, and the Transit Coordinator. The GAC shall be chaired by the VPGA.

A. The GAC shall meet at least once every two (2) weeks during the fall and spring terms.

B. The GAC shall be charged with allocating the monies from student Green Fees and all other student-controlled sustainability funds toward projects that improve the environmental impact of the NCSA and New College as a whole.

C. The CSA as a whole shall have no authority over the Green Fee monies.

410.6 The CSA may establish other committees, standing or special, as needed. All CSA committees shall be chaired by a CSA member, but other committee members may be drawn from outside the membership of the CSA.

Chapter 411 Council of Academic Affairs

411.1 Members

411.1.1 The VPAA shall serve as Director and Chair of the CAA and shall vote only in the case of a tie.

411.1.2 The elected members of the CAA are as follows:

A. one (1) Natural Sciences Representative

B. one (1) Social Sciences Representative

C. one (1) Humanities Representative

D. one (1) Environmental Studies Representative

E. one (1) Gender Studies Representative

F. one (1) International Studies Representative

G. one (1) Admissions Representative

H. one (1) Library Representative

I. one (1) Career Services Representative

J. three (3) Representatives to the college's Educational Policy Committee (EPC)

K. two (2) Representatives to the college's Student Academic Standing Committee (SASC)

411.2 The full membership of the CAA shall meet at least once a month during the fall and spring terms.

411.3 The CAA may adopt its own bylaws not in conflict with the NCSA Constitution or this Great Book, by majority vote and with the approval of the VPAA.

411.4 Duties

411.4.1 The CAA shall have the following executive duties:

A. to assist the VPAA in developing and implementing policies to improve the academic opportunities available to New College students;

B. to represent the NCSA to relevant administrators;

C. to send representatives to attend meetings of the Faculty and Faculty Appointment and Status Committee (FASC); and,

D. to hear grievances by students against the academic programs and suggest solutions.

411.4.2 The CAA shall have the following non-executive duties:

A. to allocate its Grant Allocation Fund for student academic projects;

B. to allocate its Speaker Allocation Fund to bring academic-related speakers to campus;

C. to select a Student Appointed Professor each year;

D. to represent the views of the Student Body to the Executive Branch, as they pertain to academic affairs;

E. to place referenda on the ballot by a majority vote; and

F. the place constitutional amendments on the ballot by a two-thirds vote.

411.5 The CAA may establish committees, standing or special, as needed. All CAA committees shall be chaired by a CAA member, but other committee members may be drawn from outside the membership of the CAA.

Chapter 412 Executive Transition Period

412.1 Immediately following the validation of the results of the Presidential election, the outgoing NCSA President(s) shall begin transferring all relevant records and files regarding the NCSA to the new President(s).

412.2 During the January inter-term, the outgoing Executive Cabinet officials shall transfer all relevant records and files to the Cabinet members-designate.

412.3 All signature authority shall be transferred immediately upon installation.

Chapter 413 Summer Administration

413.1 During the Summer Break there shall be an NCSA President in the Sarasota area to resolve any NCSA business which may arise during that time.

Chapter 414 NCSA Staff

414.1 At a minimum there shall be the following staff positions:

414.1.1 two (2) Equipment (EQ) Technical Assistants (TAs)

414.1.2 one (1) ListServ TA

414.1.3 one (1) MacLab TA

414.1.4 one (1) Responsible Disposal TA

414.1.5 one (1) Band Room TA

414.1.6 one (1) Bike Shoppe TA

414.1.7 one (1) Darkroom TA

414.1.8 one (1) Transit Coordinator

414.1.9 one (1) Radio Coordinator

414.2 Additional staff positions may be established at the discretion of the NCSA President(s). Compensation for any staff member must be in accordance with the regulations governing the NCSA budget.

Chapter 415 Presidential Appointment and Dismissal Powers

415.1 The NCSA President(s) shall possess the authority to choose appointees in any manner not in violation of the NCSA Constitution or this Great Book.

415.2 The NCSA President(s) may dismiss an appointed official, with cause, at any time. Officials appointed to fill vacated elected offices are excepted from this section.

415.3 The following positions appointed by the President(s) are subject to Towne Meeting Confirmation:

415.3.1 all positions of the Executive Cabinet, and

415.3.2 all vacant elected positions.

415.4 The NCSA President(s) may delegate their appointment power to an NCSA Election. Officials elected to fill vacancies shall be automatically considered confirmed by the Towne Meeting.

415.5 All other Presidential appointments are not subject to Towne Meeting confirmation.

History:

TM(f)-11-001A

TITLE V THE JUDICIAL BRANCH

Chapter 500 Composition

500.1 The Judicial Branch of the NCSA shall be composed of the Student Court, the two Counselors, and any Special Tribunal which may be established by the Towne Meeting.

Chapter 501 Student Rights

501.1 No right guaranteed by the NCSA Constitution, New College of Florida, or by the laws of the State of Florida or the United States shall be abridged by any proceeding of the Judicial Branch.

