



## The University of West Florida Student Government Association

Legislation: 13-14 B XIII

Subject: Sunshine Law Bill

Authors: Rules & Statutes Committee (Anhar Ibrahim,  
Cory Hinsch, Cody Hartzog, Kim Stoker)  
and Brandon McCaffery

Sponsors: Rules & Statutes  
Committee & Brandon McCaffery

See attached

University of West Florida Student Body Constitution.

First Reading : Passes

Second Reading: Passes

Yes: 21

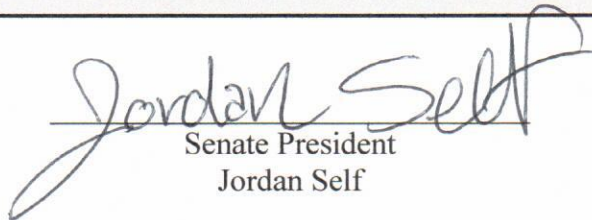
Yes: 16

No: 0

No: 0

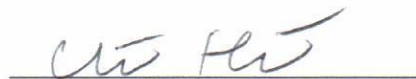
Abstain: 0

Abstain: 0

  
Senate President  
Jordan Self

Be it known that Student Government 13-14 Bx III is hereby signed on 3-21-14

Pass: ✓ Veto:       

  
Christopher Hill  
Student Body President

# **UNIVERSITY OF WEST FLORIDA STUDENT BODY STATUTES**

## **TITLE I: DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION OF AND COMPLIANCE WITH THE STATUTES**

Chapter 100: The Student Body Statutes  
Chapter 101: Definitions

## **TITLE II: THE EXECUTIVE BRANCH**

Chapter 200: Presidential Duties and Authority  
Chapter 201: Vice-Presidential Duties and Authority  
Chapter 202: The Executive Committee  
Chapter 203: The President's Cabinet  
Chapter 204: Chief of Staff  
Chapter 205: Office of Communication  
Chapter 206: Office of Governmental Affairs  
Chapter 207: Office of Student Life  
Chapter 208: Assistant to the President  
Chapter 209: Assistant to the Vice-President

## **TITLE III: THE LEGISLATIVE BRANCH**

Chapter 300: The Senate  
Chapter 301: Senate President Duties and Responsibilities  
Chapter 302: Treasurer Duties and Responsibilities  
Chapter 303: Senate Duties & Responsibilities  
Chapter 304: Committee Responsibilities  
Chapter 305: Chairperson Responsibilities  
Chapter 306: Vice-Chairperson Responsibilities  
Chapter 307: Numbering of Bills, Resolutions, and Recommendations  
Chapter 308: Legislation  
Chapter 309: Procedure for Approval of Bills  
Chapter 310: Publication of Senate Notices  
Chapter 311: Terms of Office  
Chapter 312: Appointments  
Chapter 313: Absentee Policy

#### **TITLE IV: THE STUDENT BODY ELECTION CODE**

Chapter 400: The Elections Commission  
Chapter 401: Officers to be Elected  
Chapter 402: Special Elections  
Chapter 403: Election Process  
Chapter 404: Filing for Candidacy  
Chapter 405: Ruling on Candidate Qualifications  
Chapter 406: Election Appeal  
Chapter 407: The Official Ballot Form  
Chapter 408: Campaign Expenses, Contributions, and Expense Infractions  
Chapter 409: Regulations of Campaigning  
Chapter 410: General Election Procedure  
Chapter 411: Installation and Assumption of Office  
Chapter 412: Violations of the Student Body Elections Code  
Chapter 413: Amending of Student Body Election Code

#### **TITLE V: ADDENDUM**

A. Election Addendums  
B. Distinguished Teaching Award Process  
C. Distinguished Staff Award Process

#### **TITLE VI: THE JUDICIAL BRANCH**

Chapter 600: Composition of the Supreme Court  
Chapter 601: Chief Justice Duties and Responsibilities  
Chapter 602: Supreme Court Duties and Responsibilities

