

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

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

Chapter 100: The Student Body Statutes

Chapter 101: Definitions Chapter

Chapter 102: Official Documents

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

Chapter 200: Presidential Duties and Authority

Chapter 201: Vice Presidential Duties and Authority

Chapter 202: Treasurer Duties and Responsibilities

Chapter 203: The Executive Committee

Chapter 204: The President's Cabinet

Chapter 205: Chief of Staff

Chapter 206: Office of Communication

Chapter 207: Office of External Relations

Chapter 208: Office of Equity and Diversity

Chapter 209: Assistant to the President

Chapter 210: Assistant to the Vice President

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

Chapter 300: The Senate

Chapter 301: Senate Duties and Responsibilities

Chapter 302: Senate Leadership

Chapter 303: Committee Responsibilities

Chapter 304: Chairperson Responsibilities

Chapter 305: Vice-Chairperson Responsibilities

Chapter 306: Numbering of Bills, Resolutions, and Recommendations

Chapter 307: Submission of Legislation

Chapter 308: Procedure for Approval of Bills

Chapter 309: Publication of Senate Notices

Chapter 310: Terms of Office

Chapter 311: Appointments

Chapter 312: Absentee Policy

Chapter 313: The Judiciary Committee

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

Chapter 400: The Election Commission

Chapter 401: Officers to be Elected

Chapter 402: Election Process

Chapter 403: Filing for Candidacy

Chapter 404: Ruling on Candidate Qualifications

Chapter 405: Election Appeal

Chapter 406: The Official Ballot Form

Chapter 407: Campaign Expenses, Contribution, and Expense Infractions

Chapter 408: Regulations of Campaigning

Chapter 409: General Election Procedure

Chapter 410: Installation and Assumption of Office

Chapter 411: Violation of the Student Body Election Code

Chapter 412: Amendment of Student Body Election Code

Chapter 413: Special Elections

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

Chapter 500: Election Addendums

A. Distinguished Teaching Award Process

B. Distinguished Staff Award Process

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

Chapter 600: Composition of the Supreme Court

Chapter 601: Chief Justice Duties and Responsibilities

Chapter 602: Supreme Court Duties and Responsibilities

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

Chapter 700: Intent

Chapter 701: Severability

Chapter 702: Impeachment from office

Chapter 703: Suspension from office and temporary succession

Chapter 704: Referendum and recall

Chapter 705: Resignation in lieu of recall

Chapter 706: Recall Referendum

Chapter 707: Offenses relating to petitions

Chapter 708: Impeachment and Removal Process

Chapter 709: Removal of Senators by the Absentee Policy

Chapter 710: Removal of Appointed Offices

## **TITLE VIII: FRESHMAN COMMITTEE**

Chapter 800: Structure

Chapter 801: Freshman Committee Responsibilities

Chapter 802: Installment of Freshman Committee Executive Board

Chapter 803: Duties of the Freshman Committee Chair

Chapter 804: Duties of the Freshman Committee Vice Chair

Chapter 805: Duties of the Freshman Committee Director of Communications

Chapter 806: Freshman Committee Selection and Appointment

Chapter 807: Freshman Committee Candidacy

Chapter 808: Term of Office

Chapter 809: Vacancies Chapter

Chapter 810: Removal from Office

**TITLE IX: EMERALD COAST SENATE**

Chapter 900: Emerald Coast Governor

Chapter 901: Emerald Coast Governor's Cabinet

Chapter 902: Emerald Coast Chief of Staff

Chapter 903: Emerald Coast Campus Manager

Chapter 904: Structure of the Emerald Coast Senate

Chapter 905: Emerald Coast Senate Responsibilities

Chapter 906: Emerald Coast Senate Procedures

Chapter 907: Legislation

Chapter 908: Terms of Office

Chapter 909: Elections

Chapter 910: Appointments

Chapter 911: Removal

**TITLE X: CODE OF ETHICS**

Chapter 1000: General Code of Ethics

Chapter 1001: Procedures and Penalties

Chapter 1002: Anti-Discrimination Policy

**TITLE XI: MEETING TRANSPARENCY**

Chapter 1100: Meeting Regulations

**TITLE XII: ACTIVITY AND SERVICE FEE**

Chapter 1200: Intent

Chapter 1201: Explanation of Activity & Service Fee

Chapter 1202: Awarding the Activity & Service Fee

Chapter 1203: Usage of the Activity & Service Fee

Chapter 1204: Interim Accounts

Chapter 1205: Excess Funds

Chapter 1206: Declaration of Audit Rights

# **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:

TITLE I (100-199) Definitions, Interpretations, Construction and Statutory Compliance

TITLE II (200-299) The Executive Branch

TITLE III (300-399) The Legislative Branch

TITLE IV (400-499) The Elections and Election Procedures

TITLE V (A - Z) Addendums

TITLE VI (600-699) The Judicial Branch

TITLE VII (700-799) Student Government Officer Accountability & Removal Act

TITLE VIII (800-899) Freshman Committee

TITLE IX (900-999) Emerald Coast Branch Student Government Association

TITLE X (1000-1099) Code of Ethics

TITLE XI (1100-1199) Meeting Transparency

TITLE XII (1200-1299) Activity and Service Fee Manual

TITLE XIII (1300-1399) Campus Collaboration Board

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.

100.03 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 TwoThirds 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 dissemination 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 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 their 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.

101.09 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.

101.10 The term "Constituent"

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

101.11 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.

101.12 The term "Corruption"

Violation of any Student Government laws.

101.13 The term "Executive Order"

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

101.14 The term "Executive Handbook"

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

101.15 The term "Incompetence"

The lack of ability, qualifications, or fitness to discharge a required duty.

101.16 The term "Incorrectly Marked Ballot"

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

101.17 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.

101.18 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.

101.19 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.

101.20 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.

101.21 The term "Majority Vote"

Half plus 1 of the eligible voting members present.

101.22 The term "Malfeasance"

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

101.23 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.

101.24 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.

101.25 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.

101.26 The term "Nomination"

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

101.27 The term "Nonfeasance"

The failure to do what duty requires to be done.

101.28 The term "President"

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

101.29 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.

101.30 The term "Quorum"

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

101.31 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 their 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.

101.32 The term "Recommendations"

Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote of the Senate.

101.33 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 their activity and service fees, or had their fees deferred by the University, for the current academic term.

