UNIVERSITY OF WEST FLORIDA
STUDENT BODY STATUTES

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

Chapter 100: The Student Body Statutes

The following shall be the system of the Student Body Statutes to be observed by the Student Senate in enacting Statutes and in exercising statutory revision.

100.01 Each title dealing with the related topics which are composed of numerically designated chapters shall be as follows:

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100.02 Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 199 may be divided into Sections 199.01, 199.02, 199.03 etc. Each section may in turn be subdivided further by means of the alphabet so that as many subsections are obtained as necessary.
The Rules and Statutes Chair, or their designee, shall amend the Student Body Statutes table of contents, font, and other visual elements as needed, with the advice of the Senate President. Any such changes must be announced to the Senate.

Chapter 101: Definitions

101.01 The term “Act”

Failure to perform an action that is legally required, or the instance of taking an action or performing a deed.

101.02 The term “Appointments”

All appointments made by the President shall require confirmation by a Two-Thirds vote to fill vacated elective offices, and confirmation by a majority vote for all other appointments.

101.03 The term “Benefit”

A gain or advantage, or anything regarded by the person to be benefited as a gain or advantage to themselves or to any person in whose welfare they are interested.

101.04 The term “Bills”

Legislation over which the Student Government has sole jurisdiction. All bills shall require a two-thirds vote, with the exception of revisions to the Activity and Service Fee manual.

101.05 The term “Campaign Worker”

Any person who actively supports any candidate.

101.06 The term "Campaigning"

The disseminating of literature, the posting of signs, or any other tangible construction or advocating the election of any candidate or group of candidates.

101.07 The term “Circulator”

An individual seeking to recall a Student Government Officer from office and who solicits, supervises, or otherwise procures student signatures in support of a recall referendum of the affected officer.
101.08 The term “Civilly Liable”

A person is “Civilly Liable” for the purposes of this Act when a court of competent jurisdiction enters final judgment against him or her in a civil action.

101.09 The term “Conflict” or “Conflict of Interest”

A situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.

101.10 The term “Constituency”

The people who are represented by a Student Government Officer and are eligible to vote for such an officer in regular Student Government elections.

101.11 The term “Constituent”

A Registered Student who is a member of a Student Government Officer’s constituency.

101.12 The term "Conviction"

A finding of guilt through a three fourths vote of the Senate on an impeachment allegation of malfeasance, misfeasance, or nonfeasance, which will result in removal from office.

101.13 The term “Corruption”

Violation of any Student Government laws.

101.14 The term “Executive Order”

A law that is drafted and signed by the Student Body President and stored in the Executive Handbook (not legislation).

101.15 The term “Executive Handbook”

A document tracking the history and formalizing the policies of the Office of the President. Keeping place of Executive Orders.

101.16 The term “Incompetence”

The lack of ability, qualifications, or fitness to discharge a required duty.
The term “Incorrectly Marked Ballot”

A ballot that is not in accordance with the instructions on it.

The term “Induce”

The act or process of enticing or persuading another person to take a certain course of action regardless of whether the other individual takes such action.

The term "Impeachment"

Formal accusations of malfeasance, misfeasance, or nonfeasance against an elected Student Government member or a member of the Supreme Court recognized by a majority vote of the Senate.

The term “Joint Ticket”

Shall be composed of one Presidential candidate and one Vice Presidential candidate running together on one ticket during the student government elections.

The term “Line Item Veto”

The ability to veto a portion of a bill, while approving the rest. A line item veto can be overridden by a two-thirds vote of the Senate.

The term “Majority Vote”

The greater part of number or larger than half, 50% plus 1.

The term "Malfeasance"

The commission of an act that is positively unlawful; misconduct.

The term “Malum in Se”

A criminal act that is inherently and essentially evil, that is immoral in its nature and injurious in its consequences, without any regard to the fact of its being noticed or punished by the laws of the state. Such are most or all of the offenses cognizable at common law, such as murder, larceny, etc. See Black’s Law Dictionary, Fifth Edition.

The term "Misfeasance"
The commission of a lawful act in an unlawful or improper manner, so that there is an infringement on the rights of another or others.

101.26 The term “Moral Turpitude”

An act or behavior which gravely violates moral sentiment or acceptable moral standards of a community. It is restricted to the gravest offenses consisting of felonies, infamous crimes, and those that are Malum in Se and disclose a depraved mind. See Bartos v. United States District Court for District of Nebraska, C.C.A.Neb., 19 F.2d 722, 724.

101.27 The term “Nomination”

All nominations made by the President shall require confirmation by majority vote of the Senate.

101.28 The term "Nonfeasance"

The failure to do what duty requires to be done.

101.29 The term "President"

Shall be synonymous with the terms Student Government Association President and Student Body President.

101.30 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.

101.31 The term “Quorum”

More than one-half of the Senators holding office. Quorum must be met for all voting to occur.

101.32 The term “Recall Referendum”

A ballot measure to put to a constituency affected a petition, signed by a requisite number of constituents and in a form prescribed by student body law, that seeks to recommend to the Student Government the removal of a Student Government officer from office who has been convicted of a misdemeanor related to his or her duties, or who has been found civilly liable for an act of moral turpitude, after all available appeals have been exercised, waived, or have expired.
The term “Recommendations”
Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote of the Senate.

The term “Registered Student”
A person admitted to the University who is enrolled in at least one credit hour during the current academic term, is in good standing with the University, and has paid his or her activity and service fees, or had his or her fees deferred by the University, for the current academic term.

The term "Removal"
The impeachment of a Student Government Association Member.

The term “Resolutions”
Legislation that is a statement of position shall require a Majority Vote.

The term “Senate”
From here after shall refer to the Pensacola Senate unless otherwise designated.

The term “Senate Experience”
Having held a Student Government Association elective office or having held a primary cabinet position.

The term “Student Government Member”
Anyone holding a position in any branch of Student Government Association.

The term “Student Government Officer”
Any student holding an elected position in the Student Government Association.

The term “Student Senate”
Shall include the following:
A. Senate President
B. Budget and Allocations Chair
C. Rules and Statutes Chair
D. Student Outreach Chair
E. University Outreach Chair
F. Budget and Allocations Committee Seats
G. Rules and Statutes Committee Seats
H. Student Outreach Committee Seats
I. University Outreach Committee Seats

101.42 The term “Three-Fourths Vote”
No less than three fourths of the Senators present and voting "yes" or "no".

101.43 The term “Two-Thirds Vote”
No less than two-thirds of the Senators present and voting "yes" or "no".

101.44 The term "Vice President"
Shall be synonymous with the term Student Government Association Vice President and Student Body Vice President.

Chapter 102: Official Documents

102.01 All students serving the Student Government Association in any capacity whatsoever must observe the Official Documents. Willful and deliberate disregard of these Documents may subject the student to removal from office by the proper procedure.

102.02 The Official Documents of the Student Government Association shall include:
The Student Body Constitution
Writs and Decisions of the Supreme Court
The Student Body Statutes
The Executive Handbook
Rules and Governing Practices for the Courts

102.03 The University of West Florida Student Body Constitution shall be the governing doctrine of the Student Government Association, and amendments to the Constitution may be proposed by two-thirds vote of
the Student Senate, or by petition of five percent of the Student Body. Amendments shall become part of this Constitution upon ratification by majority of the votes cast thereon in a Student Body Election, provided that the proposed amendments have been published in the recognized Student Body publication at least one week prior to the vote of the Student Body.

102.04 Writs and Decisions of the Supreme Court shall serve as binding and final decisions of the Student Government Association, and shall supersede the Student Body Statutes in cases where Statutes are found to be in violation of the Student Body Constitution.

102.05 The University of West Florida Student Body Statutes shall serve as by-laws of the Student Body Constitution and shall be amendable by Bill.

102.06 The Executive Handbook will contain all policies and procedures of the Executive Branch and will serve as a record of all Executive Orders of the President. The Handbook shall be amendable by Executive Order. Executive Orders are to be considered subordinate documents to the University of West Florida Student Body Constitution, Student Body Statutes, and Writs and Decisions of the Supreme Court.

102.07 Rules and Governing Practices for the Courts of the University of West Florida shall set their governing policies and shall be amended and enforced by the Chief Justice. All changes should be presented to Senate at the next Senate meeting after being enacted.

102.08 Updated versions of all Official Documents will be stored in the UWF Student Government argofiler database and posted publicly on the UWF Student Government website.

102.09 Any document that is approved by the Senate to be considered an Official Document (by amending this Statute) should be read in front of Senate before being enacted.
TITLE II: THE EXECUTIVE BRANCH

Chapter 200: Presidential Duties and Authority

200.01 The President shall be empowered to call by Executive Order and at will, meetings of the Student Senate provided time and place are advertised twenty-four hours in advance.

200.02 The Student Body President along with the Vice President and Treasurer shall administer the Student Government Association budget for the fiscal year of their term of office and submit to the Senate a proposed budget in the Fall semester for current fiscal year. The Student Body President shall be the only Student Government signature that can initiate any financial expenditure.

200.03 The President shall be empowered to represent the student body officially within the University, to any state and national student association that the University of West Florida Student Government Association is a member, the Board of Trustees, the legislature, and at all other appropriate forums extended to the university.

200.04 The President shall coordinate the work of the Student Government Association, the student members of the University Standing Committees, and Executive ad hoc committees.

200.05 The President shall maintain communications between the Student Government Association and the University of West Florida administration.

200.06 The President shall be an ex-officio, non-voting member of all Senate committees.

200.07 The President shall appoint the Election Commission at least six weeks prior to the Spring Election.

200.08 The President shall be empowered to form Executive ad hoc committees by Executive Order. Appointments to these committees do not have to be approved by the Senate.

200.09 The President shall have a cell phone allowance while in office so they may be reached at all times. This will be used to facilitate communication between the Student Body President and the students, Student Government office, and the administration. The money to pay for the cell phone allowance shall be appropriated in the Student Government budget each year.
200.10 The President shall submit to the Senate all nominations regarding appointments to vacant elective offices.

200.11 Upon signing an Executive Order, the Student Body President should send a copy to each Senator, announce the Executive Order at the next Senate meeting, or otherwise make known the ratification of an Executive Order.

200.12 The President shall not have the power of Line Item Veto.

200.13 The President shall chair the Executive Committee of the Government Association.

200.14 The President shall oversee the creation of the Executive Committee Agenda and distribute the Executive Committee minutes as taken by the Secretary of the Senate.

200.15 The Student Body President of the University of West Florida Pensacola campus shall represent the student body as a voting member of the University of West Florida Board of Trustees.

200.16 The President shall receive a stipend of $7,200, which shall be allocated appropriately throughout the course of their term.

Chapter 201: Vice Presidential Duties and Authority

201.01 The Vice President shall serve as coordinator for all campus issue projects.

201.02 The Vice President shall be the Chair of the Campus Collaboration Board.

201.03 The Vice President shall serve as liaison to the Emerald Coast Campus Student Government.

201.04 The Vice President shall have the responsibility of forming Freshmen Committee.

201.05 The Vice President shall plan and organize Student Government Association retreats, banquets, and all other internal SGA events.

201.06 The Vice President shall prepare the Senate agenda and oversee preparation and distribution of Senate minutes.

201.07 The Vice President shall not have the option to vote in the case of a tie, or when their vote can change the outcome of the vote. However, if any Senator of Committee Chair were to serve as Senate Chair, they shall have the option to vote in the case of a tie or when the vote of the Senate Chair can affect the outcome.
The Vice President shall be responsible for enforcing the attendance policy in coordination with the Senate Pro Tempore and the Secretary of the Senate, as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution. Also see Statutes 304 and 314.

The Vice President shall preside over removal proceedings unless such proceedings are Vice Presidential removal proceedings in which case the Senate Pro Tempore shall preside.

The Vice President shall be an ex-officio, non-voting member of all Senate Committees.

The Vice President shall conduct bi-weekly meetings of the Senate Leadership, including the Senate Pro Tempore, the Secretary of the Senate, and the committee chairs.

The Vice President shall report on Senate business to the Student Body President at least once a month. These reports shall include Committee’s progress in accomplishing goals and projects.

The Vice President shall serve as the Student Representatives on the University of West Florida Alumni Board of Directors.

The Vice President shall serve as the student representative to The University of West Florida Foundation Board.

The Vice President shall serve as the student advocate for students needing help with judicial proceedings.

The Vice President shall receive a stipend of $4,800, which shall be allocated appropriately throughout the course of their term.

Chapter 202: Treasurer Duties and Responsibilities

The President, Vice President, and Treasurer shall be responsible for the administration of the Student Government Association budget. All expenditures shall require the signature of the Treasurer and the President, or the Treasurer and the officer to whom the Senate delegated the budget.

The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current record-keeping of all transactions made. All such records shall be maintained by the Coordinator of Student Government Association, who shall keep the records on file in a secure central location and ensure that
they are available for public inspection. The Treasurer shall be responsible for notifying the Student Body President and Student Senate of any irregularities.