#### **TITLE VII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT**

Chapter 700: Intent  
Chapter 701: Severability  
Chapter 702: Definitions  
Chapter 703: Impeachment from office  
Chapter 704: Suspension from office and temporary succession  
Chapter 705: Referendum and recall  
Chapter 706: Resignation in lieu of recall  
Chapter 707: Recall Referendum  
Chapter 708: Offenses relating to petitions  
Chapter 709: Impeachment and Removal Process  
Chapter 710: Removal of Senators by the Absentee Policy  
Chapter 711: Removal of Appointed Offices



## **TITLE VIII: FRESHMEN COMMITTEE**

Chapter 800: Structure  
Chapter 801: Freshmen Committee Responsibilities  
Chapter 802: Installment of Freshmen Committee Chair  
Chapter 803: Duties of the Freshmen Committee Chair  
Chapter 804: Freshmen Committee Selection and Appointment  
Chapter 805: Freshmen Committee Candidacy  
Chapter 806: Term of Office  
Chapter 807: Vacancies  
Chapter 808: Removal from Office

## **TITLE IX: EMERALD COAST SENATE**

Chapter 900: Emerald Coast Governor  
Chapter 901: Structure of the Emerald Coast Senate  
Chapter 902: Emerald Coast Senate Responsibilities  
Chapter 903: Emerald Coast Senate Procedures  
Chapter 904: Legislation  
Chapter 905: Terms of Office  
Chapter 906: Elections  
Chapter 907: Appointments  
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## **TITLE X: CODE OF ETHICS**

Chapter 1000: Definitions  
Chapter 1001: General Code of Ethics  
Chapter 1002: Procedures and Penalties

## **TITLE XI: The UNIVERSITY OF WEST FLORIDA STUDENT GOVERNMENT IN THE SUNSHINE LAW**

Chapter 1100: Definitions  
Chapter 1101: Sunshine Law

## **TITLE XII: ACTIVITY AND SERVICE FEE**

Chapter ~~1100~~1200: Activity and Service Fee Manual

## **TITLE XI: THE UNIVERSITY OF WEST FLORIDA STUDENT GOVERNMENT IN THE SUNSHINE LAW**

### Chapter 1100: Definitions

#### 1100.1      The term "Public":

Any member of the Student Body who is neither an officer nor candidate for office in the Student Government Association, as well as University faculty and staff unaffiliated with Student Government, as well as any person not affiliated with the University of West Florida.

### Chapter 1101: Sunshine Law

1101.1      All Student Government Association meetings must be open to the Public; otherwise, any formal action shall not be considered binding.

1101.2      Anyone shall have the option to attend all meetings held under the patronage of Student Government Association except as provided for in these statutes.

1101.3      Anyone shall have the right to speak at all meetings held under the patronage of Student Government Association, so long as they have been recognized by the presiding member.

1101.4      All Minutes, voting records and forms of correspondence related to the Student Government Association are public records, available upon request.

1101.5      Any person may be requested to leave any meeting held under the authority of the meeting's presiding member; however they must be explicitly informed of their respective rights under the Sunshine Law.

1101.6      No provision of this section shall be construed to prohibit the presiding member of a meeting from maintaining decorum necessary to the facilitation of business, nor to waive anyone's right to call upon law enforcement officials in the event of a criminal disturbance.

1101.7      Public notice shall consist of an announcement of the meeting time, place and purpose. Any meeting held without prior, twenty-four hour public notice shall be considered in violation of the provisions of this title.

## **TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL**

### Chapter ~~1100~~1200:    The Activity and Service Fee Manual



41001200.1 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee inasmuch as is allowed by law and university policy, and reads as follows:

## I. Explanation of the Activity and Service Fee

- A. The Activity and Service Fee, as provided for by law, is collected on a per-credit-hour basis. According to Florida Statute 1009.24 10(b):

The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university[...]Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year. [Abridged]

- B. The Activity and Service Fee is a per credit hour fee set by the Student Fee Committee each year.