101.34 The term "Removal"

The impeachment of a Student Government Association Member.

101.35 The term "Resolutions"

Legislation that is a statement of position shall require a Majority Vote.

101.36 The term "Senate"

From hereafter shall refer to the Pensacola Senate unless otherwise designated.

101.37 The term "Senate Experience"

Having held a Student Government Association elective office or having held a primary cabinet position.

101.38 The term "Student Government Member"

Anyone holding a position in any branch of the Student Government Association.

101.39 The term "Student Government Officer"

Any student holding an elected position in the Student Government Association.

101.40 The term "Student Senate" shall include the following:

- A. Senate President
- B. Senate Pro Tempore
- C. Budget and Allocations Chair
- D. Student Affairs Chair
- E. University Affairs Chair
- F. Budget and Allocations Committee Seats
- G. Student Affairs Committee Seats
- H. University Affairs Committee Seats

101.41 The term "Three-Fourths Vote"

No less than three-fourths of the Senators present and voting "yes" or "no".

101.42 The term "Two-Thirds Vote"

No less than two-thirds of the Senators present and voting "yes" or "no".

101.43 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 bylaws 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 the 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 the 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 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 the 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 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 a non-voting member of all Senate committees.
- 200.07 The President shall appoint the Election Commission by the end of the fall semester.
- 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, the 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 Student Government Association. If the President is not able to chair the Executive Committee, the Vice President may chair the Executive Committee.
- 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 \$7,500.00, 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 serve as liaison to the Emerald Coast Campus Student Government.
- 201.03 The Vice President shall have the responsibility of forming the Freshman Committee.
- 201.04 The Vice President shall plan and organize Student Government Association retreats, banquets, and all other internal SGA events.
- 201.05 The Vice President shall prepare the Senate agenda and oversee the preparation and distribution of Senate minutes.
- 201.06 The Vice President shall have the option to vote in the case of a tie. If any Senator or Committee Chair is to serve as Senate President, they shall have the option.
- 201.07 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.
- 201.08 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.
- 201.09 The Vice President shall be an ex-officio, non-voting member of all Senate Committees.

- 201.10 Throughout the academic year, 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.
- 201.11 The Vice President shall report on Senate business to the Student Body President at least once a month. These reports shall include the Committee's progress in accomplishing goals and projects.
- 201.12 The Vice President shall serve as a student representative on the University of West Florida's Historic Trust
- 201.13 The Vice President shall serve as the SGA Representative to The University of West Florida Foundation Board.
- 201.14 The Vice President shall serve as the student advocate for students needing help with judicial proceedings.
- 201.15 The Vice President shall receive a stipend of \$5,000.00, which shall be allocated appropriately throughout the course of their term.

### **Chapter 202: Treasurer Duties and Responsibilities**

- 202.01 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.
- 202.02 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 Advisor of the 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 meetings as needed with each budget-holding member in the 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 the first Budget and Allocations Committee meeting of the month and any meetings the Budget and Allocations Chair specifically requests the Treasurer to attend.

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

202.09 The Treasurer shall receive a stipend of \$2,500.00, which shall be allocated appropriately throughout the course of their term.

### **Chapter 203: The Executive Committee**

203.01 The Executive committee shall be composed of the President, the Vice President, the Emerald Coast Governor, the President's Cabinet, each Senate Committee Chairperson, and the Freshman Committee Chair.

203.02 The Executive Committee shall be chaired by the President.

### **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
- Director of External Affairs
- Director of Diversity Initiatives

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 a 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 a majority vote of the Senate, after which the appointment shall be voted on.

### **Chapter 205: Office of the Chief of Staff**

205.01 There shall be an Office of the Chief of Staff comprised of:

- Chief of Staff
- Programming Officer

205.02 The Chief of Staff should fill in for the Student Body President or Vice-President on University business when deemed necessary.

205.03 The Chief of Staff oversees the following offices:

- Office of Communications
- Office of External Relations
- Office of Diversity Initiatives

205.04 The Chief of Staff must attend mandatory Executive and Senate meetings.

205.05 The Chief of Staff shall chair all ad hoc Committees.

205.06 The Chief of Staff shall coordinate regularly scheduled meetings throughout the academic year with the following :

- President's Cabinet
- Office of Communications
- Office of External Relations
- Office of Diversity Initiatives

205.07 The Chief of Staff shall coordinate the work of the student members of the University Standing Committees.

205.08 Perform all additional duties as deemed necessary by the President.

205.09 The Chief of Staff shall receive a stipend of \$3,500.00, which shall be allocated

appropriately throughout the course of their term.

205.10 The Programming Officer shall:

- A. Maintain a working relationship with the Vice-President and Chief of Staff
- B. Plan and develop monthly bonding activities for Senate and Executive council  
Schedule and develop recruiting strategies for Senate and Executive positions
- C. Conduct quarterly Student Government Association's organizational surveys
- D. Perform all additional duties as deemed necessary by the Chief of Staff.

### **Chapter 206: Office of Communication**

206.01: Office of Communication

- A. There shall be an Office of Communications comprised of:
  - Director of Communications

206.02 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 the 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.

206.03 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 Assistant Director of Communications.
- C. Attend all meetings and act as the liaison between executive members and the Office of Institutional Communications.
- D. Prepare content for distribution, and delegate appropriate tasks to the

Assistant Director of Communications.

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 weekly using appropriate advertising methods, including graphic design, banners, signs, flyers, and electronic marquees, 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. Submit weekly reports to the Chief of Staff outlining all activities.

L. Create and post a calendar each month for the Student Government Association

M. The Director of Communications shall receive a stipend of \$2,000.00, which shall be allocated appropriately throughout the course of their term.

### **Chapter 207: Office of External Relations**

207.01 There shall be an Office of External Relations comprised of:

A. Director of External Affairs Supervisor of Elections.

207.02 The Office of External Relations shall:

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

B. Maintain a working relationship with The Florida Student Association.

C. Maintain a working relationship with elected representatives in Tallahassee and Washington D.C.

D. Work with the University of West Florida administration.

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

F. Work with the Chief of Staff to maintain student representation on university

Standing Committees.

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

H. Assist the President and other staff with regard to speechwriting presentation creation, project research, program analysis, and other clerical tasks that would help support good external relations.

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

207.03 The Director of External Affairs shall:

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

B. Plan lobbying trips for SGA leadership to attend, including the Florida Student Association's Rally in Tally and UWF Day at the Capitol.