501.2 Any student appearing before the Judiciary shall have the following rights:

- 501.2.1 To be given sufficient notice and explanation of pertinent procedures, specific alleged violations, disciplinary measures which may result, and all rights guaranteed by law.
- 501.2.2 To present witnesses and evidence at said hearings.
- 501.2.3 To confront and/or cross-examine all witnesses involved in the proceedings.
- 501.2.4 To receive written explanation of any decision and the rationale for any recommendation.

Chapter 502 Duties and Responsibilities of the Student Court

502.1 The Student Court shall have jurisdiction

- 502.1.1 over questions involving the constitutionality of actions taken by NCSA officials and organizations;
- 502.1.2 over violations of the NCSA Constitution, the Great Book, or any other NCSA regulation;
- 502.1.3 over disputes involving the allocation of NCSA funds;
- 502.1.4 over other disputes involving the NCSA; and,
- 502.1.5 over disputes between students.

502.2 The Student Court shall hear all impeachment hearings, except those of Student Court Justices, which shall be heard by a Special Tribunal as outlined in Chapter 507. The Student Court shall decide whether or not to remove the official. The Student Court may impose other sanctions in accordance with Chapter 505.

502.3 The Student Court shall ensure all NCSA elections are conducted according to the provisions of Title VII – The Election Codes.

502.4 At the request of any New College student, the Student Court may issue a non-binding advisory opinion on any matter pertaining to NCSA procedures.

502.5 The Student Court may provide non-binding mediation for any student conflict.

Chapter 503 Procedures

503.1 The Student Court shall determine its own Practices and Procedures consistent with the NCSA Constitution or this Great Book, which shall govern its proceedings during meetings and hearings. The Practices and Procedures of the Student Court shall apply to the proceedings of any Special Tribunal.

503.2 The Student Court, at the first meeting of each semester, shall elect a Chief Justice and Secretary from among its ranks.

503.3 In the absence of the Chief Justice, the remaining Justices shall elect a temporary Presiding Justice.

503.4 The Student Court shall meet at least once a month during the fall and spring terms to discuss matters of import, give advisory opinions, and consider whether or not any complaints deserve a hearing.

503.5 A quorum of the Student Court shall consist of four (4) Justices. A concurrence of three (3) Justices shall be required for any decision.

503.6 The Chief Justice may remove a Justice from a case which, in the opinion of the Chief Justice, that Justice has a conflict of interest. The Chief Justice may be forced to step down from a case by a concurrence of three Justices.

503.7 The Chief Justice, or Presiding Justice if the Chief Justice is absent, may appoint qualified substitute Justice when necessary for quorum. Such a replacement Justice should be drawn from the two Counselors or the properly trained student representatives to the college Community Board, if possible. Such a replacement Justice must be appointed at least forty-eight (48) hours prior to a hearing in order to ensure time to educate the replacement on any matters of procedure or important information about the case.

Chapter 504 Officers of the Judicial Branch

504.1 All Justices shall have the following duties:

504.1.1 to attend all meetings and hearings of the Student Court;

504.1.2 to conduct themselves impartially in all proceedings; and,

504.1.3 to serve as student representatives to the college Community Board.

504.2 The Chief Justice shall have the following duties:

504.2.1 to serve as the Chief Administrative Officer of the Judicial Branch;

504.2.2 to preside and preserve order at all meetings and hearings of the Student Court;

504.2.3 to organize and set the agenda for all meetings of the Student Court;

504.2.4 to coordinate communication among the officials of the Judicial Branch;

504.2.5 to assign duties to the other Justices and the Counselors; and,

504.2.6 to represent the Student Court at all relevant occasions.

504.3 The Student Court Secretary shall have the following duties:

504.3.1 to take minutes at all meetings of the Student Court;

504.3.2 to keep a record of the proceedings at all hearings of the Student Court;

504.3.3 to notify all parties of relevant information prior to a hearing;

504.3.4 to maintain all records of the Student Court; and,

504.3.5 to prepare copies of all decisions of the Student Court for placement in the Archives.

504.4 The Counselors shall have the following duties:

504.4.1 to serve as counsel for any plaintiffs or defendants before the Student Court, as assigned by the Chief Justice;

504.4.2 to attend all meetings of the Student Court;

504.4.3 to assist students with the drafting of complaints; and,

504.4.4 to monitor the proceedings and actions of all NCSA officials and entities and file complaints against any officials or entities violating the NCSA Constitution or this Great Book. The Counselors should avoid monitoring the same officials or entities simultaneously so that, in the event a violation is witnessed and brought to trial, one may serve as defense

counsel while the other serves as the plaintiff.

Chapter 505 **Authority**

505.1 The Student Court shall have the authority, as granted by the NCSA Constitution, to issue any writs or subpoenas necessary and proper to the exercise of its jurisdiction.

505.2 The Student Court may impose sanctions for failure to follow a writ or subpoena.

Chapter 506 **Complaints**

506.1 Any New College student may file a complaint against any official or entity of the NCSA, any organization receiving NCSA funds, or another student by placing a complaint in the Student Court complaint box.

506.2 The Student Court shall review all complaints at its regularly scheduled meetings. If at least three (3) Justices find validity in the complaint, the Student Court Secretary will notify all involved parties and set a hearing date. The hearing must occur within two weeks.