## II. Awarding of the Activity and Service Fee

- A. At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to Registered Student Organizations (RSOs), Sports Club Council, Departments, and other similar entities on a yearly basis during the spring budget process; however, some money is set aside in the following accounts (which will be referred to collectively as 'Interim Accounts') for award throughout the year by the Budget and Allocations Committee:

1. Project Grants
2. Travel Grants

- B. The yearly budget process timeline is as follows:

<u>Month of</u>	<u>Action</u>
September	An e-mail will be sent to RSOs and Small Departments awarded an annual budget reminding them to review the A&S Manual and review procedures for spending funds.
October	A memorandum is sent to all RSO, Sports Club Council, and Departments funded by the A&S Fee indicating that their budget requests for an Annual Budget are due in January.
January	RSO, Sports Club Council, and Department budget requests are due. At time of submitting budget request, hearing times need to be scheduled.

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|----------------------|---|
| January/<br>February | Budget and Allocations Committee holds budget hearings.   |
| March                | The Budget and Allocations Committee present to Senate. Following approval by Senate, the bill will be presented for signing to the Student Body President and then the University President. |
| May                  | A memorandum stating that all carry forward requests are due in a month will be sent to those awarded an Annual Budget.   |
| June                 | The Budget and Allocations Committee deliberates about carry forward requests. Carry forward requests awarded are announced via an e-mail to the requester.                                   |
- C. Only RSOs that have been established for one calendar year (January thru December), can submit a budget request for an Annual Budget.
  - D. Quorum consists of more than half of the Budget and Allocations Committee members, including the Budget and Allocations Chair, who have been duly elected or appointed and subsequently sworn in. No decision shall be made by the Budget and Allocations Committee without quorum present, except during summer and online voting, when the act of submitting a vote counts toward quorum for that decision.
  - E. A majority vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. A majority vote is defined as more than half of the total votes cast. The Budget and Allocations Chair may vote if his or her decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.
  - F. The Budget & Allocations Committee has the right to add stipulations on all A&S funded accounts.

### III. Usage of the Activity and Service Fee

- A. Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.
- B. If funds are not expended within the expressed intent of the approved budget, then upon the recommendation of the Budget and Allocations Committee to the Student Government Association Senate and upon notification to the Vice President of Student Affairs, a hold may be initiated on the organization's right to expend A&S Fee funds. If a hold is implemented against an account, the account administrator may appeal to the SGA Senate within five working days. A majority vote of the SGA Senate, approval by the Student Body President, and approval by the Vice President of Student Affairs are



required to remove the hold. Furthermore, notwithstanding a hold on the account, failure to expend funds as intended may affect an A&S funded entity's future funding decisions.

- C. A&S Fee funds are intended for the benefit of UWF students, both in spirit and by law. Use of A&S Fee funds with the intent to benefit other groups (i.e. not UWF students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.
- D. Deficit spending is prohibited. All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.
- E. In addition to the limitations of the statute governing A&S Fees, the Budget and Allocations Committee will not grant money to groups who discriminate their membership based on any of the criteria listed in UWF's Policy Prohibiting Discrimination, Harassment & Retaliation (P-13.03-05/10), which states that individuals shall be free "from discrimination or harassment based on the following protected classes: age, color, disability, gender, marital status, national origin, race, religion, sexual orientation and veteran status..." "Gender" as used throughout this policy shall mean sex and gender identity."
- F. A&S Fees generated by the Emerald Coast Campus are allocated in full to the Emerald Coast Campus. If, at the end of the fiscal year, not all of the funds have been used, the Budget and Allocations Committee may choose, with a three-fourths vote, to allocate those funds for use on the main campus non-recurring fund.
- G. A&S Fee funds may not be used for fundraising purposes.
- H. A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.

Examples of prohibited use:

- Funds used to purchase doughnuts to be sold for fundraising.
- Funds to be given to a charitable agency (i.e. Red Cross).

Examples of permissible use:

- Funds used to purchase refreshments for an event that supports a charitable cause (i.e. Pizza for Relay for Life event).

- I. All A&S Fee funded organizations, departments, or events must include the "funded through SGA" logo on all advertisements, promotional materials, and/or giveaways, and on any items purchased with A&S money. Exemptions may be granted by the Budget and Allocations Chair.