C. Keep up to date with matters pertaining to the Florida Student Association.

D. Serve as the primary liaison to community organizations, campus partners, and other external entities with which SGA collaborates.

E. Report directly to the Chief of Staff and perform all other duties deemed necessary by the Chief of Staff.

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

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

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

I. Lead voter education initiatives.

J. The Director of External Relations shall receive a stipend of \$1,500.00, which shall be allocated appropriately throughout the course of their term.

### **Chapter 208: Office of Equity and Diversity**

208.01 There shall be a Director of Diversity Initiatives.

208.02 The Office of Equity and Diversity shall:

A. Remain updated with university, local, state, and national affairs related to equity and diversity.

B. Pursue and maintain relationships with University of West Florida departments to support equity and diversity on campus.

C. Work with the Chief of Staff to maintain student representation on University Standing Committees that relate to equity and diversity.

D. Collaborate with and support students, student organizations, student body representatives, and university departments related to equity and diversity.

E. Plan and cooperate with Student Government Representatives and students on events and discussions for the pursuit of equity and diversity.

F. Perform all other duties deemed necessary by the University of West Florida Student Government.

G. The Director of Diversity Initiatives shall coordinate and plan a diversity week which shall be hosted during the Spring Semester.

H. The Director of Diversity Initiatives shall receive a stipend of \$1,500.00, which shall be allocated appropriately throughout the course of their term.

#### **Chapter 209: Assistant to the President**

209.01 There may be an Assistant to the President appointed by the President.

209.02 The Assistant to the President shall:

A. Assist the President with special projects not specifically designated in The Statutes.

B. Serve as the President's designee to the University's standing Committees as needed.

C. Perform any other duties deemed necessary by the President.

#### **Chapter 210: Assistant to the Vice President**

210.01 There may be an Assistant to the Vice President appointed by the Vice President.

210.02 The Assistant to the Vice President shall:

A. Assist the Vice President with advising and selecting the Freshman 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 the yearly session. Each session of the 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 the college during the Student Body Elections.

2. The Student Senate shall be organized by the membership of three Senate Committees:

a. University Affairs

b. Budget and Allocations

c. Student Affairs.

2. Senators shall complete an orientation course that contains resources regarding senate procedures and senators' capabilities provided by Senate Pro Tempore before the Fall semester

#### 300.03 Organization of Committees

A. Chairpersons 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 Freshman Committee Chair. Any senator is eligible to run for chairperson.

B. At the first Senate meeting after the chairpersons have been elected, with the exception of Freshman Committee Chair, 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 committee will consist of the three chairpersons, the Senate Pro Tempore, and the Vice President.
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, the President's Cabinet (see Chapter 204), and Freshman Committee (Chapter 800)
- B. Ex-officio members of the Senate shall be privileged with the right to debate in the Senate, except when the Senate, by a 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 them. The Vice President shall be responsible for notifying Senators of special meetings.
- B. The Senate may also call a meeting by a Majority Vote.
- C. Additionally, the Senate Pro Tempore may call a meeting of the Senate with the concurrence of the Committee Chairs.

#### 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 Senate 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.
- D. A Senator who wishes to gain the floor shall raise their hand and wait for

recognition by the Senate President.

E. Any Senator recognized by the Senate President 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 floor privileges. Any member of the gallery recognized by the Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.

### 300.07 Voting

A. When any question is brought forth, the Senate President shall call for votes of "aye", "nay", and "abstain", in that order. Each Senator must vote, and all votes shall be recorded.

B. 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 301: Senate Duties & Responsibilities**

301.01 Each voting member of the Senate shall attend Senate, committee meetings, and 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 the 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 a 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 uniform at the discretion of the Director of Communications.

301.07 Senators shall be responsible for serving on university standing committees as deemed necessary by the Chief of Staff.



301.08 Senators shall be responsible for volunteering at two SGA-sponsored events per month as deemed mandatory by the SGA Executive Board with a two weeks notice.

### **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. Proficiency in Robert's Rules of Order and rules of the Senate outlined in these statutes.
2. Orientation of new Senators in topics addressed in Statute 304.1.B.3.
3. Enforcement of the attendance policy and recommendation to the Vice President for review of such infractions.
4. Preparation of new legislation, especially concerning the function of the Senate.
5. Chairing the Senate when the Vice President is absent, unable, or otherwise requests for them to do so.
6. Maintaining open communication between the committee chairs and the Vice President.
7. Meeting regularly with each of the committee chairs to keep tabs on their running projects and reporting the outcomes of these meetings to the Vice President.
8. Holding regularly scheduled office hours as set by the President.
9. Keeping accurate records of senator attendance and office hours.

C. The Senate Pro Tempore shall receive a stipend of \$3,000.00 which shall be allocated appropriately throughout the course of their term.

#### **302.02 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 and Statutes Committee.

2. Keep track of attendance for the Senate and all committees, and make recommendations to the Senate Pro Tempore for Senator review.

3. Assist the Vice President with the preparation and distribution of any materials needed for the 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 the correct SGA uniforms.

7. Student Body Statutes

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

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

8. In the event that the Secretary of the Senate is absent, they must give 48-hour notice to Executive and Legislative members requesting their address. The Executive and Legislative members must email their address to the Secretary of the Senate by 12:00 PM on the date of the Senate.

B. The Secretary of the Senate shall receive a stipend of \$1,000.00, 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, Staff Senate, and Academic Council.
- E. Serve as the liaison between the Student Government Association, faculty, and staff.
- F. Serve with the Budget and Allocations Committee and Student Environmental Action Society (SEAS) as the sustainability research committee, leading such initiatives as the Green Fee.
- G. The University Affairs Chair shall receive a stipend of \$2,500.00, 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 funds 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. Student Government Association Advisor may 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 the 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 the 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. Serve with the University Affairs Committee and Student Environmental Action Society (SEAS) as the sustainability research committee, leading such initiatives as the Green Fee.

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

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

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

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

F. Maintain communications with The University of West Florida Athletics Department, coordinating pep rallies and tailgates as is appropriate.

G. The Student Affairs Committee shall be responsible for serving as a point of contact for the Student Engagement department regarding student activities and

organization collaborations.

H. The Student Affairs Committee shall be responsible for holding at least two events per month during the Fall and Spring Semesters.