202.03 The Treasurer shall be responsible for presenting an updated budget to the Student Senate once every month. The date shall be determined by the Vice President.

202.04 The Treasurer shall hold at least one meeting per month with each budget holding member in Student Government Association.

202.05 The Treasurer shall review the expenditures of the Student Government Association budget holding members for inconsistencies with the Student Government Association internal budget. Any improper uses of funding should be reported to the Student Body President for review.

202.06 The Treasurer shall serve as the chief financial advisor to the Students Body President. They should regularly brief them on changes to internal budget projections, Activity and Service Fee projections and pro forma, and budgetary issues relating to their role on the Board of Trustees and any other board the President serves on.

202.07 The Treasurer shall attend all Activity and Service Fee monthly meetings.

202.08 The Treasurer shall attend all Budget and Allocation Committee meetings, and shall prepare budget scenarios, projects, or other special projects at the request of the Budget Committee Chair. They should consult with the Activity and Service Fee Coordinator as necessary.

202.09 The Treasurer shall be responsible for having a general understanding of all University budget entities.

202.10 The Treasurer shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of their term.

Chapter 203: The Executive Committee

203.01 The Executive committee shall be comprised of the President, the Vice President, the Emerald Coast Governor, the President’s Cabinet, each Senate Committee Chairpersons, and the Freshman Committee Chair.

203.02 The Executive Committee shall be chaired by the Vice President as stated in Chapter 201.

Chapter 204: President’s Cabinet
204.01 The President's Cabinet shall be composed of:

A. The primary cabinet positions of Chief of Staff, Director of Communications, and Director of Governmental Affairs.

B. Other extended cabinet offices which the president deems necessary.

C. The president may at their discretion appoint as President Emeritus any currently enrolled former Student Body President from the University of West Florida.

204.02 All appointments to Executive offices shall be made by the President, with confirmation by Majority Vote of the Senate.

204.03 In the event that the Student Body President makes an appointment during the summer Senate recess, the appointee may act as an interim for the position until the appointment is approved by the Senate.

204.04 Additional deputies, assistants, and committees may be appointed by the Student Body President.

204.05 All Cabinet appointments not defined in statute shall require the Student Body President to submit a job description to every Senator forty-eight hours prior to the meeting to be approved by majority vote of the Senate, after which the appointment shall be voted on.

Chapter 205: Chief of Staff

205.01 The Chief of Staff should fill in for the Student Body President on University business as needed.

205.02 Oversee the Office of Communications and Director of Governmental Affairs.

205.03 Attend weekly Executive and Senate meetings.

205.04 Manage ad hoc Committees.

205.05 Coordinate weekly meetings with the President’s Cabinet and the Office of Communications

205.06 Manage Cabinet positions and meetings.

205.07 Perform all additional duties as deemed necessary by the President.
The Chief of Staff shall receive a stipend of $3,000, which shall be allocated appropriately throughout the course of their term.

Chapter 206: Office of Communication

There shall be a Director of the Office of Communications titled Director of Communications, Social Media Specialist, and Graphic Designer.

The Office of Communications shall:

A. Maintain all marketing for Student Government Association events, programs and services.

B. Maintain and update the Student Government Association website and all social media.

C. Maintain internal and external communication.

D. Coordinate the promotion of Student Government Association’s visibility and awareness on campus.

E. Be responsible for maintaining and coordinating the use of the event marquee to include any message promoting a Student Government Association sponsored event, senate meeting or other communication deemed necessary and prescribed by the Executive Committee.

The Director of Communications shall:

A. Be responsible for managing and directing all internal and external communication efforts of the Student Government Association.

B. Direct and supervise the Communications Office.

C. Attend all meetings and act as the liaison between executive members and the Office of Communications.

D. Collect activity reports from all executive members, prepare content for distribution, and delegate appropriate tasks to each member of the communications staff.

E. Advise the President and executive members on all communication related efforts.

F. Submit weekly reports to the Chief of Staff and President outlining all activities of the Office of Communications.
G. Report directly to the Chief of Staff and perform all additional duties as deemed necessary.

H. Promote and support all Student Government Association events and activities using appropriate advertising methods, including graphic design, banners, signs, flyers, and electronic marques, etc.

I. Produce and distribute press releases to all relevant media sources in sufficient time to ensure timely submission.

J. Generate video content to publicize on social media related to executive and legislative initiatives.

K. The Director of Communications shall receive a stipend of $1700, which shall be allocated appropriately throughout the course of their term.

206.04 The Social Media Specialist shall:

A. Establish and maintain effective working relationships with relevant media representatives of print, broadcast, and internet media sources to help facilitate coverage of Student Government activities and events.

B. Promote and support all Student Government Association events and activities by implementing advertising through the Student Government Association website and all relevant social media platforms.

C. Report directly to, and perform all other duties deemed necessary by the Director of Communications.

D. The Social Media Specialist shall receive a stipend of $500, which shall be allocated appropriately throughout the course of their term.

206.05 The Graphic Designers shall:

A. Design a variety of products, such as advertising, posters, promotional items, exhibitions and displays, to promote Student Government Association events and initiatives.

B. Coordinate with the Social Media Specialist to implement advertising through the Student Government Association website and all relevant social media platforms.

C. Submit completed or updated designs to the Social Media Specialist, Director of Communications, and Chief of Staff.
D. Report directly to the Director of Communications and perform all other duties deemed necessary.

E. The Graphic Designer shall receive a stipend of $500, which shall be allocated appropriately throughout the course of their term.

Chapter 207: Office of Governmental Affairs

207.01 There shall be a Director of Governmental Affairs, an Assistant Director of Governmental Affairs and a Supervisor of Elections.

207.02 The Office of Governmental Affairs shall:

A. Remain updated with state, local, national and university affairs.

B. Maintain relationship with state representatives in Tallahassee and Washington D.C.

C. Work with University of West Florida administration including the Director of Governmental Affairs.

D. Be responsible for overseeing the election process and any other referendum election.

E. Work with Chief of Staff to maintain student representation on university Standing Committees.

F. Gather student input through the Student Affairs Committee regarding university, state, national, and local issues.

G. Perform all other duties deemed necessary by the Director of Governmental Affairs.

207.03 The Director of Governmental Affairs shall:

A. Direct and supervise the Office of Governmental Affairs, including the Supervisor of Elections.

B. Be responsible for lobbying on behalf of the students.

C. Plan lobbying trips for SGA leadership to attend, including the Florida Student Association’s Planning Conference and Rally in Tally.
D. Keep up to date with matters pertaining to the Florida Student Association.

E. Work with the University of West Florida administration including the Director of Governmental Relations.

F. Perform all other duties deemed necessary by the Chief of Staff.

G. The Director of Governmental Affairs shall receive a stipend of $1,000, which shall be allocated appropriately throughout the course of their term.

207.04 The Assistant Director of Governmental Affairs shall:

A. Research issues affecting Escambia County and the University of West Florida and inform the Senate of such findings.

B. Assist lobbying efforts on behalf of Pensacola and the University.

C. Help the Chief of Staff with maintaining representation on standing committees.

D. Work with the Director of Governmental Affairs to put on events such as Rock the Vote during elections.

E. Arrange Town Hall meetings when relevant to governmental issues.

F. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.

207.05 The Supervisor of Elections shall:

A. Organize the general elections in the spring semester in accordance with Title IV.

B. Organize referendum elections when necessary.

C. Maintain and inform the Senate and student body of any open seats or positions open within Student Government Association.

D. Oversee the interview and application process of all of Student Government Association.

E. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.

Chapter 208: Assistant to the President
208.01 There shall be an Assistant to the President appointed by the President.

208.02 The Assistant to the President shall:
   A. Assist the President with special projects not specifically designated in the Statutes.
   B. Serve as President’s designee to University Committees as needed.
   C. Perform any other duties deemed necessary by the President.

Chapter 209: Assistant to the Vice President

209.01 There shall be an Assistant to the Vice President appointed by the Vice President.

209.2 The Assistant to the Vice President shall:
   A. Assist the Vice President with advising and selecting the Freshmen Committee.
   B. Perform any other duties deemed necessary by the Vice President.
TITLE III: THE LEGISLATIVE BRANCH

Chapter 300: The Senate

300.01 The Senate shall meet in yearly session. Each session of Senate shall be guided in accordance with the Constitution and Statutes.

300.02 Structure of the Senate

A. Senate President:
   1. The Student Body Vice President shall serve as the President of the Senate.

B. Senate Pro Tempore:
   1. There shall be a Senate Pro Tempore elected by a majority vote of the Senate from within the membership of the Senate. See Statute 304.

C. Secretary of the Senate:
   1. There shall be a Secretary of the Senate as appointed by the Senate Pro Tempore and confirmed by a Majority Vote of the Senate. See Statute 304.

D. Senators:
   1. Senators shall be elected by college during the Student Body Elections.

   2. The Student Senate shall be organized by the membership of three Senate Committees: University Affairs, Budget and Allocations, and Student Affairs.

300.03 Organization of Committees

A. Chairperson will be determined after elections during the first Senate meeting and shall be privileged with the same voice as senators, with the exception of the Freshmen Committee Chair. Any senator is eligible to run for chairperson.

B. At the first Senate meeting after the chairpersons have been elected, the senators will rank their committee choices. During the following week, senators shall be assigned to positions as follows:
1. A Senate Seat Appointment Committee shall appoint elected senators to one of the four committees. The Senate Seat Appointment Committee will consist of the three chairpersons, the Senate Pro Tempore, and the Vice President. The Student Government Association President and advisor, will serve as ex-officio, non-voting members of this committee.

2. The Senate Seat Appointment Committee will present the appointments the following week.

300.04 Ex-officio Membership

A. The Student Body President, the Student Body Vice President, Chief of Staff, Director of Governmental Affairs, Director of Communications, Director of Student Life, Treasurer, the Freshmen Committee, and the Graduate Student Association President shall be ex-officio non-voting members of the Senate.

B. Ex-officio members of the Senate shall be privileged with the right to debate in the Senate, except when the Senate, by two-thirds vote, excludes them from debate.
300.05 Calling of Senate Meetings

A. The Vice President shall be empowered to call Senate meetings, and shall call a meeting if requested to do so by a petition of one-half of the members of the Senate holding office at the time the petition is presented to him/her. The Senate may also call a meeting by a Majority Vote. Additionally, the Senate Pro Tempore may call a meeting of the Senate with a concurrence of the Committee Chairs. The Vice President shall be responsible for notifying Senators of special meetings.

300.06 Senate Meeting Rules and Procedures

A. Robert’s Rules of Order Newly Revised Edition shall be the parliamentary authority for the Senate, except when it conflicts with the Constitution, Student Body Statutes, or Senate rules of procedure.

B. The Vice President shall preserve order and decorum in the Senate Chamber and, in case of a disturbance or disorderly conduct, may have members or guests removed by the Senate Pro Tempore.

C. Any Senator may move to meet as a committee of the whole for the purpose of discussing Senate business informally. A motion to convene as a committee of the whole shall require a Two-Thirds Vote of the Senate. A motion to adjourn such a committee meeting and return to a regular Senate meeting shall require a majority vote of the Senate.

D. A Senator who wishes to gain the floor shall raise their hand and wait for recognition by the Senate Chair.

E. Any Senator recognized by the Senate Chair shall rise when addressing the Senate and speak in a clear voice. Senators must vote from their assigned seats.

F. Any Senator or ex-officio member shall have exhausted their right to debate after engaging in debate twice on any piece of legislation.

G. The gallery may be recognized to speak during announcements or if a Senator yields the floor to them. A member of the gallery should contact a Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Senate Chair shall rise and preface their comments with their name so that it may be recorded in the minutes.

H. Any Senator making an amendment to a motion needs to write their amendment on paper and present the amendment to the Senate Pro Tempore. The Senate Pro Tempore will then present the amendment to
the Vice President who will then read the amended item in its entirety to the Senate.

300.07 Voting

A. When any question is brought forth, the Chair shall call for votes of "yes", "no", and "abstain", in that order. Each Senator must vote, and all votes shall be recorded.

B. The Senate Chair shall conduct Roll Call Votes on Legislation, Amendments, and Impeachments upon request. Roll call votes will be included in the minutes.

Chapter 301: Senate Duties & Responsibilities

301.01 Each voting member of the Senate shall attend Senate, committee meetings, mandatory events, and perform mandatory committee responsibilities.

301.02 The Senate shall approve the A&S Fee budget by Two-Thirds Vote.

301.03 Any funds not expressly provided for in the Student Government Association budget, over $300.00, shall be authorized by Majority Vote of the Senate.

301.04 All increases or decreases in organizational and travel grant accounts for Student Government Association must be enacted by Two-Thirds Vote of the Senate and shall take effect the next term.