#### IV. Interim Accounts



A. Request and Approval Process:

1. All requests for funding from any of the interim accounts must be made three or more Fridays before the planned activity. Requests submitted after this deadline will be processed in the order received, and may or may not be approved in time for the event.
2. Request forms shall serve as required cover sheets and shall be available in the SGA office. Online forms may be made available as well. Paper copies of all completed requests must be submitted physically to the SGA office by the prescribed deadline.
3. An officially submitted request shall include the above-required cover sheet atop each copy of the documentation and information indicated in the account explanation, as well as an itemized budget for the request. Any submittals lacking the required number of copies, any of the requirements mentioned in the account explanation, or an itemized budget, shall not be considered submitted for the purposes of IV.A.1 above, and therefore will not be reviewed by the Budget and Allocations Committee. The person submitting the request has the duty of ensuring his or her request is complete.
4. The Budget and Allocations Chair will notify the organization's president or account administrator of the individual of the Budget and Allocations Committee's decision within three business days after the decision is made. The President or account administrator must then make arrangements with the proper university official to access the funds.
5. The receipt of prior funding from any of the Interim accounts is not a guarantee of future funding.

B. Project Grants:

1. RSOs and Departments not funded through the yearly budget process are eligible to receive project grants. Project grants are to be used for one-time activities that promote the mission of the organization and/or enhance university-wide student programming.
2. Funded entities, as well as individual members or small groups belonging to those entities, whose requests are related in any way to the business of said entity, shall be ineligible to receive funding from this account.
3. Organizations may receive no more than three grants per fiscal year, not to exceed \$3,000 for the fiscal year.
4. Grant requests must explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.

5. An organization must be officially registered and in good standing with the University of West Florida to receive funds from this account.
6. Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.
7. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

C. Travel Grants:

1. Undergraduate and graduate students who are travelling to advance their educational experience in their area of study or interest are eligible to receive funding from this account.
2. Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.
3. Students may receive a maximum of \$500 per semester. Groups of three students or more travelling for the same purpose may receive a maximum of \$1,500 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of \$3,000 per fiscal year.
4. Students applying for assistance must first gain approval from the department chair and/or Faculty/Staff advisor.
5. All funds approved by the Budget and Allocations Committee must be equally matched by any source not already funded by the A&S Fee. Students making requests must show proof of these matching funds as part of their request.
6. Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individuals' academic career and the University.
7. If funding for food is awarded it will only be at the university's per diem rate.
8. Awarded funds will be disbursed directly to students in a manner consistent with university policy; authority over the monies shall not be delegated to other university departments, A&S funded or not.
9. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.
10. Individual undergraduate and graduate students, RSOs, and sports clubs travelling to national competitions are eligible to receive two awards from this account per semester, not to exceed \$2,000 per request. A&S funded entities are eligible for funding from this account if the requesting organization or individual has participated



in the regional tournament, if one exists, and qualified for the national tournament as a result. However, if an entity requesting funds is already funded the request must be approved by a three-fourths vote of the Budget and Allocations Committee.

D. Budget Transfers:

All budget amendments and transfers must be approved by the Budget and Allocations Chair.

## V. Carry Forwards

A. All funds remaining in an A&S funded accounts shall be swept into the main A&S Fee non-recurring account except:

1. Funds left in the SGA accounts shall be transferred into the SGA contingency account.
2. Funds left in the Recreation Administration umbrella of accounts, shall be transferred into the Recreation contingency account.
3. Funds left in the UCSA Administration and UCSA General umbrella accounts shall be transferred into the Commons contingency account.
4. Funds left in any Salary account for any A&S funded, non-student positions shall be transferred into the Salary Contingency account.
5. Funds left in small departments with base budget shall be transferred to their contingency accounts.
6. If the Budget and Allocations Committee approves a carry forward request from an organization or department, the funds approved shall be carried forward into that organization or departments account for the next fiscal year.

B. Rules A.1 through A.6 above may be overturned by a three-fourths vote of the Budget and Allocations Committee.

## VI. Declaration of Audit Rights

The Student Government Association Budget and Allocations Committee reserves the right to formally review any entity which receives funds from the A&S Fee and these monies are subject to state and local audits