I. The Student Affairs Committee Chairperson shall receive a stipend of \$2,500.00, 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 shall appoint a ViceChairperson 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 Freshman Committee Chair, as deemed necessary by the Student Body President.

304.07 Chairpersons may request an electronic vote via email should the need arise.

304.08 Chairpersons will be responsible for presenting committee and attendance reports to the Senate Pro Tempore and Secretary of the Senate.

### **Chapter 305: Vice-Chairperson Responsibilities**

305.01 The Vice-Chairperson shall assist the Chairperson in any duties deemed necessary.

305.02 The Vice-Chairperson shall serve as an ex-officio member on all subcommittees.

305.03 The Vice-Chairperson shall preside over meetings in the absence of the Chairperson.

305.04 The Vice-Chairperson shall serve as subcommittee coordinator and be prepared to assume the duties and responsibilities of the Chairperson.

305.05 The Budgets & Allocations Committee Vice-Chairperson shall receive a stipend

of \$1,100.00, which shall be allocated appropriately. Upon their appointment, whether it be by the last spring meeting of the Senate or the last fall meeting of the Senate, throughout the course of their term.

305.06 The University Affairs Committee Vice-Chairperson shall receive a stipend of \$1,100.00, which shall be allocated appropriately. Upon their appointment, whether it be by the last spring meeting of the Senate or the last fall meeting of the Senate, throughout the course of their term.

305.07 The Student Affairs Committee Vice-Chairperson shall receive a stipend of \$1,100.00, which shall be allocated appropriately. Upon their appointment, whether it be by the last spring meeting of the Senate or the last fall meeting of the Senate, throughout the course of their term.

305.08 The Vice-Chairperson shall hold regularly scheduled office hours.

### **Chapter 306: Numbering of Bills, Resolutions, and Recommendations**

306.01 The Senate Pro Tempore 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 on a date decided upon by the Senate Pro Tempore or the Rules and Statutes Committee prior to Senate.

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 emailed to every voting member within the Senate. 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 that 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 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 oversee that all legislation brought to the Senate and all Senate meeting minutes be posted.

## **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

the 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 their position.

311.02 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 who 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 is required to attend all Senate meetings, meetings of all committees on which they serve, and events deemed mandatory by the SGA Executive Board at least two weeks prior to the event.

312.02 An excused absence from Senate and Committee meetings and mandatory events shall include but not be limited to the following:

- a. Academic courses taken at the same time
- b. Documented business or travel on behalf of the UWF Student Government Association
- c. Travel related to an academic conference or other academic event
- d. Any other reason deemed acceptable by the Senate Pro Tempore or Judiciary Committee

312.03 An absence from a Senate meeting or mandatory event shall be excused if the excuse meets the criteria set forth in Statute 312.02 and the Senate Pro Tempore is notified of the absence at least 48 hours prior to the Senate meeting.

312.04 An absence from a committee meeting shall be excused if the excuse meets the criteria set forth in Statute 312.02 and the committee chair is notified of the absence at least 48 hours prior to the committee meeting.

312.05 An absence from a Senate meeting, committee meeting, or mandatory event shall be deemed an unexcused absence if any of the following circumstances exist:



- a. The senator's excuse fails to meet any of the criteria listed in Statute 312.02
- b. The senator fails to inform the Senate Pro Tempore or committee chair of the absence at least 48 hours in advance unless the provided excuse is illness

312.06 A senator shall not be forgiven of more than 3 total unexcused absences for each academic semester.

312.07 A senator shall be in violation of the Absentee Policy if they do not meet the event requirement set out in Statute 301.08.

### **Chapter 313: The Judiciary Committee**

313.01 The Judiciary Committee shall be chaired by the Senate Pro Tempore and be comprised of the following:

- Senate Pro Tempore
- Vice President
- Budget and Allocations Chair
- University Affairs Chair
- Student Affairs Chair
- Senator appointed by the Senate

313.02 The Judiciary Committee shall be responsible for the following:

- a. Reviewing the Student Body Statutes at the advice of the Senate Pro Tempore, Vice President, or SGA Advisor
- b. Recommending to the Senate Pro Tempore changes of the Student Body Statutes
- c. Monitoring the attendance of senators at Senate meetings, committee meetings, and mandatory events
- d. Notifying the Senate President of any senator in violation of the Absentee Policy or in danger of violating the Absentee Policy
- e. Reviewing appeals of senator absences

313.03 A senator may submit an absence appeal to the Judiciary Committee by emailing an explanation and evidence to the Senate Pro Tempore. The Judiciary Committee shall vote over email to forgive the appeal.

313.04 The Judiciary Committee shall meet at the discretion of the Senate Pro Tempore.

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

### **Chapter 400: The Election Commission**

400.01 The Election Commission shall be responsible for all Student Government Elections.

400.02 The Election Commission members and appointments:

A. The Election Commission shall be composed of at least three members appointed by the President and confirmed by the Senate. These members may not be a candidate or hold any other position in the Student Government Association at the time of appointment to the Election Commission.

B. The Supervisor of Elections shall be appointed by the end of the fall semester. The remainder of the Election Commission shall be appointed by the second Senate of the Spring semester. 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.

400.03 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.

400.04 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. Public forums can be in person or virtual.

C. Arrange for the main polling places in the Commons, Building 22, to comply with University Guidelines. 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 an election package to each candidate at the 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. Shall provide a packet that includes 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. Ensure that the Election Commission fulfills all responsibilities and duties.

E. Obtain expense statements from all elected candidates as defined in 408.2.

F. Oversee public inspection of election ballots.

G. Monitor campaigns to ensure compliance with the Student Body Election Code.

H. Maintain accurate records of campaign and election violations.

I. Notify candidates of their own violations to the Student Body Election Code.

J. Disqualify candidates pursuant to 408.12, 409.01(G), and 411.03, or at the advice of the SGA Advisor.

#### 400.06 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 The Student Government Association.

D. Report directly to and perform all other duties deemed necessary by the

Student Government Advisor.

### **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, and Treasurer, will be elected by a majority of votes. Majority of votes in this instance is any percentage higher than 50.00% of the total votes cast. In the event no candidate receives over 50.00% of casted votes, the two tickets or candidates with the highest percentages of votes shall be placed on the ballot for a runoff election.

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

401.02 Senators will be elected based on representation from each academic college. An academic college refers to the current college in which a student holds an academic major or minor in.

401.03 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. The number of Senator positions is based on the population of registered students in the current fall semester.