301.05 The Senate will have the right to review all expenditures made in the Student Government Association budget. The Senate will also have the power to override the signature authority of the Treasurer by Two-Thirds Vote.

301.06 Senators shall receive a stipend each semester, so long as each Senator has adequately fulfilled his/her duties upon the conclusion of each semester. If this is a Senator's first term, their stipend will be used to purchase a nametag, embroidered polo shirt and an embroidered button-down shirt. Afterwards, they can elect to receive their stipend in the normal fashion.

Chapter 302: Senate Leadership

302.01 Senate Pro Tempore

A. There shall be a Senate Pro Tempore nominated and elected from
within the Senate at the first meeting of a new Senate or in the event of a vacancy.

B. The Senate Pro Tempore shall be responsible for the following:

1. All legislation shall be submitted to the Senate Pro Tempore for review. The Senate Pro Tempore can sign off on legislation and send it to the President of the Senate to put on the agenda for the next Senate meeting or can call a meeting of the Statutory Review Committee to review before sending to be put on the agenda.

2. There shall be a Statutory Review Committee which will be chaired by the Senate Pro Tempore.
   i. The membership of the Statutory Review Committee will be comprised of the Vice President, the Senate Pro Tempore, the Secretary of the Senate, and the Chairs of all Senate standing committees.
   ii. The Statutory Review Committee will meet after installment and before the Semester ends to review the state of the Statutes, gain a full understanding of the responsibilities for each position, and recommend to the Senate Pro Tempore and Secretary of the Senate any legislation for adjustment of the operations of the Senate and Student Government Association as a whole.
   iii. The Statutory Review Committee will also meet when called by the Senate Pro Tempore to review legislation that has been submitted for review.

3. Proficiency in Robert’s Rules of Order and rules of the Senate outlined in these statutes.


5. Enforcement of the attendance policy and recommendation to the Vice President for review of such infractions.

6. There shall be a rules committee which shall be chaired by the Senate Pro Tempore.
   i. The committee will be comprised of the Vice President, the Senate Pro Tempore, the Secretary of the Senate, and one Senator from each college as selected by the Senators
of each college by acclamation.

ii. The purpose of this committee shall be to review appeals of absences that are on Senator’s records. These appeals must first be submitted to the Senate Pro Tempore. The committee will meet at the Senate Pro Tempore’s discretion.

1. If a senator desires to appeal an absence related to an Academic Conference, the Senator may send evidence and an explanation to the Senate Pro Tempore via email. The Rules Committee can then vote to forgive this absence via email majority vote.

iii. The Rules Committee shall not forgive a Senator of more than two unexcused absences during their term.

7. Preparation of new legislation, especially concerning the function of the Senate.

8. Chairing the Senate when the Vice President is absent, unable, or otherwise requests for them to do so.

9. Maintaining open communication between the committee chairs and the Vice President.

10. Meeting regularly with each of the committee chairs to keep tabs of their running projects and reporting the outcomes of these meetings to the Vice President.

11. Holding regularly scheduled office hours as set by the President.

C. The Senate Pro Tempore shall receive a Stipend of $2,500 which shall be allocated appropriately throughout the course of their term.

Secretary of the Senate

A. There shall be a Secretary of the Senate as appointed by the Senate Pro Tempore and confirmed by a Majority Vote of the Senate.

B. The Secretary of the Senate shall:

1. Keep minutes for meetings of the Senate, the Executive Committee, the Statutory Review Committee, and the Rules Committee.
2. Keep track of attendance for Senate and all committees, and make recommendations to the Pro Tempore for Senator review.

3. Assist the Vice President with the preparation and distribution of any materials needed for Senate.

4. Manage and distribute standard formats and number conventions for Bills, Resolutions, Recommendations, Amendments, and any other documents of the Senate.

5. Keep an accurate roster of all members of SGA.

6. Ensure that all members of SGA have proper nametags, polos, and button-up shirts.

7. Student Body Statutes
   
   i. The Secretary of the Senate shall work with the Student Government Association Coordinator to maintain an updated version of the Student Body Statutes and shall distribute copies to the Senate electronically.

   ii. The Statutes shall be updated by being edited and saved to the appropriate electronic filing system to incorporate any changes into the text.

C. The Secretary of the Senate shall receive a stipend of $500, which shall be allocated appropriately throughout the course of their term.

Chapter 303: Committee Responsibilities

303.01 University Affairs Committee shall:

A. Review and make recommendations on student complaints and grievances concerning academic matters.

B. Review and make recommendations on proposed academic policy changes arising from the Board of Trustees, the legislature, and other external sources.

C. Serve as the Distinguished Teaching/Staff Award Search Committee.

D. Chairperson shall serve as student representative to the University of West Florida Faculty Senate and Academic Council.

E. Serve as the liaison between Student Government Association, faculty,
and staff.

F. Serve as the sustainability research committee, leading such initiatives as Green Fee.

G. The University Affairs Chair shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of their term.

303.02 Budget and Allocations Committee shall:

A. Formulate annual budget recommendations for the A&S Fee Fund based on Title XII. Budget and Allocations senators can vote on the budget recommendation made to the senate only if they have attended a majority of the Budget and Allocations Committee budget hearings.

B. Review requests for funding from the Organizational Grant and Travel Grant Funds and administer said fund according to the guidelines contained in the A&S Fee Manual Grant allocations shall be approved by a Majority Vote of the Budget and Allocations Committee.

C. Review long range activity projections and needs.

D. Review Florida law, Board of Trustees, and University Policy pertaining to the generation, allocation, expenditure, and investment of A&S Fee funds.

E. Upon request, review questions pertaining to financial matters within the State University System.

F. Upon request, review the existing or proposed University budget and funding priorities contained therein.

G. The Student Government Association Advisor shall be an ex-officio, non-voting committee member.

H. The chairperson shall have the option to vote when able to affect the outcome of a vote.

I. The A&S Fee Manual and all revisions thereof shall be approved by Majority Vote of the Senate and shall serve as the guidelines of A&S Fee allocations.

J. Review requests for budget amendments and transfers according to the A&S Fee Manual.

K. Review carryover requests and carry forward ending budget balances.
L. Administer reserve accounts according to the established guidelines.

M. Budget and Allocations Committee members shall refrain from debating or voting on any funding request which concerns a student organization or activity in which they are members or have a vested interest. The sole exception to this rule shall be Student Government Association.

N. 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 funds. Exemptions may be granted by the Budget and Allocations Chair.

O. The Budget and Allocations Chair cannot hold, with the exception of the Student Government Association, an A&S funded position.

P. The Budget and Allocations Chairperson shall receive a stipend of $3,500, which shall be allocated appropriately throughout the course of their term.

303.03 Student Affairs Committee shall:

A. Facilitate communication between the Student Government Association and the student body through multiple forms of surveying constituents; including but not limited to forums, monthly polls, events, surveys, and online suggestion boxes.

B. Promote diversity on campus, chiefly by hosting a diversity week each year.

C. Facilitate communications among students in order to maintain campus wide awareness of issues affecting students.

D. Be subject to removal if Senators in the Student Affairs Committee cannot meet the survey requirements deemed necessary by the Student Affairs Chair.

E. Promote student spirit and Argonaut traditions throughout the year.

F. Communicate issues raised by students to the Senate Pro Tempore and the Vice President.

G. Maintain communications with The University of West Florida Athletics Department, coordinating pep rallies and tailgates as is appropriate.
H. The Student Affairs Committee Chairperson or their designee shall serve as the SGA representative on the Campus Collaboration Board.

I. The Student Outreach Committee Chairperson shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of their term.

Chapter 304: Chairperson Responsibilities

304.01 The Chairpersons shall be responsible for organizing and overseeing the duties of their respective committees.

304.02 The Chairpersons shall hold regularly scheduled office hours.

304.03 The Chairpersons shall hold committee meetings as necessary.

304.04 The Chairpersons shall be responsible for explaining the duties of their Committee to their Senators.

304.05 The Chairperson of each Senate Committee may, at their discretion, appoint a Vice-Chairperson from the Senators on that committee. All appointments shall require confirmation by a Majority Vote of the Senate.

304.06 Chairpersons shall attend all scheduled meetings during the summer term, with the exception of the Freshmen Committee Chair, as deemed necessary by the Student Body President.

304.07 Chairpersons may request an electronic vote via e-mail should the need arise.

304.08 Chairpersons will be responsible for presenting committee and attendance reports at weekly Senate meeting.

Chapter 305: Vice-Chairperson Responsibilities

305.01 The Vice-Chairperson shall assist the Chairperson, serve as ex-officio member on all subcommittees, preside over meetings in the absence of the Chairperson, serve as subcommittee coordinator and be prepared to assume the duties and responsibilities of the Chairperson.

Chapter 306: Numbering of Bills, Resolutions, and Recommendations

306.01 The Vice President shall file, in numerical order, all Senate Resolutions, Bills, and Recommendations. Each Bill, Resolution, and Recommendation will
contain the following information: numerical designation, the Senate Pro Tempore or Committee signature, author, date of passage and vote.

Chapter 307: Submission of Legislation

307.01 All legislation must be submitted to the Rules & Senate Pro Tempore at least five business days prior to the Senate at which said legislation is to be considered, with the exception of A&S Budget Bill.

307.02 All approved legislation must be presented to the Vice President at least forty-eight hours prior to the Senate meeting at which said legislation is to be considered. All legislation will be made available to all Senate members for review twenty-four hours prior to the scheduled Senate meeting.

307.03 The Vice President must post a current projected agenda for each Senate meeting. The agenda shall be posted on the wall outside the Student Government Association office. All bills, resolutions, and recommendations shall include the number of each piece of legislation, its author(s), and a brief summary of its content. All appointments and nominations for all Student Government Association offices shall include the name of the appointee/nominee and the position to which they aspire. This agenda must be posted at least twenty-four hours prior to the meeting which it outlines, and it must be updated regularly to include all submitted agenda items.

307.04 Legislation which is not submitted to the Vice President at least forty-eight hours prior to the meeting at which it is to be considered will be placed on the agenda only by a Two-Thirds Vote of the Senate.

Chapter 308: Procedure for Approval of Bills

308.01 Submission of Bills

A. A bill must go through the Senate Pro Tempore in order to be submitted. All Bills, Resolutions, and Recommendations must be approved twice in separate readings. The second reading shall take place during the next Senate meeting unless this requirement is suspended. Suspension of this requirement requires approval of no less than two thirds of the Senators present and voting. The A&S Fee Budget shall not be exempt from the requirement and the rules shall not be suspended to allow passage in a single meeting. The A&S Fee Budget must pass two readings at separate meetings of the Student Senate.

308.02 Reading of Bills
A. The Vice President shall transmit a copy of a Bill, Resolution, or Recommendation passed by the Senate to the Student Body President within three school days after passage.

308.03 Final Action on Bills
A. Upon receipt of a Bill, the Student Body President shall have six school days to approve or veto. The Student Body President shall then submit the Bill to the Vice President.

B. Bills not acted upon by the Student Body President within six school days, and Bills passed over the Student Body President’s veto shall be treated as approved.

308.04 Progress Report to Senate
A. The Vice President shall, before each session, confer with the Student Body President to determine what action has been taken on passed bills. The Vice President shall report to the Senate action taken on Bills and the location of each previously passed Bill.

Chapter 309: Publication of Senate Notices
309.01 The Vice President shall post publicly all newly proposed legislation and minutes of Senate meetings.

Chapter 310: Terms of Office
310.01 Senate members take office upon swearing in.
310.02 Senators shall terminate office at the swearing in of their successors.
310.03 Swearing in of Senators shall occur at the first Senate meeting following the final runoff elections, pending appeal.
310.04 The term of all Senate positions, as defined in Section 200.1H, shall be from spring semester to the following spring semester.

Chapter 311: Appointments
311.01 Senate appointments shall be permitted and each appointed senator shall be expected to complete the unexpired term of his position.
3110.2 In the event that a vacancy exists, a reasonable effort should be made to fill said seat with a student from the college which has a vacant seat. However, if a student from the college which has a vacant seat is unable to be found, a student from any college may fill the vacant seat.

311.03 All appointees nominated by the Student Body President shall be present during their Senate confirmation and be confirmed by a Two-Thirds Majority Vote.

Chapter 312: Absentee Policy

312.01 Each senator must attend all Senate and committee meetings on which they serve, as well as, mandatory events.

312.02 An excused absence in regard to Senate and committee meetings shall include, but not limited to: travel associated with the University of West Florida’s Student Government Association, documented business on behalf of the University of West Florida’s Student Government Association.