506.3 For non-NCSA related complaints, if the Student Court decides to hear the case, it shall meet with the involved parties individually to determine if the case might be resolved through mediation, and if it cannot be resolved through mediation, if all parties agree to the Student Court hearing the case. If all parties do not agree, the case shall be forwarded to the college Office of Student Affairs for resolution.

506.4 The Student Court may forward cases, which it believes to be too serious, to the Office of Student Affairs.

506.5 Hearing procedures shall be set in the Student Court's Practices and Procedures.

506.6 Each Counselor may serve as counsel for the defense or the plaintiff, at the discretion of the Chief Justice.

506.7 All complaints must be filed within one (1) month of the action in question. An exemption may be granted at the discretion of the Chief Justice or three (3) Justices.

506.8 Complaints arising from the allocation of NCSA monies shall be resolved in a manner established in Title VI – The Financial Codes.

Chapter 507 **Sanctions**

507.1 The Student Court shall have the authority to repeal or reverse any

action or legislation that has been deemed in violation of the NCSA Constitution or this Great Book.

507.2 The Student Court shall have the authority to suspend any NCSA Official for up to one week and/or recommend Council or Towne Meeting action against such an official.

507.3 The Student Court shall have the authority to suspend privileges granted by the NCSA (e.g. use of the [FORUM] email list) for a period of up to one (1) semester.

507.4 The Student Court may suspend financial authorization in a manner consistent with Title VI.

507.5 The Student Court may provide for in its Practices and Procedures other sanctions, provided that they do not exceed the limits outlined in this chapter.

507.6 The Student Court shall only have the option to remove an official from office as a sanction for an impeachment hearing. The Student Court, if it decides not to remove an impeached official, may impose other sanctions in accordance with this chapter.

Chapter 508 Judicial Records

508.1 The Student Court Secretary shall be responsible for the publication and archival of all records of the Student Court. The Student Court Secretary shall have unrestricted access to the NCSA Archives, but shall be subject to any organizational rules imposed by the Executive Secretary.

Chapter 509 Special Tribunals

509.1 Upon the impeachment of a Justice, the Speaker of the Towne Meeting shall appoint a Special Tribunal of five members made up, if possible, of properly appointed and trained student representatives to the college Community Board. If five Community Board members are unavailable, the Speaker may appoint any unbiased New College students.

509.2 Such a Special Tribunal shall elect a Chair and follow the same procedure as the Student Court for such a hearing.

History:

TM(f)-11-001A

TITLE VI **THE FINANCIAL CODES**

Chapter 600 **Financial Responsibility and Control**

600.1 The New College Student Alliance, as a Student Government of the State University System of Florida, is charged, by state law, with allocating the the monies collected from the Activities and Service (A&S) Fee paid by all students.

600.2 All persons administrating, allocating, and/or overseeing the allocation of A&S funds are required to do so in accordance with all local, state, and federal laws, as well as all regulations of the college.

600.3 This title may only be amended by the Towne Meeting with approval from the Student Allocations Committee.

600.4 A&S funds shall never be used to fund an event that charges students admissions. This section should be in no way construed to restrict the NCSA from partially subsidizing registration fees or travel costs for a students.

600.5 Property Control

600.5.1 Property purchased using A&S fees is the property of the State of Florida as administered by the NCSA.

600.5.2 The VPRFA and SAC Chair, with the assistance of the EQ TAs shall be responsible, for the proper maintenance and inventory of all NCSA property.

600.5.3 Loss or theft of NCSA property may subject the offender to sanctions by the college, in accordance with college regulations, in addition to any sanctions which might be imposed by the Student Court.

600.6 “Due cause” for the purposes of this chapter shall be defined as, but not restricted to, violations of local, state, or federal law, violations of any regulation of the college, or violations of NCSA regulations.

600.7 The NCSA fiscal year shall run from July 1st to June 30th.

Chapter 601 **NCSA President(s)**

601.1 The NCSA President(s) shall be responsible for setting the annual budget, subject to SAC approval, in a manner consistent with this title.

601.2 The NCSA President(s) shall be responsible for proposing or approving any amendments to the budget.

Chapter 602 **Student Allocations Committee**

602.1 The SAC shall be responsible for

602.1.1 representing the interests of the Student Body as it pertains to allocating funds and approving the budget presented by the President(s);

602.1.2 reviewing all fiscal legislation passed by the Towne Meeting, as prescribed in Title III – The Legislative Branch; and,

602.1.3 ensuring the investigation of irregularities pertaining to the expenditure of A&S funds.

602.2 SAC Accounts

602.2.1 The SAC shall have the right to allocate from its general allocations fund.

602.2.2 The SAC general allocations fund shall be used for purposes that benefit the Student Body.

602.2.3 The SAC may establish, in its rules and procedures, guidelines for allocating funds provided that they in no way conflict with the provisions of the NCSA Constitution or this Great Book.

602.3 Allocations Requests

602.3.1 All students requesting SAC funding must fill out a System for Allocations Tracking and Numeration (SATAN) Form as approved by the SAC. These forms shall be made available on the NCSA website and in Hamilton Center. Completed forms must be filed with the SAC Chair.