401.04 Emerald Coast Student Government Association runs its own election process. See Chapter 900.

### **Chapter 402: Election Process**

402.01 The Spring Election shall take place on the first full week (on Monday, Tuesday, and Wednesday) of March. Voting shall begin at 8:00 am Monday and end at 8:00 pm Wednesday.

402.02 The Election Commission may use an instant runoff, ranked-choice voting, or another legitimate system to support a fair election process.

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

A. Filing shall be open for no less than two weeks and end no later than a week before elections.

B. 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. A candidate changing office will need to collect new signatures.

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

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

E. 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.

F. A runoff election may take place on the next Tuesday when school is in session after the last Election Day, pending appeals.

### **Chapter 403: Filing for Candidacy**

403.01 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 404: Ruling on Candidate Qualifications**

404.01 The SGA office staff shall investigate the qualifications of candidates and will reject unqualified applications within two school days after filing.

### **Chapter 405: Election Appeal**

405.01 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.

405.02 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 406: The Official Ballot Form**

406.01 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.

406.02 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 407: Campaign Expenses, Contribution, and Expense Infractions**

407.01 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, 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.

#### 407.02 Expense Statements

A. All candidates must provide an expense statement, which shall be submitted to the Supervisor of Elections at their discretion 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 Supervisor of Elections at their discretion before the closing of the runoff election polls.

### **Chapter 408: Regulations of Campaigning**

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

408.02 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.).

408.02 All campaign materials must contain the dates of elections. The Election Commission shall provide candidates 24 hours to correct or remove campaign

materials in violation of this statute.

408.03 Campaign posters no larger than 8 1/2 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.

408.04 Only one campaigning item per candidate or ticket may be hung in the Great Hall of the Commons. This only refers to the bulletin board in the Great Hall and does not include digital marketing or banners.

408.05 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 residence halls may post materials on their own room door only.

408.06 There shall be no writing, printing, or publicity of any type on windows, painted surfaces inside buildings, exterior of buildings, or trees, with the exception of campaigning items 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.

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

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

408.09 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.

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

### **Chapter 409: General Election Procedure**

409.01 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. Active campaigning is defined as public appearance and/or presentations within 50 feet of the polling station and does not include digital marketing in the Commons.

D. Bands and loudspeakers 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. Candidates may not view a student's ballot as the student is voting so as to not pressure or coerce the student into voting for the candidate. A candidate may be disqualified for this act at the discretion of the Supervisor of Elections and SGA Advisor.

H. Students may vote from any computer or other electronic device that is capable of access to the MyUWF 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 5:00 pm 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 SGA Advisor, Director of Student Engagement, or an appointed designee.

### **Chapter 410: Installation and Assumption of Office**

410.01 Installation ceremonies for those elected shall be held the first week in April pending all appeals.

### **Chapter 411: Violation of the Student Body Election Code**

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

411.02 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/slandering campaigning, falsifying expense statement, tampering with another candidate's materials, exceeding the expense limit, failure to file an expense statement with the Elections Commission, or buying/selling of votes shall be immediately disqualified.

411.03 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.

411.04 Pending Appeals

A. During the period between the disqualification of a candidate and the 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-thirds vote of the Senate.

#### **Chapter 412: Amendment of Student Body Election Code**

412.01 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.

#### **Chapter 413: Special Elections**

413.01 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 Referendum 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.

#### 413.02 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.

#### 413.03 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 provided by the Student Body Constitution and Statutes.

## **TITLE V: ADDENDUMS**

### **Chapter 500: Election Addendums**

#### 500.01 Important Dates

- A. FILING OPENS, AT 8:00 AM
- B. FILING CLOSES & ENDORSEMENT FORMS DUE, 5:00 PM, SGA OFFICE
- C. CAMPAIGN FORUM, TBD
- D. ELECTIONS 8:00 AM - 8:00 PM
- F. ALL CAMPAIGN MATERIALS MUST BE REMOVED EXCEPT FOR THOSE BELONGING TO CANDIDATES IN THE RUN-OFF ELECTION, TBD
- G. RUNOFF ELECTIONS, TBD
- H. ALL CAMPAIGN MATERIALS MUST BE REMOVED, TBD
- I. STUDENT GOVERNMENT MEETING FOR SWEAR-IN OF NEW OFFICERS.

#### 500.02 Eligibility and Procedure for Filing

A. To be eligible to apply for a position in the Student Government Association (SGA), whether through the general election period or for an appointment in a vacant role, students must meet the following requirements: Have a cumulative UWF GPA of at least 2.50 for all UWF coursework and not be on academic or disciplinary probation. Transfer students with no UWF GPA must have a 2.5 Transfer GPA.

To retain an SGA position from fall to spring, students must meet the guidelines outlined by the Student Leadership Eligibility Policy. If a student is ineligible during SGA election filing, eligibility must be established by the filing deadline. Failure to do so will result in the rejection of the application.

#### 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, or at a designated location determined by the Elections Commission. Applications must be submitted by the 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 Affairs 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 the stated Distinguished Teaching Award Requirements. One award will be granted to each of the academic schools or colleges at the University of West Florida unless there are insufficient nominations received. The University Affairs Committee would then select another recipient from another school or college.

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 Affairs 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 Affairs 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 Affairs 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 Affairs Committee may proceed with informal surveys.

3. Based upon the nominations and informal surveys, the committee shall select a group of semi-finalists. Those semifinalists 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 Affairs 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 Affairs Committee at any time during the process shall be disqualified.

H. At least one University Affairs Committee member must disseminate the informal survey 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 Affairs Committee member may disseminate the informal survey 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 Affairs Committee present.

L. If a quorum of the University Affairs Committee is not available, members of the Executive Committee and Senators may be utilized as a substitute.

M. The University Affairs 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 Affairs Committee shall review all semi-finalist student evaluations.

O. All University Affairs 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 Affairs Committee shall submit a list of the finalists in the resolution form for final approval by the Senate.

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 with the award at the Honors Convocation ceremony.

R. The chairperson shall be required to record all actions of the University Outreach Committee 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 Informal Surveys**

- A. Accessibility to Students
  - B. Classroom Productivity
  - C. General Approach to Teaching
  - D. General Attitude
  - E. Impressions and Input of the University Outreach Affairs Committee
  - F. Response to informal surveys
- \*\*\*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 Affairs Committee
- E. Instructor Fairness

F. Response to Interview Questions

G. Response to informal surveys

### **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 Affairs 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 Affairs 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 Affairs 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 Affairs 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 Affairs 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 Affairs Committee at any time during the process shall be disqualified.