312.03 An excused absence in regard to mandatory events shall include, but not limited to:

A. Travel associated with the University of West Florida’s Student Government Association.

B. Documented business on behalf of the University of West Florida’s Student Government Association.

C. Academic courses taken that conflict with the time that the mandatory event is to take place.

312.04 An absence may be tallied if senators fail to attend events deemed mandatory. A mandatory event shall be defined as any event that will effectively allow senators to contribute to the vision and goals of the University of West Florida Student Government Association. Before an event is deemed mandatory it shall be discussed and decided upon by the Executive Committee. Senators shall be notified of said events at least two weeks prior

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

Chapter 400: The Election Commission
The Election Commission shall be responsible for all Student Government Elections.

The Election Commission members and appointments:

A. The Election Commission shall be composed of at least five members, appointed by the President and confirmed by the Senate. These members may not be a candidate.

B. The Supervisor of Elections must be appointed by the first senate meeting in January. The remainder of the Election Commission must be appointed by the last senate meeting in January. The Election Commission appointees must be confirmed by a majority vote of the Senate.

C. All Election Commissioner appointees not confirmed by said time requirements must be confirmed by a two-thirds vote of the senate.

Qualifications of the Election Commission

A. No member of the Election Commission shall be actively involved with any campaign for elective office in any partisan way or manner during membership on the commission.

Duties of the Election Commission

A. Rule on the qualifications of candidates, which shall occur within two school days after filing. The Election Commission shall ensure that the candidates meet all qualifications necessary. The Election Commission shall provide the Student Government Association office with a current list of all eligible and ineligible candidates.

B. Organize a public forum after close of filing to allow candidates an opportunity to speak to the student body.

C. Arrange for the main polling places in the Commons, building 22. Provide electronic ballots, computer terminals for voting online and other items necessary for the proper, efficient, and legal completion of elections.

D. Appoint nonpartisan poll workers.

E. Be responsible for the enforcement of all rules and regulations of the elections code.
F. Provide election package to each candidate at time of filing, and establish dates and times to hold candidate meetings in which the campaign rules will be explained to the candidates and discussed.

G. Advertise filing for elections and election dates.

H. The Election Commission shall provide a packet that includes at least an application, important dates pertaining to the election, endorsement form, and Title IV.

400.05 Duties of the Supervisor of Elections

A. Provide, prior to each election, training for poll workers in their duties and responsibilities in the operation of the polls.

B. Provide adequate information concerning elections to UWF Publications prior to and following each election.

C. Hold election committee meetings to verify the validity of Election Code violations. The Supervisor of Elections may only vote in case of a tie.

D. To ensure that the Election Commission fulfills all responsibilities and duties.

E. Shall be responsible for obtaining expense statements from all elected candidates as defined in 408.2.

F. Oversee public inspection of election ballots.

Chapter 401: Officers to be Elected

401.01 The following positions shall be elected in the Student Body Elections during Spring Semester.

A. The President, Vice President, Treasurer, and Emerald Coast Governor will be elected by a majority of votes.

B. All Senators will be elected by a plurality of votes.

C. Senators will be elected based on representation from each academic college.

D. Number of senate positions for each college will be determined by the Supervisor of Elections and SGA advisor at least two weeks prior to filing opening.
E. Emerald Coast Senate designated campus positions shall be elected by a plurality of the votes cast for the designated Emerald Coast representative seat. The Emerald Coast at large positions shall be filled by the candidates who received a plurality of votes that have not already filled a designated campus position.

1. See Title IX Chapter 906.

Chapter 402: Special Elections

402.01 Constitution Amendment Referendum

A. The Elections Commission shall conduct Constitutional Amendment Referenda upon request of a two-thirds vote of the Senate, or upon receipt by the Elections Commission of a student body petition as prescribed by Article VIII of the Constitution.

B. The official ballot for the Constitutional Amendment Referenda shall, for referenda initiated by the Senate, list the number of the Senate Bill proposing the Constitutional change and the nature of the change. Voters shall vote "Yes" or "No" on the change.

C. Complete copies of constitutional amendments are required to be on the official ballot. In changes made in existing Constitutional provisions, both the existing sections and proposed amendments shall appear on the ballot.

402.02 Referendum Elections

A. Referendum Elections shall be conducted by the Elections Commission upon receipt of a student body petition as prescribed by Article VII and Article VIII of the Constitution.

402.03 Recall Elections

A. The official ballot shall state the name of the official in question. Voters shall vote "Yes" or "No" on the recall. A sample ballot shall be available at each polling place as prescribed by Article X of the Constitution.

B. If a majority of the students voting in the Recall Election recall the official, their term of office shall cease upon certification of the election results by an Elections Commission. The vacancy created shall be filled as proved by the Student Body Constitution and Statutes.
Chapter 403: Election Process

403.01 The Spring Election shall take place the week (on Monday, Tuesday, and Wednesday) preceding Spring Break. Voting shall begin at 8:00am Monday and end at 8:00pm Wednesday.

403.02 The Elections Commission shall conduct Spring Elections according to the following schedule:

A. Campaigning is defined as active promotion of one’s candidacy through publications and marketing material as well as public appearances and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)

B. Campaigning shall begin only after the candidate has filed and been cleared by the Election Commission and attended a mandatory candidate meeting.

C. A student may change office for which they become a candidate any time prior to the closing date of filing. No student may be a candidate for more than one office, whether elected or appointed, at a given time.

D. A candidate may withdraw at any time during the election process.

E. Counting electronic ballots may begin no sooner than the closing of the polls at the end of the elections.

F. Any paper ballots will be cross checked by the SGA Advisor against students who filled out an electronic ballot and a registered student list to determine if they are eligible. Any paper ballots that are ruled eligible will be manually added to the final vote count.

G. The runoff election shall take place on Tuesday after the last Election Day, pending appeals.

Chapter 404: Filing for Candidacy

404.01 No student shall be placed on the official ballot who has not properly filed for candidacy, been checked and cleared for good standing, attended a mandatory candidate meeting, signed a statement of understanding, and turned in the appropriate number of endorsements.

Chapter 405: Ruling on Candidate Qualifications
405.01 The SGA office staff shall investigate the qualifications of candidates and will reject unqualified applications within two school days after filing.

Chapter 406: Election Appeal

406.01 The aggrieved candidate shall submit a written request for appeal to the Chief Justice through the Dean of Students Office within two school days of the contested decision of the Election Commission ruling regarding an election violation.

406.02 For election appeals, the Student Supreme Court shall only choose to hear appeals from candidates regarding rulings of the Election Commission on election violations.

Chapter 407: The Official Ballot Form

407.01 The official ballots for the online voting portion of the election process for each candidate shall be displayed in an alphabetical setting configured by ITS. The names shall be in the same form as requested on the application at the time of filing for candidacy.

407.02 A link to biographic information and a picture of candidates shall be provided to voters if the candidate submits in accordance with restrictions and deadlines set by the Election Commission.

Chapter 408: Campaign Expenses, Contribution, and Expense Infractions

408.01 Campaign Expenses

A. Campaign contributions are defined as the giving or furnishing of money, material, or supplies to any campaign or in the furtherance of any campaign, by any person or organization.

B. Campaign expenses are defined as the retail market value of campaign material or services including, but not limited to, posters, handbills, cards, banners, postage, public address apparatus, car tops, commercial media, advertising, etc. employed for campaigning for office.

C. Campaign expenses shall include:

1. Cash expenditures, defined as the spending of money for the purpose of campaigning for office.
2. Gifts, defined as the receipt of anything of marketable value for the purpose of campaigning, and including but not limited to, discounts on campaign materials or professional services.

D. Expenditures of candidates including cash spent, debts incurred and gifts received shall not exceed $750.00 per candidate. The Presidential and Vice Presidential ticket may spend up to $1500.00 total.

E. Runoff Elections are considered a separate election and are allowed expenditures not to exceed $200.00.

408.02 Expense Statements

A. All candidates must provide an expense statement, which shall be submitted to the Supervisor of Elections before the closing of the polls; such statements shall become public information. Expense statements shall include an itemized statement of all campaign expenditures based on the retail market value and shall be signed by the candidate even if no expenses were incurred. In case of a runoff election, expense statements for any additional expenses shall be submitted to the Election Commission before the closing of the runoff election polls.

Chapter 409: Regulations of Campaigning

409.01 Campaigning is defined as active promotion of one’s candidacy through publications and marketing material as well as public appearance and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)

409.02 All campaign materials must contain the dates of elections.

409.03 Campaign posters no larger than 8 ½ x 14 may be placed on Student Activities’ bulletin boards in accordance with Student Activity policies. Campaign posters may also be placed on non-Student Activity boards, with the consent of the department. Candidates shall be limited to one piece of publicity per Student Activities bulletin board.

409.04 Only one campaign sheet per candidate or ticket may be hung in the Great Hall of the Commons.

409.05 Materials disseminated in residence halls and the Village Apartments must be submitted to the Office of Housing prior to being received by residents. All literature must be in accordance with housing regulations. Residents in the dorms may post materials on their own dorm room only.
There shall be no writing, printing, or publicity of any type on windows, painted surfaces inside building, exterior of buildings, or trees, with the exception of campaign sheets which may be strung between trees provided they are in accordance with stipulations set by the Student Involvement Office. Writing on sidewalks only with chalk shall be allowed as a form of publicity. It is prohibited to place materials on top of materials that are already posted. Removal of any material other than your own is not allowed. All material used in campaigning must be removed two days after the election.

Letters to the editor of the Voyager are permissible, subject to the stipulations set by the Voyager.

All reservations for campaigning must be filed under SGA and must follow all University, UCSI, and Reservation policies.

To post material on private property, candidates must obtain the consent of the property owner or manager. Publicity may be placed on vehicles with the owner’s permission.

Candidates are responsible for their own campaign materials and for any violations of the campaign rules, committed by themselves or their campaign workers.

Chapter 410: General Election Procedure

Polling Procedure

A. All registered students are eligible to vote.

B. The Election Commission shall supervise the placement of nonpartisan signs announcing the election.

C. The main polling place shall be in front of the Nautilus market in the Commons Concourse, Building 22. There shall be no active campaigning within 50 feet of the polling station on election days. Poll workers have the right to remove anyone from the poll station.

D. Bands and loud speakers for candidates or parties shall not be allowed within two hundred feet of the polls during polling hours.

E. There shall be no proxy voting which is defined as voting on behalf of another student, even with their permission.

F. Voters shall be entitled to vote in privacy, as long as they remain in
sight of the poll workers.

G. Candidates or campaign workers may not physically present students with an electronic device for the purpose of voting while on UWF property as these encounters may be indistinguishable for students from official SGA polling stations. Candidates and campaign members’ interactions with polls on campus should go no further than providing a link to the electronic poll or directions to an official polling station.

H. Students may vote from any computer that is capable of access to the My UWF system at the University of West Florida. The main polling area in the Commons, Building 22 will serve the students that do not or cannot get access to any other computer but will be available from at least 10:00 am to 5:00pm each day of voting. Additional polling stations and extended hours shall be determined at the discretion of the Election Commission.

I. Poll workers shall not be a candidate or involved with any campaign.

J. Ballots shall be verified by the Dean of Students, the Assistant Dean of Students or an appointed designee.

Chapter 411: Installation and Assumption of Office

411.01 Installation ceremonies for those elected shall be held the third to last Senate meeting of the spring semester pending all appeals.

Chapter 412: Violation of the Student Body Election Code

412.01 Campaign violations may be turned into the Supervisor of Elections throughout the filing, campaigning, and voting processes but shall be turned in no later than 24 hours after voting closes.

412.02 Any candidate that is involved in actions to perpetuate a fraudulent election such as tampering with the election machinery, proxy voting/casting more than one ballot, excessive negative/slanderous campaigning, falsifying expense statement, tampering with another candidates materials, exceeding the expense limit, failure to file an expense statement with the Elections Commission, or buying/selling of votes may be immediately disqualified.

412.03 Any violation of the campaign rules, University of West Florida Policies and Procedures, or rules set forth and deemed necessary by the Election
Commission not listed above may merit disqualification at the discretion of the Election Commission.

412.04 Pending Appeals

A. During the period between disqualification of a candidate and installation of a certified candidate, the incumbent of the office for which the winning candidate was disqualified shall remain in office. Should the incumbent be unable or unwilling to fulfill the duties of the office, the President or designated SGA member by the SGA advisor shall fill the vacancy by appointment and confirmed by a two-third vote of the senate.

Chapter 413: Amendment of Student Body Election Code

413.01 The Student Senate shall be prohibited from passing on final reading, changes to any section of Title IV of the Student Body Statutes in the four weeks prior to the filing date for Student Body Elections.
TITLE V: ADDENDUMS

Chapter 500: Election Addendums

500.01 Important Dates

A. ___________________________ FILING OPENS, 8:00AM

B. ___________________________ FILING CLOSES & ENDORSEMENT FORMS DUE, 5:00PM, SGA OFFICE

C. ___________________________ CAMPAIGN FORUM 7:00PM – 8:30PM, ARGO GALLEY

D. ___________________________ ELECTIONS

E. ___________________________ 8:00AM - 8:00PM

F. ___________________________ ALL CAMPAIGN MATERIALS MUST BE REMOVED EXCEPT FOR THOSE BELONGING TO CANDIDATES IN THE RUN-OFF ELECTION.