602.3.2 All allocations by the SAC shall include

A. an itemized list of expenditures; and

B. a reversion date, on which the any unspent funds revert back to the general allocations fund.

Chapter 603 NCSA Business Office

603.1 The NCSA Business Office shall be headed by a Business Manager, who shall be a salaried non-student employee.

603.2 The NCSA Business Office shall

603.2.1 maintain accurate fiscal records for the NCSA;

603.2.2 inform the NCSA President(s), SAC Chair, and VPRFA of any irregularities;

603.2.3 assist the NCSA President(s) in drafting the annual budget; and,

603.2.4 facilitate any other financial business as necessary.

603.3 The Business Manager must be notified of any purchase using NCSA monies.

Chapter 604 Vice President for Relations and Financial Affairs

604.1 The VPRFA shall be responsible for

604.1.1 making periodic reports to the Executive Cabinet of the status of all NCSA accounts;

604.1.2 assisting the President(s) in drafting the annual budget;

604.1.3 ensuring the proper maintenance and inventory of NCSA property; and,

604.1.4 notifying the NCSA President(s), SAC Chair, and Business Manager of any irregularities.

Chapter 605 Annual Budget Process

605.1 During the Spring Semester, the President(s) shall obtain an estimated A&S Fee income from the college Comptroller.

605.2 The President(s) shall use the Comptroller's estimation in setting the budget.

605.3 By May 1st, the President(s) shall submit the full A&S Budget draft to the SAC for approval.

605.4 The approved A&S Budget shall be presented to the Student Body at the first Towne Meeting following approval by the SAC.

Chapter 606 Budget Amendments

606.1 At any point during the fiscal year, an amendment to the A&S Budget may be enacted with the approval of the SAC and NCSA President(s).

606.2 Any budget amendments shall be presented to the Student Body at the first Towne Meeting following approval by the SAC.

Chapter 607 Sanctions

607.1 The NCSA President(s) may, with due cause, suspend the financial authorization of any individual or group.

607.2 The SAC may, with due cause, suspend the financial authorization of any group by a 5/7 vote of its total membership.

607.3 Any suspension of authorization by the President(s) or the SAC shall be subject to appeal to the Student Court.

607.4 Suspension of financial authorization may be lifted by the NCSA President(s), a 5/7 vote of the entire SAC, or by the Student Court upon appeal.

607.5 An individual initiating a purchase in violation of regulations, or responsible for the loss or destruction of NCSA property may be subject to provide restitution in accordance will college regulations.

607.6 Once suspension has been lifted, it may not be reinstated for the same specific offense.

Chapter 608 Reserve Fund

608.1 Any unallocated funds at the end of the fiscal year from the NCSA operating budget (as distinct from the operating budgets for Hamilton Center and the Fitness Center), shall be placed in a General Reserve Fund.

608.2 The reserve shall have a minimum balance of $150,000.

608.3 Should A&S fee income be less than anticipated, reserve funds shall automatically be used to cover any shortfall.

608.4 The reserve fund may be used for other purposes, primarily capital improvement, with the approval of the Towne Meeting, the SAC, and the NCSA President(s).

Chapter 609 Audits of A&S Fund Usage

609.1 All entities receiving A&S funds shall be subject to audit by the State of Florida, the college, and/or the NCSA.

609.2 The SAC, the Towne Meeting, or the NCSA President(s) may request an audit of any entity by the NCSA Business Office or VPRFA by majority vote.

Chapter 610 Green Fee

610.1 Monies collected from the Green Fee shall be completely under the control of the Green Affairs Committee of the Council of Student Affairs, and shall not be included with the A&S Budget, but shall be subject to the same restrictions as all other NCSA monies.

History:

TM(f)-11-001A

TITLE VII THE ELECTION CODES

Chapter 700 Supervisor of Elections

700.1 For all NCSA elections, the President(s) shall appoint a Supervisor of Elections at least one week prior to the start of the petitioning period.

700.2 The Supervisor of Elections shall not be a candidate for any office elected during that election.

700.3 The Supervisor of Elections shall have the following duties:

700.3.1 to inform the Student Body of the positions available;

700.3.2 to announce the petitioning period;

700.3.3 to receive nominating petitions;

700.3.4 to announce the names of all nominated candidates following the completion of the petitioning period;

700.3.5 to publicize the ability of students outside the Sarasota area to receive absentee ballots according to this title;

700.3.6 to create the ballots;

700.3.7 to publicize the polling location and time(s);

700.3.8 to supervise the polling location, and, when unable to do so, appoint poll watchers, who are not candidates;

700.3.9 to count and supervise the counting of the ballots;

700.3.10 to announce the results of the elections; and,

700.3.11 to otherwise ensure that all aspects of the election conform to the NCSA Constitution and this Great Book.

700.4 The Supervisor of Elections shall receive compensation. The Student Court may compel the Supervisor to forfeit such compensation in the event of an invalidation of the election caused by the Supervisor's improper conduct.

700.5 In the event of an invalidation of an election caused, in the opinion of the Student Court, by the improper conduct of the Supervisor, the President(s) shall appoint a new Supervisor within one week.

Chapter 701 Judicial Supervision

701.1 The Student Court Justices shall supervise all elections and ensure that they are conducted in a manner consistent with the provisions of the NCSA Constitution and this Great Book.