I. Based upon the nominations and letters of recommendation, if any, the



University Affairs Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Affairs Committee and then deliberation by the University Affairs 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 be a quorum of the University Affairs Committee present. If a quorum of the University Affairs Committee is not available, members of the Executive Committee and Senators may be utilized as a substitute.

L. The University Affairs 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 Affairs Committee shall submit a list of the finalists in resolution form for final approval by the Senate.

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 Affairs 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 Affairs 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 Affairs 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 Affairs Committee

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

### **Chapter 600: Composition of the Supreme Court**

- 600.01 The Supreme Court shall be comprised of two Associate Justices and a Chief Justice, who 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 A Justice must resign from his or her office by the end of the fall semester in order to file for candidacy of any position in the student body election.
- 600.04 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.
- 600.05 The removal of judicial officials shall be conducted in accordance with Title VII and shall be carried out within the provisions thereof.
- 600.06 Judicial officials shall meet as deemed by the Chief Justice.
- 600.07 The term of all Justices shall be from the time of appointment to the time of matriculation, resignation, or removal.

### **Chapter 601: Chief Justice Duties and Responsibilities**

- 601.01 The Chief Justice shall serve as leader of 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 the 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 they 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 semesters 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 or the Student Organization Council, 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, 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 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, 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 the 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 their office, is subject to removal from office. The officer shall be removed by either impeachment by the legislative branch of the Student Government Association with a Majority Vote of the entire membership of said body, or by a recall referendum by the registered students of their 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 their 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 the 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 the Student Government Association by no less than a Two-Thirds Vote of the entire seated membership of said body.

### **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 their 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 the 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 their 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 Any temporary vacancy in office created by the 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 appointments 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 the 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 they 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 the officer was suspended under the provisions of this section, and they 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, may 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.

704.02 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 to name the Student Government Officer sought to be recalled and contain 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 their name in ink as registered with the University Registrar and must state on the petition their 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 704, 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 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 the 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, 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, their 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 706 supra, and the plan submitted by the Supervisor of Elections and approved by the legislative branch of the Student Government, according to Chapter 706 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 their name or constituency in the signing of any petition for recall or forge any name thereto or sign any paper with knowledge that they are 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 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.

708.05 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.

708.06 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.

### **Chapter 709: Removal of Senators by the Absentee Policy**

709.01 If a senator accumulates three unexcused absences in an academic semester as outlined in Chapter 312, the Senate Pro Tempore may recommend the removal of the senator through the absentee policy to the Executive Committee. The Executive Committee by majority vote may choose to remove the senator.

709.02 Should the senator wish to appeal the decision of the Executive Committee, they shall have the option to appeal their absences to the Judiciary Committee through email or a meeting with the Judiciary Committee Chair. If the senator

does not wish to appeal or the appeal fails, the senator may produce up to five minutes of defense to the Senate on his/her behalf for reinstatement of their position. By majority vote, the Senate may choose to reinstate the senator.

709.03 Senators that have been removed due to violation of the absentee policy shall be notified by the Senate Pro Tempore.

709.04 A senator is subject to removal from their position at any time at the discretion of the SGA Advisor and/or Director of Student Engagement.

### **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 the exception of the Supreme Court.

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

710.03 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 the 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 An appointed official is subject to removal from their position at any time at the discretion of the SGA Advisor and/or Director of Student Engagement.

### **Chapter 711: Appeals and Removal**

711.01 In compliance with the provisions of Section 1004.26(4), Florida Statutes, any elected or appointed officer of the Student Government Association who has been disciplined, suspended, or removed from office as outlined in Title VII has the right to appeal to the Vice President for the Division of Academic Engagement and Student Affairs. There shall be no qualifications on grounds for

appeal.

A. Appeal must be submitted to the Vice President of Student Affairs within 5 business days of the notification of discipline, suspension, or removal. The appeal must include a clear and detailed description of the action being appealed.

B. All relevant documentation must be submitted by the appellant at the time of the appeal.

C. The Vice President of Student Affairs may designate other appropriate senior University officials to review and rule on an appeal. The reviewer may uphold or vacate the initial discipline or removal. If the reviewer vacates the decision of SGA or the results of the recall referendum, they may order additional proceedings consistent with this title.

D. A written decision letter from the Vice President of Student Affairs or their designee will be provided to the appellant and appropriate SGA officials within ten business days following the student's submission of the appeal. E. The decision of the Vice President of Student Affairs or their designee is final.

711.02 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 students, appointed by the Student Government Association Vice President, who shall be known as the Freshman Committee.
- 800.02 The Freshman Committee shall be advised by the Student Government Association Vice President. The Student Government Association Vice President may appoint one other Student Government Association Executive Member to help assist and advise the Freshman Committee.
- 800.03 There shall be a leadership board selected from the body of the Freshman Committee that presides over the Freshman Committee consisting of:
- A. Freshman Committee Chair
  - B. Freshman Committee Vice-Chair
  - C. Freshman Committee Director of Communications

### **Chapter 801: Freshman Committee Responsibilities**

- 801.01 The Freshman Committee members shall be selected from the first-time in college students, 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 unexcused absences per semester shall 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 To increase involvement and understanding of the Student Government Association, each Freshman Committee member may participate and/or support

an SGA-sponsored event once a semester throughout the academic year or under the discretion of the Student Government Association Vice President. A two-week notice shall be given by the Freshmen Committee Executive Board before each event.

801.07 The Freshman Committee members may write legislation as co-authors with the Freshman Committee Chair as the main author of the legislation.

### **Chapter 802: Installment of the Freshman Committee Executive Board**

802.01 Freshman Committee's Leadership Team shall be chosen from the Freshman Committee and be appointed by the 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 may write legislation or make recommendations regarding legislation to the Senate in the 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 the 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 may 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 is responsible for submitting Freshman Committee members' legislation to the Senate Pro Tempore.

#### **Chapter 804: Duties of the Freshman Committee Vice Chair**

804.01 The Freshman Committee's Vice-Chairperson shall assist the Freshman Committee Chairperson in any duties deemed necessary.

804.02 The Freshman Committee Vice-Chairperson shall serve as a voting member of the Senate in the absence of the Freshman Committee Chair.