G. ___________________________ RUNOFF ELECTIONS 8:00AM - 8:00PM COMMONS, BUILDING. 22

H. ___________________________ ALL CAMPAIGN MATERIALS MUST BE REMOVED.

I. ___________________________ STUDENT GOVERNMENT MEETING FOR SWEAR-IN OF NEW OFFICERS.

500.02 Eligibility and Procedure for Filing

A. To be eligible to seek and hold a position in the Student Government Association, students must be enrolled at the University of West Florida and in accordance with the university policy to hold a leadership position, as well as, in good standing with the university conduct policy. University policy states that all candidates running for an SGA position must hold at least a 2.5 cumulative University of West Florida grade point average. If a person is ineligible at the time of filing, eligibility must be established by the filing deadline or the student’s application will be rejected.

500.03 Endorsement Form

A. All candidates must collect student signatures showing support of their
candidacy. The number of signatures required is as follows:

- Senator – 75 signatures
- Treasurer – 125 signatures
- President and Vice President Ticket – 250 signatures

B. These signatures must be placed on the official SGA endorsement form. Endorsement forms must be completed by the close of filing or the candidate will be ineligible to run. Endorsement forms may be checked by the Election Commission for authenticity. Any invalid signatures may result in disqualification.

500.04 Qualifications for Running and Holding Leadership Positions

A. President, Vice President, Treasurer, and Chairpersons must:

1. Be enrolled at least half-time according to University policy during the fall and spring semesters.
2. Be enrolled in at least three credit hours during the summer semester.
3. Be in good standing with the University.

500.05 Procedures for Filing

A. Candidates may pick up and return applications to the Student Government Office, Commons Building 22, Room 227, Phone: 474-2393 or at a designated location determined by the Elections Commission. Applications must be submitted by scheduled deadlines. The Election Commission will provide the Student Government Association office with a current list of eligible and ineligible candidates.
ADDENDUM A: Distinguished Teaching Award

The Distinguished Teaching Award is granted yearly to five outstanding instructors at the University of West Florida. The University Outreach Committee shall use Addendum B as a reference for choosing the recipients.

A. Awards shall be granted to any University Faculty including those online who fulfill stated Distinguished Teaching Award Requirements. One award will be granted to each of the academic colleges at The University of West Florida.

B. All current regular and adjunct faculty members are eligible for the Distinguished Teaching Award.

C. Faculty members who are selected to receive the Distinguished Teaching Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for academic purposes such as research, in-class materials, academic trips, and any other academic related expenditures.

D. Faculty members may only receive the award once every three years. When a faculty member receives the award for a third time, he/she will be automatically inducted into the Distinguished Teaching Hall of Fame, and will no longer be eligible for the Distinguished Teaching Award.

E. The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:

1. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the SGA Advisor.

2. After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor’s classroom schedule so the University Outreach Committee may proceed with classroom observations.

3. Based upon the nominations and classroom observations, the committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the committee, and the committee
shall review their student evaluation forms to determine the recipients.

4. Review of Semi-finalists most recent Student Evaluations.

F. The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.

G. Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.

H. At least two University Outreach Committee members must observe each eligible faculty nominee’s teaching methods during an actual class period. The committee members may not visit the classes at the same time, unless there are unusual circumstances.

I. No University Outreach Committee member may participate in the classroom observation if that committee member has had, or is currently in, that nominee’s courses.

J. The Chairperson shall notify the semi-finalists, set up interview times, and request a copy of that instructor’s most recent student evaluations.

K. To conduct an interview, there must be a quorum of the University Outreach Committee present.

M. The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.

N. After the interviews the University Outreach Committee shall review all semi-finalist student evaluations.

O. All University Outreach Committee discussions with regard to the Distinguished Teaching Award nominees and semi-finalists shall be confidential.

P. After all interviews and student evaluation forms have been considered, the University Outreach Committee shall meet to determine the recipients.

Q. The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Teaching Award and inductees, if any, into the Distinguished Teaching Hall of Fame. The recipients and inductees shall be presented the award at the Honor’s Convocation.
ceremony.

R. The chairperson shall be required to record all actions of the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

CRITERIA FOR DISTINGUISHED TEACHING AWARD

Part One: Nominations and Observations

A. Accessibility to Students
B. Classroom Productivity
C. General Approach to Teaching
D. General Attitude
E. Impressions and Input of the University Outreach Committee
F. Response to students questions in class

***After computer nominations are installed:

G. Number of Nominees

Part Two: Student Evaluations and Interviews

A. Accessibility to Students
B. General Approach to Teaching
C. General Attitude of the Instructor
D. Impressions and Input of the University Outreach Committee
E. Instructor Fairness
F. Response to Interview Questions
G. Response to Students Questions in Class
ADDENDUM B: Distinguished Staff Award

The Distinguished Staff Award is granted yearly to five outstanding staff members of the University of West Florida. The University Outreach Committee shall use Addendum C as a reference for choosing the recipients.

A. All current staff members of the University of West Florida are eligible for the Distinguished Staff Award.

B. The Distinguished Staff Award recipients shall be chosen from the results of the following three steps conducted by the University Outreach Committee:

1. Nominations

2. Deliberation of nomination forms and letters of recommendation, if available. Semi-finalists will be chosen by this procedure.

3. Personal Interviews with the Semi-finalists.

C. Staff members may only receive the award once every three years. When a staff member receives the award for a third time, he/she will be automatically inducted into the Distinguished Staff Hall of Fame, and will no longer be eligible for the Distinguished Staff Award.

D. Staff members who are selected to receive the Distinguished Staff Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for the betterment of his/her departmental work environment, the advent of departmental programs, or expenditures that can help the staff member and his/her department better serve students.

E. The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.

F. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the coordinator of SGA.

G. After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees.

H. Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
I. Based upon the nominations and letters of recommendation, if any, the University Outreach Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Outreach Committee and then deliberation by the University Outreach Committee for the recipient of the award will occur.

J. The Chairperson shall notify the semi-finalists and set up interview times.

K. To conduct an interview, there must quorum of the University Outreach Committee present.

L. The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.

M. After all interviews have been considered, the University Outreach Committee shall meet to determine the recipients.

N. The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Staff Award and inductees, if any, into the Distinguished Staff Hall of Fame. The recipients and inductees shall be awarded at the Nautilus Excellence Awards.

O. All University Outreach Committee discussions with regard to the Distinguished Staff Award nominees and semi-finalists shall be confidential.

P. The chairperson shall be required to record all actions the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

CRITERIA FOR DISTINGUISHED STAFF AWARD
Part One: Nominations

A. Accessibility to Students

B. Productivity within their work environment

C. General Attitude
D. Impressions and Input of the University Outreach Committee

E. Quality of service to prospects in the work environment

***After computer nominations are installed:

F. Number of Nominees

**Part Two: Letters of Recommendation and Interviews**

A. Evaluation of Letters of Recommendation, if any were provided

B. Response to Interview Questions

C. Impressions and Input of the University Outreach Committee
TITLE VI: THE JUDICIAL BRANCH

Chapter 600: Composition of the Supreme Court

600.01 The Supreme Court shall be comprised of four Associate Justices and a Chief Justice, whom shall be appointed by the President of the Student Government Association and confirmed by the Senate.

600.02 All Justices must resign from his or her office prior to any other appointment or nomination within the Student Government Association.

600.03 When there is a vacancy within the Supreme Court, the Chief Justice shall forward a nominee to the Senate for majority confirmation. Upon confirmation, the new Justice shall be immediately installed as an acting Justice.

600.04 The removal of judicial officials shall be conducted in accordance with Title VII and shall be carried out within the provisions thereof.

600.05 Judicial officials shall meet as deemed by the Chief Justice.

Chapter 601: Chief Justice Duties and Responsibilities

601.01 The Chief Justice shall serve as leader over the Supreme Court and shall assign duties to other justices.

601.02 The Chief Justice shall conduct meetings.

601.03 The Chief Justice shall advise Student Government Association on procedural questions.

601.04 The Chief Justice shall communicate with students who file a complaint.

601.05 The Chief Justice shall report to Senate with updates of the Supreme Court.

601.06 The Chief Justice shall remove Justices in accordance with Title VII.

Chapter 602: Supreme Court Duties and Responsibilities

602.01 All proposed Constitutional amendments and referenda shall be reviewed by the Supreme Court for vagueness and inconsistency with federal, state, local, and university laws and regulations. The amendment shall be reviewed within five business days of receipt and before the Senate approves the measure(s) to be placed on the ballot.
602.02 The Supreme Court shall review properly filed legislative bills upon request of a Student Government Member. The purpose of this review is to ensure that if the bill were to become law, it would be in compliance with all applicable federal, state, local, and university laws, as well as constitutional. The Supreme Court is expressly prohibited from using this power of review to make public policy or any similar judgments on the bill that would be inconsistent with the fair and impartial role of the Judicial Branch.

602.03 If a Justice, due to position or affiliation decides he or she cannot render a fair and impartial decision, the Justice shall abstain from any judicial participation on such matter being heard.

602.04 The Supreme Court must inform the Senate by no later than the last Senate meeting of the fall and spring semester with a written report of the condition of the judicial system and recommend measures for the improvement of the administration of justice.

602.05 The Supreme Court shall have quorum to conduct all hearings.

602.06 The Supreme Justices shall have the opportunity and are encouraged to sit on the University Student Conduct Committee.

602.07 Upon the request of a student organization, the Supreme Court shall have the opportunity to review the said organization’s constitution and or statutes. Upon finding any failures in compliance with Federal or University Laws, The Supreme Court shall report these problems to the organization in question, detailing how to amend the constitution and or statutes to eliminate such conflicts.
TITLE VII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT

Chapter 700: Intent

700.01 The intent of this act is to comply with the provisions of Section 1004.26(4), Florida Statutes (2004), as mandated by the Florida Legislature. This act provides for the removal from office of any elected Student Government official who has been convicted of a crime or has been found civilly liable for an act of moral turpitude after all available rights of judicial appeal have been exercised, waived, or have expired. This act provides procedures for the immediate suspension of the subject officer upon conviction and pending any appeal and provides for a temporary successor to assume the duties of any suspended officer. This act further provides a procedure to allow for registered students to petition for a referendum recommending the removal of the subject official from elected office. In no way does the adoption of this act imply the endorsement of Section 1004.26(4), Florida Statutes (2004), by the Student Government Association of this University.

Chapter 701: Severability

701.01 Should the statutory requirement for the enactment of this chapter be repealed or deemed unconstitutional by a court of competent jurisdiction, this entire TITLE VII shall be null and void and withdrawn from student body law effective immediately upon ruling of the court.

Chapter 702: Impeachment from Office

702.01 Any Student Government Officer who is convicted by a court of competent jurisdiction of a felony, or misdemeanor that is related to the duties of his or her office, is subject to removal from office. The officer shall be removed by either impeachment by the legislative branch of Student Government Association with Majority Vote of the entire membership of said body, or by a recall referendum by the registered students of his or her constituency as enumerated in Chapter 704 infra, provided that all available rights of judicial appeal have been exercised, waived, or have expired.

702.02 Any Student Government Officer who is found civilly liable for an act of moral turpitude committed while holding such office, is subject to removal from office by either impeachment by the legislative branch of Student Government Association by Majority Vote of the entire seated membership of said body, or by recall referendum by the registered students of his or her constituency as enumerated in Chapter 704 infra,
provided that all available rights of judicial appeal have been exercised, waived, or have expired.

702.03 Any Student Government Officer is subject to removal from office for Misfeasance, Malfeasance, or Nonfeasance of duty by impeachment and conviction by the legislative branch of Student Government Association.

702.04 Any Student Government Officer is subject to removal from office for permanent inability to perform the duties of said office, or by mental or physical incompetence, by the legislative branch of Student Government Association by no less than Two-Thirds Vote of the entire seated membership of said body.

702.05 Any Student Government Officer who is removed from office pursuant to this chapter is entitled to appeal to the President of the University, who may vacate the decision of the legislative branch of Student Government or the results of the recall referendum. If the University President vacates the decision of the legislative branch of Student Government or the results of the recall referendum, he or she may order additional proceedings consistent with this chapter.

Chapter 703: Suspension from Office and Temporary Succession

703.01 Any Student Government Officer may be immediately suspended from office if he/she is convicted or found civilly liable pursuant to Chapter 702 supra, notwithstanding any potential or pending appeal from said conviction or civil finding, by the president of the student body, or in case the affected officer is the Student Body President, by the legislative branch of the Student Government Association.

703.02 Should the President of the student body elect to suspend a Student Government Officer pursuant to the terms of this section, the Student Body President will notify the affected officer and the legislative branch, in writing, of the suspension and the grounds thereof, pending confirmation by Majority Vote of the Senate. The suspension will take effect immediately and remain in effect until revoked by the Student Body President or until the conviction or civil finding is reversed, vacated, or set aside, at which point the affected officer will immediately be reinstated to his or her Student Government Association office.