701.2 The Justices shall decide all disputes involving the counting of ballots.

701.3 Justices running for office (including those running for re-election) shall not take part in the duties of this chapter. Substitute Justices shall be appointed as needed, in a manner consistent with Title V – The Judicial Codes, to replace Justices running for office (including those running for re-election).

701.4 A concurrence of three Justices shall be required to invalidate an election and, if necessary, compel forfeiture of the Supervisor's compensation.

Chapter 702 Elections Timetable

702.1 Regular elections will be held twice in the fall semester and once in the spring semester.

702.2 The offices elected during the Early-Fall Election shall be the following:

702.2.1 two (2) SAC representatives from the First-Year class. The candidate receiving the most votes shall serve until 30 June, and the candidate receiving the second most votes shall serve until 31 December.

702.3 The offices elected during the Late-Fall Election shall be the following:

702.3.1 NCSA President(s);

702.3.2 three (3) Student Court Justices;

702.3.3 one (1) Counselor;

702.3.4 one (1) SAC Representative from the First-Year class;

702.3.5 one (1) SAC Representative from the Second-Year class;

702.3.6 one (1) SAC Representative from the Third-Year class;

702.3.7 one (1) SAC Representative from the Thesis-Student class, who shall serve only until 30 June;

702.3.8 one (1) Residence Life Representative; and,

702.3.9 one (1) Student Affairs Representative.

702.4 The offices elected during the Spring Elections shall be the following:

702.4.1 Speaker of the Towne Meeting;

702.4.2 two (2) Student Court Justices;

702.4.3 one (1) Counselor;

702.4.4 one (1) SAC Representative from the rising Second-Year class;

702.4.5 one (1) SAC Representative from the rising Third-Year class;

702.4.6 one (1) SAC Representative from the rising Thesis-Student class;

702.4.7 one (1) Residence Life Representative;

702.4.8 one (1) Student Affairs Representative;

702.4.9 one (1) Fitness Center Representative;

702.4.10 one (1) Food Service Representatives;

702.4.11 one (1) Counseling and Wellness Center Representative;

702.4.12 one (1) Landscape Representative;

702.4.13 one (1) Radio Representative;

702.4.14 one (1) Green Affairs Representative;

702.4.15 one (1) Natural Sciences Representative;

702.4.16 one (1) Social Sciences Representative;

702.4.17 one (1) Humanities Representative;

702.4.18 one (1) Environmental Studies Representative;

702.4.19 one (1) Gender Studies Representative;

702.4.20 one (1) International Studies Representatives;

702.4.21 one (1) Library Representatives;

702.4.22 one (1) Career Services Representative;

702.4.23 three (3) Representatives to the college's Educational Policy Committee (EPC); and,

702.4.24 two (2) Representatives to the college's Student Academic Standing Committee (SASC).

Chapter 703 **Petitioning Period**

703.1 For every election of officers there shall be a petitioning period, during which time candidates for office shall circulate nominating petitions. All candidates, except those for the office of NCSA President(s), must obtain twenty-five (25) signatures for their names to appear on the ballot. Candidates for NCSA President(s) or Speaker of the Towne Meeting must obtain forty-two (42) signatures. Only currently enrolled

New College students may sign a nominating petition.

703.2 The petitioning period for the Early-Fall Election shall begin on the first day of regularly scheduled classes after Summer Break and close after seven (7) days.

703.3 The petitioning period for the Late-Fall Election shall begin on the first day of regularly scheduled classes after Fall Break close after ten (10) days.

703.4 The petitioning period for the Spring Election shall begin on the first day of regularly scheduled classes after Spring Break and close after ten (10) days.

703.5 The petitioning period for a special election shall last seven (7) days.

703.6 The NCSA President(s) may delay the start of or extend the petitioning period by up to two days.

703.7 In order for a student's signature on a petition to be valid, it must be accompanied by that student's New College mailing box number.

703.8 The Supervisor of Elections shall make nominating petition forms available to all prospective candidates; however, candidates may make their own nominating forms.

703.9 It is the responsibility of the candidates to ensure that the Supervisor of Elections receives their nominating petitions.

Chapter 704 Campaign Period

704.1 Immediately following the close of the petitioning period, the campaign period shall begin. No campaigning shall be permitted prior to the commencement of the campaign period.

704.2 The campaign periods for the Early-Fall Election and all special elections shall begin immediately following the close of the petitioning period and close after four (4) days.

704.3 The campaign periods for the Late-Fall and the Spring Elections shall begin immediately following the close of the petitioning period and close after eight (8) days.

704.4 Candidates shall observe the following campaign restrictions:

704.4.1 Candidates shall be restricted to no more than fifty (50) advertisements measuring 8.5 x 11 inches or smaller (standard letter size paper) and no more than seven (7) advertisements measuring greater than 8.5 x 11 inches.

704.4.2 Candidates shall send no emails to the [STUDENTS] email

list advertising their candidacy, but are permitted one (1) email to the [FORUM] email list.

704.4.3 Candidates shall put no advertisements on or in College Hall, Cook Hall, Robertson Hall, Keating Center, Sudakoff Center or inside any classroom or the library.