804.03 The Freshman Committee's Vice-Chairperson shall preside over meetings in the absence of the Freshman Committee Chairperson.

804.04 The Freshman Committee's Vice-Chairperson shall be prepared to assume the duties and responsibilities of the Freshman Committee Chair in the event that the Freshman Committee Chairperson can not fulfill their duties.

804.05 The Freshman Committee Vice-Chairperson shall be prepared to take minutes during Freshman Committee meetings.

#### **Chapter 805: Duties of the Freshman Committee Director of Communications**

805.01 The Freshman Committee's Director of Communications shall establish and maintain effective working relationships with relevant media representatives of print, broadcast, and internet media sources to help facilitate coverage of the Freshman Committee's activities and events.

805.02 The Freshman Committee's Director of Communications shall 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.

805.03 The Freshman Committee's Director of Communications shall report directly to, and perform all other duties deemed necessary by the Freshman Committee Chairperson.

#### **Chapter 806: Freshman Committee Selection and Appointment**

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

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

806.03 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.

806.04 The Vice President will select and recommend appointments to Freshman Committee candidates based on the Student body Vice President metrics provided by the Student Government Association Executive Committee and discussion amongst the Vice President and Executive Committee about each applicant.

806.05 Freshman Committee members shall be appointed by the Student Government Association Vice President

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

### **Chapter 807: Freshman Committee Candidacy**

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

### **Chapter 808: Term of Office**

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

808.02 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 809: Vacancies**

809.01 In the event that the Vice-Chairperson is unable to serve as Freshman Committee Chair, the Freshman Committee 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.

809.02 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 810: Removal from Office**

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

810.02 A Freshman Committee member may be removed from their position in accordance with Title VII. The member in question may produce a defense on

their behalf at the time of the Senate vote.

810.03 If Freshman Committee members get removed from their position in the Freshman Committee due to grades and/or GPA requirements, they are permitted by the discretion of the Student Body Vice President and the Freshman Committee Chair to continue to attend meetings of both the Freshman Committee and the Senate as a public member of the University of West Florida.

## **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 of the Emerald Coast Governor:

A. Shall serve on the Pensacola campus Executive Committee. The Governor shall attend at least one Executive Committee meeting a month during the academic fiscal year 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: Emerald Coast Governor's Cabinet**

901.01 The Emerald Coast Governor's Cabinet Shall be composed of:

A. The primary cabinet positions of Emerald Coast Chief of Staff and Emerald Coast Campus Manager.

B. Other extended cabinet offices that the Emerald Coast Governor deems necessary.

901.02 All appointments to the Emerald Coast Governor's cabinet may be made by the Emerald Coast Governor, with confirmation by Majority Vote of the Senate.

901.03 In the event that the Emerald Coast Governor 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 Emerald Coast Senate.

901.04 Additional deputies, assistants, and committees may be appointed by the Emerald Coast Governor.

901.05 All Cabinet appointments not defined in statute shall require the Emerald Coast Governor to submit a job description to every Emerald Coast Senator forty-eight hours prior to the meeting to be approved by majority vote of the Emerald Coast

Senate, after which the appointment shall be voted on.

901.06 The Emerald Coast line of succession for the Emerald Coast Governor position shall be an application process in which applicants must interview for the position. The Emerald Coast Student Government Association may hold this interview process in a way that best suits the organization in accordance with the statutes.

#### **Chapter 902: Emerald Coast Chief of Staff**

902.01 The Emerald Coast Chief of Staff should fill in for the Emerald Coast Governor on University business as needed.

902.02 The Emerald Coast Chief of Staff shall coordinate campus operations, meetings, and correspondence to and between the Governor's Cabinet, and maintain archives by semester, especially agendas and minutes.

902.03 The Emerald Coast Chief of Staff shall receive a stipend of \$600.00, which shall be allocated appropriately throughout the course of their term.

#### **Chapter 903: Emerald Coast Campus Manager**

903.01 The Emerald Coast Campus Manager shall manage internal operations including budget, record keeping, and event promotion.

903.02 The Emerald Coast Campus Manager shall receive a stipend of \$600.00, which shall be allocated appropriately throughout the course of their term.

#### **Chapter 904: Structure of the Emerald Coast Senate**

904.01 Structure of the Emerald Coast Senate may be as follows: one representative from the Emerald Coast campus with two at large seats to be filled by a student.

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

904.03 There may be one Emerald Coast Senate Pro Tempore to be chosen from within the Emerald Coast Senate and shall retain the rights of a senator and voting privileges. Emerald Coast Senate Pro Tempore shall be appointed by the Emerald Coast Senate President by the third meeting of the summer semester.

904.04 The Emerald Coast Senate may meet in yearly sessions, 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.

904.05 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.

#### 904.06 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 their 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 may rise when addressing the Emerald Coast Senate.

E. An individual shall have exhausted their 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 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.

#### 904.7 Quorum

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

#### 904.08 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.

#### 904.09 Absences

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

#### 904.10 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 absence 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 on 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 905: Emerald Coast Senate Responsibilities**

#### 905.01 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.

#### 905.02 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 them 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.

#### 905.03 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 the 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 906: Emerald Coast Senate Procedure**

#### 906.01 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, author, date of passage, and outcome of the vote.

#### 906.02 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.

##### 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.

906.03 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.

906.04 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.

906.05 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 907: Legislation**

907.01 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.

907.02 "Majority", "Two-Thirds", and "Three-Fourths" Votes

A. When any question is raised, the Emerald Coast Senate President shall call for votes of "aye", and "nay", 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 "aye" or "nay". Two-thirds shall consist of no less than two-thirds of the Emerald Coast Senators present and voting "aye" or "nay". Three-fourths shall consist of no less than three-fourths of the Emerald Coast Senators present and voting "aye" or "nay".

B. Whenever a question is raised, each Emerald Coast Senator must vote "aye" or "nay". or officially abstain from voting.

907.03 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.

907.04 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 908: Terms of Office**

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

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

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

908.04 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 909: Elections**

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

909.02 Each candidate who wishes to be considered for the position of 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.

909.03 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 their campus.

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

### **Chapter 910: Appointments**

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

910.02 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.

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

910.04 All appointees nominated by the Student Body President shall be present during their Emerald Coast Senate confirmation and be confirmed by TwoThirds Vote.