703.03 Should the Student Body President be convicted or found civilly liable pursuant to Chapter 703 supra, notwithstanding any potential or pending appeal from said conviction or civil finding, the legislative branch may, elect to immediately suspend the Student Body President from office by no less than Two-Thirds Vote of the entire seated membership of said body. The ranking member of the legislative branch will notify the Student Body
President and University President, in writing, if the Student Body President is suspended from office pursuant to this section. The suspension of the Student Body President will take effect immediately and remain in effect until revoked by the legislative branch of student body, the University President, or until the predicate conviction or civil finding is reversed, vacated, or the Student Body President is otherwise cleared of wrongdoing in the predicate criminal or civil matter, at which point the affected officer will immediately be reinstated to his or her office.

703.04 During the period of the suspension, the suspended officer will not perform any official act, duty, or function or receive any pay, allowance, emolument, or privilege of office.

703.05 The suspension of such official pursuant to Chapter 705 supra creates a temporary vacancy in such office during the suspension. Any temporary vacancy in office created by suspension of an official under the provisions of this section will be filled by a temporary appointment to such office for the period of the suspension. Such temporary appointment must be made in the same manner and by the same authority by which a permanent vacancy in such office is filled as provided by student body law.

703.06 If the suspended officer's predicated conviction or civil finding is reversed, vacated, or the officer is otherwise cleared of wrongdoing in the predicated matter, the Student Body President or legislative branch of Student Government Association shall immediately revoke the suspension and restore said officer to office, and the officer will be entitled to and be paid full back pay and other allowances to which he or she would have been entitled for the full period of time of the suspension. If, during the suspension, the term of office of the officer expires and a successor is either appointed or elected, such back pay or allowances will only be paid for the duration of the term of office during which officer was suspended under the provisions of this section, and he or she will not be reinstated.

703.07 Any recommendation for suspension shall be made in the best interest of the student body, The Student Government Association, and The University of West Florida.

Chapter 704: Referendum and Recall

704.01 Any Registered Student, or group of Registered Students, petition for a recall referendum recommending that the Student Government Association removes a Student Government Officer from elected office, provided that the officer has been found in violation of Chapter 702 supra, pursuant to the provisions of this section, and provided that the petitioning student(s) are constituents of the Student Government Officer whose removal is sought.
A petition to recommend to the Student Government the removal of any Student Government Officer must comply with the following:

A. A petition must be prepared naming the Student Government Officer sought to be recalled and containing a statement of grounds for recall in not more than two hundred words limited solely to the grounds specified in Chapter 703. If more than one Student Government officer is sought to be recalled, a separate recall petition must be prepared for each officer.

B. Registered Students who are constituents of the Student Government officer and are making the charges contained in the statement of grounds for recall will be designated as the "committee." A complete list of the members of the committee must accompany the petition. A specific person must be designated in the petition as chair of the committee to act for the committee.

C. The petition must be signed and completed by no less than five percent of the total number of Registered Students who are constituents of the Student Government Officer whose removal is sought, as provided for in Article IX of the University of West Florida Student Body Constitution.

D. The petition must be registered with the Chief Justice of the Judicial Branch of the Student Government Association, before signatures supporting the petition can be solicited or affixed to the petition. All signatures must be obtained within a period of thirty days, and the petition shall be filed within thirty days after the date the first signature is obtained on the petition.

E. Each constituent signing a petition must sign his or her name in ink as registered with the University Registrar and must state on the petition his or her constituency. Each petition must contain appropriate lines for signatures, student identification numbers (social security or otherwise), and addresses of the constituents. Each petition must also contain an oath, to be executed by the circulator thereof, verifying the fact that the circulator saw each constituent sign the counterpart of the petition, that each signature appearing thereon is the genuine signature of the constituent it purports to be, and that the petition was signed in the presence of the circulator on the date indicated.

F. The petition must be filed with the Chief Justice of the judicial branch of the Student Government, when a facially valid petition meeting the requirements of Chapter 804, as well as paragraphs A through E above is filed, the Chief Justice shall submit such petition to the Supervisor of Elections who must, within a period of not more than thirty days after
the petition is submitted to the supervisor, determine whether the petition contains the required valid signatures. If it is determined by the Chief Justice that the petition does not meet the requirements of Chapter 704 or paragraphs A through E above, and therefore is not facially valid, the Chief Justice will notify the Supervisor of Elections to take no further action. The petition cannot be amended after it is filed with the Chief Justice.

G. If it is determined that the petition does not contain the required signatures, the Chief Justice will certify to the Student Body President and the legislative branch of Student Government Association and file the petition without taking further action, and the matter will be at an end. No additional names may be added to the petition, and the petition must not be used in any other proceeding.

H. For the purposes of compliance with Section 1004.26(4), Florida Statutes (2004), a petition is “filed” only when the "Recall Petition and Defense" is filed with the Chief Justice.

I. If a recall referendum is authorized pursuant to this section, the Supervisor of Elections will immediately proceed with a recall election as specified in Article IX of the University of West Florida Student Body Constitution.

Chapter 705: Resignation in Lieu of Recall

705.01 If the Student Government Officer whose recall from office is sought files, with the Chief Justice, his or her written resignation, the Chief Justice will at once notify the Student Body President and the Legislative Branch, and the resignation will be irrevocable. A permanent successor will assume the vacated office as provided by student body law.

Chapter 706: Recall Referendum

706.01 In the absence of a resignation, the Supervisor of Elections of the Student Government Association will fix a day for holding a recall election for the removal of any affected Student Government Officer not resigning. Any such election must be held not less than thirty days or more than forty five days after the Chief Justice has certified that the requisite number of signatures on the “Recall Petition and Defense” have been collected pursuant to the terms of this chapter.

706.02 The ballots at the recall election must conform to the following:

A. With respect to each person whose removal is sought, the question
shall be submitted:

"Should ________(Name of Student Government officer) be removed from the office of ______ (Student Government Office) by recall?"

Immediately following each question there shall be printed on the ballots the two propositions in the order here set forth:

______(Name of Student Government officer) should be removed from office.

______(Name of Student Government officer) should not be removed from office.

706.03 Immediately to the side of each of the propositions a square or line will be placed, on which the electors may vote for either of the propositions by making a cross mark (X). Voting machines, electronic, or electro mechanical equipment may be used if they indicate each voter’s choice clearly and succinctly.

706.04 The Supervisor of Elections will submit a plan for conducting the recall referendum, following the same processes and procedures used for any regular Student Government Association election as described in the student body law and pursuant to this chapter, to the legislative branch for approval.

706.05 Following approval, the Supervisor of Elections will publicly announce the recall referendum and the details thereof.

706.06 Following the recall referendum held on the date or dates specified by the Chief Justice of the Student Government Association Judicial Branch, according to Chapter 707 supra, and the plan submitted by the Supervisor of Elections and approved by the legislative branch of the Student Government, according to Chapter 707 supra, the Supervisor of Elections will certify the results of the recall referendum to the officer sought to be recalled, the Student Body President, the Chief Justice of the Student Government Association Judicial Branch, and the Legislative Branch of the Student Government Association post haste.

706.07 If a majority of students voting in the recall referendum recommend the recall of the named Student Government officer from office, then the named Student Government officer will be immediately and permanently removed from office. The Senate President will notify the removed Student Government Officer, the Student Body President, and the University President, in writing, of such removal.
706.08 Pursuant to Section 1004.26(4), Florida Statutes (2004), the removal of an officer pursuant to this chapter shall be subject to appeal to the University President.

Chapter 707: Offenses Relating to Petitions

707.01 No student will impersonate another, purposely write his or name or constituency in the signing of any petition for recall or forge any name thereto, or sign any paper with knowledge that he or she is not a constituent of the Student Government Officer whose removal from office is sought.

707.02 No expenditures for campaigning for or against an officer being recalled shall be made until the recall referendum date is publicly announced. Violations of this section will be considered an offense against the student body and as a student conduct offense against the University. Violators will be penalized according to established Student Government Association and University procedures. No person shall accept employment or payment, nor have another person accept employment or payment on their behalf for the circulation of recall petitions.

Chapter 708: Impeachment and Removal Process

708.01 Grounds for removal shall be misfeasance, malfeasance, or nonfeasance of office.

708.02 The Senate President shall be responsible for bringing impeachment charges, or a senator may bring impeachment charges with the agreement of the Rules of Statutes Committee.

708.03 Senators who bring impeachment charges against any Student Government Officer must present a list of charges to the Senate President with the signatures of the additional six supporting Senators by no later than two days prior to the Senate meeting in which impeachment processes will be held.

708.04 Formal accusations of malfeasance, misfeasance, or nonfeasance against a Student Government Member shall be recognized by Majority Vote of the Senate.

A. During the impeachment proceedings, the Senate President will read aloud the charges being brought against the accused.

B. If a majority of Senators present vote in favor of impeachment, conviction processes will be held the following Senate meeting.
Conviction Proceedings

A. During the conviction proceedings, the Senate President will read aloud the charges against the impeached Student Government Member.

B. The senator(s) who brought forth the impeachment charges will have five minutes to produce evidence for the removal of the impeached Student Government Association Member.

C. The impeached member will have five minutes to produce evidence in their defense, after the senator(s) who brought impeachment charges have produced their evidence.

D. Following the arguments from the senator(s) who brought forth the charges of impeachment and the defense of the impeached member, the Senate shall debate.

E. Three-fourths of voting members present must find the impeached party guilty to be convicted.

Once a Student Government Member has been impeached by Majority Vote of the Senate and convicted by a Three-Fourths Vote of the Senate, they have officially been removed from office.

Once a person in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.

Chapter 709: Removal of Senators by the Absentee Policy

If a senator accumulates three unexcused absences from committee or Senate meetings during a semester they may be put up for removal by the Senate President and or the Rules and Statutes Committee and removed by Majority Vote of the Senate. The senator in question may produce up to five minutes of defense on his/her behalf at the time of the vote, but the senator in question forfeits the right to vote on this particular issue, as defined in the Constitution Article IV, Section 3, subparagraph 8.

The Rules and Statutes Committee may bring a senator up for removal through the absentee policy.
709.03 If the Rules and Statutes Committee submit removal charges, they will provide all evidence to the Senate President, prior to notifying the accused that they are up for removal.

709.04 Senators that have been removed due to violation of the absentee policy shall be notified by the Senate President.

709.05 Once a senator has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.

Chapter 710: Removal of Appointed Offices

710.01 This section shall pertain to the removal of any person who holds an appointed Student Government Association office, with exception to the Supreme Court.

710.02 Grounds for removal shall be malfeasance, misfeasance, or nonfeasance of office.

710.03A A Student Government Member holding an appointed office that is being brought up for removal must be taken to the Senate as part of the removal process.

710.04 The removal proceedings shall be conducted as follows:

A. The member who is being accused shall be notified of their removal accusation 48 hours prior to a Senate meeting.

B. The Senate President will read aloud the charges against the accused to all of Senate.

C. The individual bringing charges against the accused will be allowed five minutes to bring evidence for the charges. The accused will then have five minutes to bring evidence in their defense. Senate debate will follow.

D. It takes a majority vote of senators present in order to remove an appointed official.

710.05 Once a person, serving in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.
TITLE VIII: FRESHMAN COMMITTEE

Chapter 800: Structure

800.01 There shall be a body of no more than thirty students, appointed by the Student Government Association Vice President, who shall be known as the Freshman Committee.

800.02 There shall be a Freshman Committee Chair, who shall be selected from the body of the Freshman Committee. The Chair will be responsible for the duties outlined in Chapter 803.

Chapter 801: Freshman Committee Responsibilities

801.01 The Freshman Committee members shall be selected from the current Freshman Class, as a committee of the Student Government Association of the University of West Florida.

801.02 The Freshman Committee shall hold Freshman Committee meetings as set forth by the Student Government Association Vice President. Each member shall be required to attend all Freshman Committee meetings. A Freshman Committee member who acquires three absences per semester may be removed. The Freshman Committee’s Senate attendance is set by the Vice President. Failure to adhere to the Vice President’s attendance policy may result in removal as outlined in Chapter 808.

801.03 To enrich their understanding of the functions of each committee, Freshman Committee members will participate in a shadowing rotation as outlined in 803.6. The Chair of each Senate Committee and Director of each Cabinet Office will attend a Freshman Committee meeting as organized by the Student Government Association Vice President.

801.04 The Freshman Committee shall serve as ex officio, non-voting members of the Senate.

801.05 Each Freshman Committee member will have the ability to recommend to the Student Government Association Vice President the removal of any Freshman Committee member, by two-thirds vote of the Senate.