704.4.4 All candidates shall remove all of their advertisements promptly after the election.

704.5 Violation of the campaign restrictions ~~shall be~~ constitutes grounds for removal of a candidate's name from the ballot.

Chapter 705 Election Day

705.1 Election day shall be on the last day of the campaign period (normally, a Wednesday for the Late-Fall and Spring Elections and Thursday for the Early-Fall Election).

705.2 Polls shall open at 9:00 AM and close at 7:00 PM. A Student Court Justice shall be present for the opening of the polls to ensure that the ballot box conforms to the provisions of this title and that it is empty prior to being locked.

705.3 The polling area shall be in Hamilton Center. The Supervisor of Elections shall designate a specific location for the ballot box. The polling area shall consist of the area within twenty-five (25) feet of the ballot box.

705.4 The ballot box must be no less than two (2) cubic feet in volume, of sturdy construction, with a secure bottom, four (4) sides, and a hinged lid with a slit to allow access.

705.5 The ballot box shall remain locked from the opening of the polls until the start of counting after the closing of the polls. A Student Court Justice must be present when the box is unlocked. Unlocking the box before the specified time is grounds for immediate invalidation of an election.

705.6 Ballots shall measure at least 4 x 3 inches. Only uniform ballots shall be used. There shall be clearly printed on all ballots

705.6.1 the names of all nominated candidates;

705.6.2 the offices for which they are running;

705.6.3 the number of candidates for which a voter is permitted to vote for each office;

705.6.4 a space for write-in names for each office;

705.6.5 the full text or a summary of any referenda and constitutional amendments with the options “yes” and “no.”

705.7 The Supervisor of Elections, or at least one poll watcher appointed by the Supervisor of Elections, shall monitor the polling area at all times during polling.

705.8 All students shall be required to present either a valid New College student ID or a valid government-issued picture ID prior to receiving a ballot.

705.9 Upon checking a student's ID, the Supervisor or poll watcher shall mark next to the student's name on a list of all currently enrolled New College students and provide the student with a ballot.

705.10 No student shall be given more than one (1) ballot per election.

705.11 No student may leave the polling area with a ballot.

705.12 All currently enrolled New College students outside of the Sarasota area on Election Day may request an absentee ballot via an email from their New College email account (@ncf.edu) to the Supervisor of Elections and at least one (1) Student Court Justice. The Supervisor of Elections shall send a copy of the ballot to any student so requesting. The absentee shall then return the ballot completed via email prior to the closing of polls on Election Day. The Supervisor of Elections shall fill out a paper ballot according the preferences of the absentee, deposit it in the ballot box, and mark next to the absentee's name on the list of currently enrolled students.

705.13 If polling must be interrupted for any reason, the slit of the ballot box shall be sealed until polling begins again. If polling is interrupted for more than thirty (30) minutes total, the election shall be immediately invalidated.

705.14 A list of known write-in candidates shall be placed prominently in the polling area. Write-in candidates must provide proof of consent before their names may be posted in the polling area.

Chapter 706 Run-off Elections

706.1 If, for an election which requires a majority vote, a majority is not achieved by any candidate, a run-off election between the top two (2) candidates shall be held the day after election day following the same procedures outlined in the previous chapter.

706.2 No write-ins shall be permitted for run-off elections.

Chapter 707 Electioneering

707.1 No person shall attempt to influence a voter's decision within the polling area. Such behavior shall be henceforth referred to as *electioneering.*

707.2 No campaign materials shall be permitted within the polling area.

707.3 Electioneering sufficient to affect the outcome of an election shall be grounds for invalidation of the election.

707.4 Any student caught electioneering may be brought before Student Court.

Chapter 708 Counting of Ballots

708.1 The Supervisor of Elections shall count the ballots with the assistance of any willing students, who are not candidates.

708.2 At least one Justice of the Student Court shall be present at all times during counting to decide any disputes which may arise.

708.3 Any person shall be permitted to observe the counting of ballots; however, the Supervisor may eject any observer who interrupts the counting.

708.4 A substantial difference between the number of ballots in the ballot box and the number of students having voted as determined by the marked list of registered students shall be grounds for invalidation of the election.

708.5 All ballots shall be counted twice to ensure accuracy. If a discrepancy arises, they shall be counted again until the discrepancy is resolved.

708.6 The Supervisor of Elections shall record the names of all write-in candidates, no matter how absurd, and the number of votes each receives.

708.7 Absurd (e.g. Mr. T, Batman, or Chuck Norris) write-ins shall be counted as abstentions. Write-ins for a person ineligible to hold the office shall be counted as abstentions, only if it is clear that the voter's intention was to cast an absurd vote.

708.8 For offices for which only one vote per student is permitted, the number of valid votes for each candidate may simply be added to determine the total number of votes cast for that office.

708.9 For offices for which more than one vote per student is permitted, the ballots with at least one valid vote shall be counted to determine the total number of votes cast. Thus, each valid ballot counts as one vote for the purposes of determining the total number of votes cast.

708.10 For all offices, except that of NCSA President(s), a candidate must receive at least ten (10) per cent of the total number of votes cast as determined by 708.8 and 708.9.

708.11 For any office to be filled by more than one student, where those elected would serve different term lengths, the candidate with the most votes shall serve the longer term, and the candidate with the next most votes shall serve the shorter term.

708.12 If no candidate receives the minimum ten (10) per cent, the office shall be declared vacant and filled in a manner consistent with the NCSA Constitution and this Great Book.

708.13 For the office of NCSA President(s), a candidate must receive an absolute majority of the total number of votes cast.

Chapter 709 Validation and Announcement of Election Results

709.1 Immediately upon completion of the counting of ballots, a Justice of the Student Court shall confirm that the voting was conducted in a manner conforming to the NCSA Constitution and this Great Book.

709.2 Immediately following validation of the election, the Supervisor of Elections shall announce the results of the election to the the [STUDENTS] email list, including the names and number of votes received by every candidate, including write-ins.

709.3 Winning candidates shall have twenty-four hours to decline the office, by notifying the Supervisor of Elections. If a winning candidate declines the office, the office shall go to the candidate with the second highest number of votes, provided that the minimum threshold of ten (10) per cent was met. If a winning presidential candidate declines the office, a run-off will be held between the next two highest vote-getters. If, for a run-off, one of the run-off candidates drops out of the election, the next highest vote getter shall be placed on the run-off.

709.4 Once every office has been filled, or declared vacant, the Supervisor of Elections shall announce the names of the new officials and any vacancies to the [STUDENTS] email list.

709.5 The ballots must be kept sealed in the NCSA offices for at least two (2) weeks following the validation of the election. The ballots may only be accessed with the concurrence of three Justices of the Student Court.

Chapter 710 Invalidation of an Election

710.1 Any election may be invalidated by a consensus of three (3) Justices of the Student Court for violations of the NCSA Constitution or this

Great Book that are likely to affect the outcome of the election.

710.2 The Student Court shall not invalidate any election after two (2) weeks have elapsed following the validation of the election.

710.3 The Student Court shall decide whether the invalidation was a result of the actions of the Supervisor of Elections, and if so, whether the forfeiture of the Supervisor's compensation is appropriate.

710.4 If the Student Court decides that the actions of the Supervisor caused the invalidation, the NCSA President(s) shall appoint a new Supervisor within a week to run the new election.

710.5 The Student Court shall decide whether the entire election shall be re-done from petitioning period to election day, or if only the balloting shall be redone.

Chapter 711 Recall

711.1 Recall elections shall determine whether the official is to retained in office. The ballot shall only ask “Shall (name of recalled official) be retained in office?” with the options “yes” and “no.”

Chapter 712 Referenda

712.1 A referendum may be placed on the ballot by the NCSA President(s), the Towne Meeting, a Council, or a petition signed by 100 students.

712.2 For approval, a referendum shall require a majority of the total number of votes cast.

712.3 If passed, a referendum shall serve as a mandate for any NCSA official or entity.

712.4 No referendum shall violate the provisions of the NCSA Constitution, the regulations of the college, or state or federal laws.

Chapter 713 Constitutional Amendments

713.1 Constitutional amendments may be placed on a ballot by a majority vote of the Towne Meeting, a two-thirds vote of a Council, the NCSA President(s), or a petition signed by 150 students.

713.2 For approval, a constitutional amendment shall require two-thirds (2/3) of the total number of votes cast.

History:

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TITLE VIII ELIGIBILITY REQUIREMENTS

Chapter 800 Eligibility

800.1 All NCSA Officials shall be currently registered students at New College of Florida.

800.2 All NCSA Officials must maintain good academic standing as defined by the college. Officials not in good standing may serve at the discretion of their contract sponsor.

800.2.1 Any officials who lose good academic standing shall have two (2) months to either regain good academic standing or gain approval from their contract sponsor to continue serving.

800.2.2 Officials who do not meet the requirements of this chapter after two (2) months shall be immediately removed from office.

Chapter 801 Restrictions

801.1 No student shall hold two exclusionary offices simultaneously. The following offices shall be considered exclusionary:

801.1.1 President(s)

801.1.2 Speaker of the Towne Meeting

801.1.3 all offices of the Executive Cabinet

801.1.4 Student Court Justice

801.1.5 Counselor

801.1.6 SAC Representative

801.1.7 all elected offices of the two executive Councils

801.1.8 Supervisor of Elections

Chapter 802 NCSA Academic Year Definition

802.1 For the purposes of determining a student's academic year, the following definitions shall apply:

802.1.1 Students in their first or second contract at New College of Florida shall be considered First Years.

802.1.2 Students in their third or fourth contract at New College of Florida shall be considered Second Years.

802.1.3 Students in their fifth or sixth contract at New College of

Florida shall be considered Third Years.