801.06 The Freshman Committee shall be responsible for coordinating at least one project per semester on behalf of the Student Government Association.
Chapter 802: Installment of the Freshman Committee Chair

802.01 The Chair of the Freshman Committee shall be chosen from the Freshman Committee and be appointed by Freshman Committee and approved by the Senate.

Chapter 803: Duties of the Freshman Committee Chair

803.01 The Freshman Committee Chair shall preside over meetings of the Freshman Committee.

803.02 The Freshman Committee Chair shall serve as a voting member of the Senate.

803.03 The Freshman Committee Chair shall write legislation or make recommendations regarding legislation to the Senate in representation of the Freshman Committee.

803.04 The Freshman Committee Chair shall, in unanimous concurrence of the Freshman Committee, have the power to recommend to the Student Government Association Senate the removal of the Student Government Association Vice President from their duties as the Freshman Committee Advisor in the event of neglect or misuse of power. Should the Student Government Association Vice President be removed as advisor to the Freshman Committee, a new advisor shall be appointed by the President of Student Government Association. Removal of the Vice President as Freshman Committee Advisor shall be conducted in accordance with Title VII.

803.05 The Freshman Committee Chair shall appoint Freshman Committee members to Freshman Committee subcommittees with Majority Vote of the Freshman Committee.

803.06 The Student Government Association Vice President, in cooperation with the Freshman Committee Chair, shall determine a schedule for the Freshman Committee members to shadow meetings and members of the Committees of the Senate and the Offices of the Cabinet.

803.07 The Freshman Committee Chair shall serve as a voting member of the Student Government Association Executive Committee.

803.08 The Freshman Committee Chair shall keep records of attendance of Freshman Committee members for all meetings and deliver those records to the Rules and Statutes Chair.

803.09 The Freshman Committee Chair will abide by Chapter 305.
Chapter 804: Freshman Committee Selection and Appointment

804.01 All appointments to the Freshman Committee shall be made by the last meeting in September during the fall semester.

804.02 Applications for Freshman Committee must be submitted by a deadline determined by the Student Government Association Vice President.

804.03 Each Freshman Committee candidate shall be interviewed by a committee selected by the Student Government Association Vice President. The Student Government Association Vice President will be responsible for organizing the interviews and determining the metrics by which the applicants should be judged by the interview committee.

804.04 The search committee will select and recommend for appointment no more than thirty Freshman Committee candidates based on the metrics provided by the Student Government Association Vice President and discussion amongst the search committee about each applicant.

804.05 Freshman Committee members shall be appointed by the Student Government Association Vice President and confirmed by Majority Vote of the Senate.

804.06 Selection/appointment procedures not already stated shall be set forth by the Student Government Association Vice President.

Chapter 805: Freshman Committee Candidacy

805.01 Any first year student in good standing at the University of West Florida may be eligible for appointment to the Freshman Committee.

Chapter 806: Term of Office

806.01 All members of the Freshman Committee shall take office at the time of appointment and serve until the completion of the spring semester.

806.02 Members of the Freshman Committee may not hold a position in the Student Government Association and a position in the Freshman Committee concurrently except to serve on the elections commission.

Chapter 807: Vacancies
807.01  The Chair shall be succeeded by a member of the current Freshman Committee, appointed by the Student Government Association Vice President, and shall hold office for the duration of the term.

807.02  Candidates for the vacant positions of the Freshman Committee shall be recommended for appointment by the Student Government Association Vice President. All vacancies shall be confirmed by Majority Vote of the Senate.

Chapter 808: Removal from Office

808.01  Motions to remove Freshman Committee members can be made by any member of the Senate and Freshman or Executive Committee.

808.02  A Freshman Committee member may be removed from his or her position in accordance with Title VII. The member in question may produce defense on his or her behalf at the time of the Senate vote.
TITLE IX: EMERALD COAST BRANCH STUDENT GOVERNMENT ASSOCIATION

Chapter 900: Emerald Coast Governor

900.01 The University of West Florida student body shall elect one Emerald Coast Governor to represent the needs of the students of the Emerald Coast campuses.

900.02 Duties and Responsibilities:

A. Serve on the Pensacola campus Executive Committee under the Student Body President in accordance with. The Governor shall attend all meetings according to the attendance policy for all Executive Committee members according to the attendance policy for all Executive Committee members, utilizing available technology.

B. Act as a liaison between the students of the Emerald Coast campuses and the administration at both the Emerald Coast and Pensacola campuses.

900.03 Qualifications for Election:

A. Must be an enrolled student in good standing at one of the Emerald Coast campuses at the time of election and for the duration of the term as governor.

900.04 Election of the Emerald Coast Governor shall be in accordance with Chapter 906.

Chapter 901: Structure of the Emerald Coast Senate

901.01 Structure of the Emerald Coast Senate will be as follows: one representative from each Emerald Coast campus with two at large seats to be filled by a student from any Emerald Coast Campus.

901.02 There shall be one Emerald Coast Senate President to be elected by the student body in accordance with Chapter 906.

901.03 There shall be one Emerald Coast Senate Pro Tempore to be chosen from within the Emerald Coast Senate and shall retain his or her position as an Emerald Coast Senator. He or she shall be appointed by the Emerald Coast Senate President by the third meeting of the summer semester.
The Emerald Coast Senate shall meet in yearly session, beginning with the first meeting of the summer semester and ending with the last meeting of the spring semester. Each session of the Emerald Coast Senate shall be guided in accordance with the University of West Florida Student Government Association Constitution and Statutes.

The Emerald Coast Senate President shall be empowered to call Emerald Coast Senate meetings and shall call a meeting if requested to do so by a petition of one half of the members of the Emerald Coast Senate holding office at the time the petition is presented. The Emerald Coast Senate may also call a meeting by majority vote. The Senate President shall be responsible for notifying all Emerald Coast Senators of special meetings.

Rules and Procedures of the Emerald Coast Senate

A. The Emerald Coast Senate shall follow Roberts Rules of Order Newly Revised Edition as the parliamentary authority for all Senate meetings, except when in conflict with the University of West Florida Student Government Association Constitution and Statutes or by general rules of procedure of the Emerald Coast Senate.

B. The Emerald Coast Senate President shall preserve order and decorum throughout Emerald Coast Senate meetings. In case of disturbance or disorderly conduct, the Emerald Coast Senate President may have members or guests removed from the meeting.

C. An Emerald Coast Senator who wishes to gain the floor shall raise his or her hand and wait for recognition by the Emerald Coast Senate President. Emerald Coast Senators attending via conference call shall request permission from the Emerald Coast Senate President to speak.

D. Any Emerald Coast Senator recognized by the Emerald Coast Senate President shall rise when addressing the Emerald Coast Senate.

E. An individual shall have exhausted his or her right to debate after engaging in debate twice on any issue regarding a piece of legislation per Emerald Coast Senate meeting.

F. A member of the gallery may be recognized to speak during announcements or if an Emerald Coast Senator yields the floor to them. A member of the gallery should contact an Emerald Coast Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Emerald Coast Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.
901.07 Quorum

A. At no time shall a quorum consist of less than one half of the Emerald Coast Senators holding office at the time of the meeting.

901.08 Roll Calls

A. A roll call shall be conducted immediately following Call to Order and again immediately before Adjournment.

B. Missing three roll calls per semester will constitute one absence.

901.09 Absences

A. If an Emerald Coast Senator acquires more than three excused or two unexcused absences during the course of one semester, he or she may be removed by the Emerald Coast President by a majority vote of the Emerald Coast Senate in accordance with Chapter 908.

901.10 Leave of Absence Vote

A. Emerald Coast Senators may take a leave of absence from the Emerald Coast Senate, for a period not to exceed a single semester. Leaves of absences may only be granted for academic internships, in case of emergencies, or with special consent by the Emerald Coast Senate during the summer semester. The Emerald Coast Senator must first submit in writing to the Emerald Coast Senate President the dates of which the leave will be taken and the nature of the leave of absence. The request must be submitted in bill form for final approval by the Emerald Coast Senate.

B. A temporary leave replacement may be appointed by the Emerald Coast Senate President, subject to confirmation by the Emerald Coast Senate with a two thirds Majority Vote.

C. The Emerald Coast Senate President and Emerald Coast Senate Pro Tempore shall not be permitted to take a leave of absence.

Chapter 902: Emerald Coast Senate Responsibilities

902.01 Emerald Coast Senator Responsibilities

A. Each Emerald Coast Senator shall serve as the liaison between their representative campus and the Student Government Association. Each Emerald Coast Senator will have one vote in the Emerald Coast Senate.
902.02 Emerald Coast Senate President Responsibilities

A. Shall preside over Emerald Coast Senate meetings.

B. The Emerald Coast Senate President will only vote in the Emerald Coast Senate in case of a tie.

C. Shall serve as a liaison to the Emerald Coast Governor, keeping him or her informed of any and all legislation.

D. Shall be responsible for the creation and disbursement of Emerald Coast Senate meeting agendas. These are to be posted at least forty-eight hours prior to an Emerald Coast Senate meeting.

E. Shall be responsible for posting all Emerald Coast Senate meeting minutes.

F. Shall be responsible for enforcing the attendance policy as stated in Article IV Section 3 Number 8 of the Student Government Association Constitution.

G. Shall preside over removal proceedings unless such proceedings are for the Emerald Coast Senate President in which case the Emerald Coast Governor shall preside.

902.03 Emerald Coast Senate Pro Tempore Responsibilities

A. Shall take all Emerald Coast Senate minutes and submit them to the Emerald Coast Senate President to be posted.

B. Shall preside over Emerald Coast Senate meetings in the absence of the Emerald Coast Senate President and in such cases shall not have a vote.

C. Shall assist the Emerald Coast Senate President in preparation and disbursement of any relevant material or handouts for the Emerald Coast Senate.

D. Shall assist the Emerald Coast Senate President in any other duties deemed necessary.

Chapter 903: Emerald Coast Senate Procedure

903.01 Numbering of Bills, Resolutions, and Recommendations
A. The Emerald Coast Senate President shall file, in numerical order, all Emerald Coast Senate Bills, Resolutions, and Recommendations. Each Bill, Resolution, and Recommendation will contain the following information: numerical designation, sponsor, and author, date of passage and outcome of the vote.

903.02 Procedure for Approval of Bills

A. Reading of Legislation

1. All Emerald Coast Senate Bills, Resolutions, and Recommendations must be approved twice in separate readings by the Emerald Coast Senate.

2. The second reading shall take place during the next consecutive Emerald Coast Senate meeting unless this requirement is suspended.

3. Suspension of this requirement requires approval of no less than two thirds of the Emerald Coast Senators present and voting.

B. Submission of Bills

1. The Emerald Coast Senate President shall transmit a copy of a Bill, Resolution, or Recommendation passed by the Emerald Coast Senate to the Student Body President within three business days after passage.

2. Upon receipt of a bill, the Student Body President shall have six business days to approve or veto the legislation. The Student Body President shall then submit the finalized bill to the Emerald Coast Senate President.

3. Bills not acted upon by the Student Body President within six business days shall be treated as approved.

4. The Emerald Coast Senate has the power to overturn the Student Body President’s veto by approving the bill again with a two thirds majority vote.

903.03 The Emerald Coast Senate President shall, before each session, confer with the Student Body President to determine what action has been taken on passed bills. The Emerald Coast Senate President shall report to the Emerald Coast Senate action taken on bills. Once a Resolution or Recommendation has been approved by the Student Body President or the Emerald Coast Senate has overridden a Presidential veto, the Emerald
Coast Senate President is to submit the legislation to the Emerald Coast Governor for appropriate action.

903.04 Publication of Emerald Coast Senate Notices

A. The Emerald Coast Senate President shall post publicly on MyUWF all newly proposed legislation and minutes of all Emerald Coast Senate meetings.

903.05 Roll Call Votes

A. The Senate President shall conduct Roll Call Votes on Legislation, Amendments, and Impeachments upon request. Roll call votes will be included in the minutes.

Chapter 904: Legislation

904.01 Types of Legislation

A. Resolutions: Legislation that is a statement of position; shall require a majority vote.

B. Bills: Legislation over which the Emerald Coast Student Government has sole jurisdiction. All bills shall require a two thirds vote.

C. Recommendations: Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote.

904.02 “Majority”, “Two-Thirds”, and “Three-Fourths” Votes

A. When any question is raised, the Emerald Coast Senate President shall call for votes of “yes”, and “no”, and “abstain” in that order. All votes shall be recorded. A majority vote shall consist of a majority of the Emerald Coast Senators Present and voting “yes” or “no”. Two thirds shall consist of no less than two thirds of the Emerald Coast Senators present and voting “yes” or “no”. Three fourths shall consist of no less than three fourths of the Emerald Coast Senators present and voting “yes” or “no”.

B. Whenever a question is raised, each Emerald Coast Senator must vote “yes” or “no” or officially abstain from voting.

904.03 The Emerald Coast Senate may make changes unilaterally to Title IX. All proposed statute changes must be submitted in bill form. Changes to any
other section of the Student Body Statutes must be submitted in bill form to the Pensacola Campus Senate.