802.1.4 Students in their seventh contract or beyond at New College of Florida shall be considered Thesis-Students.

History:

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TITLE IX	**OFFICER ACCOUNTABILITY AND REMOVAL**
Chapter 900	**Ethics**
900.1	NCSA officials shall not participate in any NCSA decision-making process where there may be a conflict between their private interests and the interest of the Student Body.
900.2	NCSA officials shall not knowingly violate any NCSA regulations or attempt to circumvent them through deceit.
900.3	NCSA officials shall not “be that asshole.”
Chapter 901	**Complaints**
901.1	Any student may file a formal complaint for any reason against an officer of the NCSA with a Counselor or the Student Court.
901.2	The Student Court shall resolve the complaint in a manner consistent with their own Practices and Procedures, NCSA Constitution, and this Great Book.
901.3	The Student Court shall make complaint forms available to students; however, students may file a complaint in whatever manner suits them, so long as it contains all necessary information, in an easily readable format.
Chapter 902	**Impeachment**
902.1	Initiation of Impeachment
	902.1.1 Any NCSA official may be impeached for nonfeasance, misfeasance, or malfeasance.
	902.1.2 Any student may file a motion of impeachment against an official with the CSA or the Towne Meeting.
	902.1.3 The Towne Meeting may initiate impeachment against any NCSA official by majority vote.
	902.1.4 The CSA may initiate impeachment against any NCSA official by a two-thirds vote.
	902.1.5 The VPSA and VPAA may initiate impeachment against the members of their respective Councils, excepting the members of the SAC.
	902.1.6 The SAC may vote to impeach one of its members by a vote of five members.
902.2	Resolution of Impeachment

902.2.1 The Student Court (or the Special Tribunal if the impeached official is a Student Court Justice) shall handle impeachment proceedings in the same manner as any other hearing except a concurrence of four (4) Justices is required for removal.

902.2.2 If the Student Court (or Special Tribunal) fails to remove an official, it may impose lesser sanctions with the concurrence of three (3) Justices.

Chapter 903 Recall

903.1 Upon a petition of 150 students, a recall election shall be held for an NCSA official. No recall petition may be circulated until an official has held office for at least two (2) months.

903.2 A recall petition must contain the grounds for removal, which are limited to the following: malfeasance, misfeasance, neglect of duty, incompetence, or permanent inability to perform official duties.

903.3 The recall election shall be conducted in a manner consistent with Title VII – The Election Codes.

903.4 In order for an official to be removed by a recall election, a majority of the votes must be cast against retention.

903.5 Officials may only be subject to recall once during their term.

903.6 If an official is removed from office through the recall procedures, the vacancy shall be filled in the same manner as any other vacancy for that office.

Chapter 904 Removal of an Official Convicted of a Felony

904.1 Any NCSA Official convicted of a felony shall be immediately removed from office in accordance with VI.4 of the NCSA Constitution.

History:

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TITLE X VACANCIES, PROXIES, AND LEAVES OF ABSENCE

Chapter 1000 Vacancies

1000.1 All vacancies in elected offices, excepting those of NCSA President(s), Speaker of the Towne Meeting, and Student Court Justice, shall be filled by Presidential appointment, subject to Towne Meeting Confirmation, in a manner consistent with Title IV – The Executive Branch.

1000.2 Vacancies in the office of NCSA President(s), Speaker of the Towne Meeting, and Student Court Justice must be filled by a special election.

Chapter 1001 Vacancies of the Presidency

1001.1 If during a co-Presidency, one of the Presidents vacates the office for any reason, the remaining President may

1001.1.1 continue serving as sole President, subject to Towne Meeting confirmation;

1001.1.2 appoint a new colleague subject to Towne Meeting approval; or,

1001.1.3 resign.

1001.2 In the event the Presidency is completely vacant the order of succession for Acting President shall be as follows:

1. Speaker of the Towne Meeting
2. Chair of the SAC
3. Chief of Staff
4. Vice President for Student Affairs
5. Vice President for Relations and Financial Affairs
6. Vice President for Academic Affairs
7. Vice President for Green Affairs
8. Executive Secretary
9. Chief Justice of the Student Court

1001.3 The Acting President shall possess all authority of the office of NCSA President(s).

1001.4 The Acting President shall ensure the completion of a special election at the soonest possible opportunity.

1001.5 No person may hold the office of NCSA President(s) except by winning an election for that office.

Chapter 1002 Vacancies in the Speakership

1002.1 In the event of a vacancy in the Speaker, the order of succession for Acting Speaker shall be as follows:

1 Vice President for Student Affairs

2 SAC Chair

1002.2 The Acting Speaker shall possess the authority of the office of the Speaker, and shall manage the Legislative Branch until a new Speaker may be elected at the soonest possible opportunity.

Chapter 1003 Proxies

1003.1 Members of any committee or Council, who are unable to attend a meeting, may send informed proxies to vote in their stead.

1003.2 Absent members must notify the chair of their committee or Council of the names of their proxies prior to the meeting.

1003.3 Properly authorized proxies shall have all the duties and responsibilities of the absent member for the duration of the meeting.

1003.4 No action may be taken at a meeting where more than half of the voting members are proxies.

Chapter 1004 Leaves of Absence

1004.1 All officials may take one leave of absence of up to one month at any time during their term. Officials do not need to take leaves of absence for breaks or the the January inter-term.

1004.2 The NCSA President may not take a leave of absence. In the event of a co-Presidency, one President may take leave at a time.

1004.3 Longer leaves of absence may be granted at the discretion of the Student Court.

History:

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