904.04 All proposed changes to the Constitution must be submitted in bill form and passed by both the Pensacola Campus Senate and the Emerald Coast Senate.

Chapter 905: Terms of Office

905.01 Emerald Coast Student Government members shall take office upon installation.

905.02 Emerald Coast Student Government members shall terminate office at the installation of their successor.

905.03 Installation of Emerald Coast Student Government members shall occur at the first Emerald Coast Senate meeting following the final runoff elections, pending appeal.

905.04 The term of all Emerald Coast Student Government members shall be from the first Emerald Coast Senate meeting of the summer through the following spring semester.

Chapter 906: Elections

906.01 Candidates for the Emerald Coast Student Government Association must abide by the applicable rules outlined in Title IV of the Student Body Statutes.

906.02 Each candidate who wishes to be considered for the position of the Emerald Coast Governor shall file for that position. The candidate who receives a majority of votes in the campus wide elections will assume the position of Emerald Coast Governor.

906.03 Each of the Emerald Coast campuses has a designated seat that students from that campus will file for. The student from each Emerald Coast Campus that receives the most votes will assume the position as the representative for his or her campus.

906.04 At Large Emerald Coast Seats:

A. There shall be two designated at large Emerald Coast Senate seats that may be filled by a student from any of the Emerald Coast Campuses.
B. If an Emerald Coast campus location has no student file for the position as campus representative, this seat will be converted to an at large seat that can be filled by a student from any Emerald Coast campus location.

C. Of the Students who did not become their respective campus representative, the students who received the most votes will assume one of the at large seats available.

Chapter 907: Appointments

907.01 Emerald Coast Senate appointments to fill vacant offices are to be designated positions as defined in Section 906.3 of the Student Body Statutes.

907.02 If there is a vacancy for a campus representative seat, every effort should be made to find a replacement from the same campus. If there have been no applications from that particular campus, the seat shall be designated as an at large seat and a replacement from any Emerald Coast campus may be appointed.

907.03 Emerald Coast Senate appointments shall be permitted and each appointed Emerald Coast senator shall be expected to complete the unexpired term of his position.

907.04 All appointees nominated by the Student Body President shall be present during their Emerald Coast Senate confirmation and be confirmed by Two-Thirds Vote.

907.05 The Emerald Coast Senate President shall interview all applicants for vacant Emerald Coast Senate positions or open standing committee positions. He or she will then make his or her recommendation to the Student Body President for approval before taking it to the Senate for a vote.

Chapter 908: Removal

908.01 Grounds for removal shall be misfeasance, malfeasance, or nonfeasance of office.

908.02 An Emerald Coast Senator who acquires three excused absences or two unexcused absences per semester may be removed by a majority vote of the Emerald Coast Senate.

908.03 The Emerald Coast Senate President shall be responsible for bringing impeachment charges or;
908.04 Impeachment charges may be brought forth by one Emerald Coast Senator with the signature support of an additional three Emerald Coast Senators. This written accusation must be submitted to the Emerald Coast Senate President at least two days prior to the impeachment proceedings.

908.05 Members of the Emerald Coast Senate may only be brought up for removal by members of the Emerald Coast Senate. The Emerald Coast Governor may also only be brought up for removal by members of the Emerald Coast Senate.

908.06 Formal accusations of malfeasance, misfeasance, or nonfeasance against an Emerald Coast Student Government member shall be recognized by a majority vote of the Emerald Coast Senate. If a majority of Emerald Coast Senators vote in favor of impeachment, removal proceedings will be held at the following Emerald Coast Senate meeting.

908.07 During the conviction proceedings, the Emerald Coast Senate President will read aloud the charges against the impeached Emerald Coast Student Government member. The Emerald Coast Senator(s) who brought forth the impeachment charges will have five minutes to produce evidence for the removal of the impeached Emerald Coast Student Government member. This person will then have five minutes to produce evidence in their defense, followed by debate from the Emerald Coast Senate. Three fourths of voting members present must find the impeached party guilty to be convicted.

908.08 Once an Emerald Coast Student Government member has been impeached by a majority vote of the Emerald Coast Senate and convicted by a three fourths vote of the Emerald Coast Senate, they are officially removed from office.

908.09 Once a person, serving in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.
TITLE X: CODE OF ETHICS

Chapter 1000: General Code of Ethics

1000.01 Conflict of Interest:

No Student Government Member shall participate in any Student Government Association activity which would place that person in a position where there may be a conflict between private interest and the interest of the student body.

1000.02 Benefit:

No Student Government member shall participate in any Student Government Association activity or represent Student Government Association as a Student Government Member in any action or activity in which there may be a personal benefit made that conflicts with the interest and benefit of the student body.

1000.03 Misuse of Student Government Property:

No Student Government Member shall use, authorize to use, or condone in any way the wrongful use of Student Government Association property or funds as determined by a Student Government Association Advisor.

1000.04 Unlawful Compensation:

No Student Government Member shall solicit or accept direct or indirect payment for the performance or nonperformance of any act not specifically allowed for in the Student Government Association Statutes.

1000.05 Inducing to Act:

Any Student Government Member who aids, advises, condones, or in any way induces another to act in violation with any Student Government Association laws is thereby directly violating the respective rule.

1000.06 Fraud:

A. No Student Government Member shall willfully misrepresent himself or herself while acting in his or her official capacity.

B. No Student Government Member shall cover up evidence or misrepresent a fact pertaining to a violation. Student Government members must disclose all knowledge of Student Government corruption.
C. No Student Government Member will bring false charges or provide false or misleading evidence against another officer, employee or student.

D. No Student Government Member shall misuse his or her title for personal gain.

1000.07 No Student Government Member shall allow a conflict of interest or personal benefit to influence a vote.

1000.08 Student Government Members shall not disclose information unavailable to the general public for his or her personal gain or for the personal gain of any other person or organization.

1000.09 Student Government Members are to choose the most qualified and capable applicants to the Student Government Association regardless of race, color, religion, sex, national origin, age, disability, parental status, veteran status, sexual orientation, gender identity, or marital status. See Chapter 1002.

1000.10 The Student Body President is required to submit to the Senate President the reason(s) for removal of a cabinet member, in accordance with Chapter 710 of the Student Government Association Statutes.

Chapter 1001: Procedures and Penalties

1001.01 Violation of the Student Government Association Code of Ethics may be grounds for impeachment, suspension, or removal from office.

1001.02 Removal procedures should follow those outlined in Chapter 710 of the Student Government Association Statutes.

Chapter 1002: Anti-Discrimination Policy

1002.01 Discrimination shall be defined as the denial of due process or the infringement of the substantive rights of any student.

A. No Student Government officer, employee, branch, agency, affiliated project, registered student organization, or any entity which receives any Student Government funding shall practice unlawful discrimination.
B. The provisions of the Anti-Discrimination Policy shall be consistent with the guidelines established in the Congressional Education Amendment of 1972.
TITLE XI: MEETING TRANSPARENCY

Chapter 1100: Meeting Regulations

1101.01 All Student Government Association meetings must be open to the Public; otherwise, any formal action shall not be considered binding.

1101.02 Anyone shall have the option to attend all meetings held under the patronage of Student Government Association except as provided for in these statutes.

1101.03 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 Senate President.

1101.04 All Minutes, voting records and forms of correspondence related to the Student Government Association are public records, available upon request.

1101.05 Any person may be requested to leave any meeting held under the authority of the meeting’s presiding member.

1101.06 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.

1101.07 Public notice shall consist of notifying the SGA Executive Board, Graduate Assistant, and Advisors of the meeting time, place and purpose. Formal meetings, which include Senate, Committee Meetings, Cabinet Meetings, and Staff Meetings, must provide public notice. Meeting details may requested by any individual by emailing sga@uwf.edu.
TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1200: Intent

1200.01 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee in as much as is allowed by law and university policy, and reads as follows:

Chapter 1201: Explanation of the Activity and Service Fee

1201.01 The Activity and Service Fee, as provided for by law, is collected on a per-credit-hour basis. According to Florida Statute 1009.2410(b):

A. 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]

1201.02 The Activity and Service Fee is a per-credit-hour fee set by the Student Fee Committee each year.

Chapter 1202: Awarding of the Activity and Service Fee

1202.01 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:

A. Project Grants

B. Travel Grants

1202.02 The yearly budget process timeline is as follows:
Month of Action

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 - December

The Budget and Allocations Committee will establish a date within this period deciding when annual budget requests will be due. The Budget and Allocations Committee Chair will notify the RSOs, Sports Club Council, and departments of annual budget requests due date via e-mail.

January/February

Budget and Allocations Committee will hold budget hearings.

March

The Budget and Allocations Committee will present to Senate. Following approval by Senate, the bill will be presented to the Student Body President and then the University President for signing.

April

A memorandum stating that all carry forward of excess funds requests are due in a month will be sent to Departments and Departmental Organizations.

June

The Budget and Allocations Committee deliberates about requests to carry forward excess funds. Requests approved are announced to the requester via an e-mail.

1202.03 Only RSOs that are “active” as defined by the Student Involvement website may submit a budget request for an Annual Budget and are eligible to receive an Annual Budget. If an RSO is awarded an Annual Budget and becomes “inactive” as defined by Student Involvement website, the awarded funds may be swept into the main A&S Fee non-recurring account.
1202.04 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.

1202.05 Majority Vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. 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.

1202.06 A&S Non-Recurring Funds

A. The Budget & Allocations Committee, by Three-Fourths Vote, has the authority to allocate these funds to projects, programs, or initiatives that promote the mission of the organization and/or enhance University-wide student programming.

1202.07 The Budget and Allocations Committee has the right to add stipulations on all A&S funded accounts.

Chapter 1203: Usage of the Activity and Service Fee

1203.01 Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.

1203.02 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 Student Government Association Senate within five working days. Majority Vote of the Student Government Association 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.

1203.03 A&S Fee funds are intended for the benefit of University of West Florida students, both in spirit and by law. Use of A&S Fee funds with the intent to benefit other groups (i.e. not University of West Florida students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.
1203.04 Deficit spending is prohibited. All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.

1203.05 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 University of West Florida’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.

1203.06 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 Three-Fourths Vote, to allocate those funds for use on the main campus non-recurring fund.

1203.07 A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.

A. Examples of prohibited use:

1. Funds used to purchase doughnuts to be sold for fundraising.

2. Funds to be given to a charitable agency (i.e. Red Cross).

B. Examples of permissible use:

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

1203.08 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.

Chapter 1204: Interim Accounts

1204.01 Request and Approval Process:

A. 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.

B. The person submitting the request has the duty of ensuring his or her request is complete.

C. The organization’s president or account administrator of the individual will be notified 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.

D. The receipt of prior funding from any of the interim accounts is not a guarantee of future funding.

1204.02 Project Grants:

A. Active 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.

B. A&S Fee 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.

C. Organizations may receive no more than three grants per fiscal year, not to exceed $500.00 for the fiscal year.

D. Grant requests must explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.

E. An organization must be active according to UCSI to receive funds from this account.

F. Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.

G. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.03 Travel Grants:

A. 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.
B. Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.

C. Students may receive a maximum of $300 per semester. Groups of three students or more travelling for the same purpose may receive a maximum of $1,000 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of $2,000 per fiscal year.

D. Students applying for assistance must first gain approval from the department chair and/or faculty/staff advisor.

E. 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 submitting requests must show proof of these matching funds as part of their request.

F. 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.

G. No funding will be awarded from this account to pay for food.

H. 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.

I. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.04 Budget Transfers:

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

B. JEs must be approved by the Budget Chair before submitting for processing.

C. Any changes made to the A&S Fee salary index will need to be presented to the SGA President and the Budget Chair. The Budget Chair will vet proposed changes through the Budget Committee for comments, questions, and final decision on the proposed change(s).

D. Any new or additional funding to the salary index after the yearly allocation will have to be presented to the SGA President the Budget
Chair. The Budget Chair will vet the new or additional funding request(s) through the Budget Committee for comments, questions, and final decision. If the Budget Committee votes in favor of the new or additional funding to the salary index, a Bill will be written that will be presented to and voted on by the SGA Senate.

Chapter 1205: Excess Funds

1205.01 All funds remaining in A&S funded accounts shall be swept into the main A&S Fee non-recurring account except, if given approval by a Majority Vote of the Budget & Allocations committee in the affirmative, Departmental and Departmental Organization funds. If approval is given by the Budget & Allocations Committee, excess funds will be moved to the appropriate contingency account(s). Excess funds approved for carry forward will only be available for one additional fiscal year.

A. Funds left in any Salary account for any A&S funded, non-student positions shall be transferred into the Salary Contingency account.

Chapter 1206: Declaration of Audit Rights

1206.01 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 funds are subject to state and local audits.