910.05 The Emerald Coast Senate President shall interview all applicants for vacant Emerald Coast Senate positions or open standing committee positions, they will then make their recommendation to the Student Body President for approval before taking it to the Senate for a vote.

### **Chapter 911: Removal**

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

911.02 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.

911.03 The Emerald Coast Senate President shall be responsible for bringing impeachment charges or;

911.04 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.

911.05 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.

911.06 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.

911.07 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 a debate from the Emerald Coast Senate. Three-fourths of voting members present must find the impeached party guilty to be convicted.

911.08 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.

911.09 Once a person serving in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, they 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 the 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, be authorized 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 of any Student Government Association laws is thereby directly violating the respective rule.
- 1000.06 Fraud:
- A. No Student Government Member shall willfully misrepresent themselves while acting in their 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 their 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 their 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 the removal of a cabinet member, in accordance with Chapter 710 of the Student Government Association Statutes.

## **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 the 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 the 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 be requested by any individual by emailing [sga@uwf.edu](mailto: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 1009.24 10(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 awards throughout the year by the Budget and Allocations Committee. The Interim Accounts shall be as followed:

- A. Organizational Grant Fund (Project Grants)
- B. Academic Travel (Travel Grants)
- C. Special Project Grants

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

- A. October - December – The Budget and Allocations Committee Chair will establish a date within this period to decide when the annual budget requests will be due. The Budget and Allocations Committee Chair will notify via email the RSOs, Sports Club Council, and Departments of

annual budget requests due date.

B. January - February – The Budget and Allocations Committee will hold budget hearings. At the discretion of the Budget and Allocations Committee Chair, the Budget and Allocations Committee shall consult the President, Vice President, and/or Advisor of the Student Organization Council (SOC). SOC shall provide insight into the engagement and spending habits of RSOs but shall not have any voting power. From the budget hearings, the Budget and Allocations Committee will establish an Annual Budget Bill to be presented to the Student Government Association (SGA) Senate.

C. March - Following approval of the Annual Budget Bill by the SGA Senate, the Annual Budget Bill will be presented by the SGA President to the University President for final approval. Once the Budget Bill has final approval the Budget and Allocations Chair will send emails to all awardees on Annual Budget Allocation.

D. June - July – The fiscal year will end effective June 30th. Any awarded A&S funds not spent by this date will be swept and returned to the Working Reserve account beginning July 1st.

1202.03 Only RSOs that are “active” as defined by the Student Engagement website may submit a budget request for an Annual Budget. If an RSO is awarded an Annual Budget and becomes “inactive” as defined by the Student Engagement website, the awarded funds may be swept into the A& S Fee Working Reserve 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 a quorum present, except during summer and online voting, when the act of submitting a vote counts toward a quorum for that decision.

1202.05 Majority Vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. A majority vote is defined as more than half of the total votes cast. The Budget and Allocations Chair may vote if their decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.

1202.06 A&S Emergency Reserve account shall keep a balance of \$300,000.00 and will be used for emergencies, i.e. major equipment replacement, revenue shortfall to cover budget allocation, etc. Spending from this account shall be approved by the SGA President and the Budget and Allocations Chair.



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 Statement on Reserve Spending A&S Working Reserve account will be used to fund projects, programs, or initiatives that promote the mission of the organization and/or enhance University-wide student programming. Spending from this account shall be approved by the SGA President and Budget and Allocations Chair.

1202.08 The Budget and Allocations Committee has the right to add stipulations on all A&S-funded accounts at any point and time.

### **Chapter 1203: Usage of the Activity and Service Fee**

1203.01 Any entities funded with A&S Fees are obligated to expend funds specifically within the intent expressed in their approved budget and in accordance with the University's current spending policy and procedures. Should there be a question regarding an organization's proposed purchase that was not expressed in their annual budget request, that request will be sent to the Budget and Allocations Chair for final approval or denial.

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 SGA Senate and upon notification to the Vice President for the Division of Academic Engagement and Student Affairs (DAESA), a hold may be initiated on the organization's right to expend A&S Fee funds. If a hold is implemented against an account, the Account Administrator may appeal to the SGA Senate within five working days. A majority vote of the SGA Senate, approval by the Student Body President, and approval by the Vice President for DAESA 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 the 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 the 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 Fee funds may not be used for fundraising purposes or the direct generation of revenue. Examples of Prohibited Use:

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

Examples of Permissible Use:

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

1203.07 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 are heard in order of submission, which may impact the timing of access to funding.
- B. The requestor submitting the request has the duty of ensuring their application is complete and properly submitted for review.
- C. A request is complete when both the application is fully submitted with all requirements and an appointment is scheduled.
- D. The organization's President or Account Administrator of the requestor 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.
- E. The receipt of prior funding from any of the interim accounts is not a guarantee of future funding.

1204.02 Organizational Grant Funds ( Project Grants):

A. Active RSOs and departments not funded through the yearly budget process are eligible to receive project grants from the Organizational Grant Fund. These grants are to be used for activities that promote the mission of the organization and/or enhance University-wide student programming.

B. A&S Fee-funded entities shall be ineligible to receive funding from this account.

C. RSOs and Departmental RSOs shall receive no more than three grants per fiscal year, I not to exceed \$700.00 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. Money will not be granted from this account for activities that are already funded otherwise through the A&S Fee.

F. Once the Organizational Grant Funds are depleted, no further requests will be reviewed for that fiscal year.

#### 1204.03 Academic Travel (s):

A. Undergraduate and graduate students who are traveling or attending virtual experiences 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.

C. Students may receive a maximum of \$700 per fiscal year. Groups of three students or more traveling for the same purpose may receive a maximum of \$2,100 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of \$2,100 per fiscal year.

D. Students applying for a grant must first gain approval from the Department Chair and/or Faculty/Staff Advisor.

E. Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individual's academic career and the University. Funds must be utilized on travel-related expenses, exclusively.

F. No funding will be awarded from this account to pay for the following:

- i. Food
- ii. Air BnBs
- iii. Clothing items
- iv. Office supplies

v. Printing materials

G. Awarded funds will be disbursed in a manner consistent with University policy; authority over the monies shall not be delegated to other University departments, A&S funded or not.

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

1204.04 Special Project Grants:

A. Special Project Grants are for departments that are seeking one-time funding to support activities and/or promote and enhance University-wide student programming.

B. These funds may be requested in addition to yearly budgets that are awarded.

C. Once the Special Project Grants funds are depleted, no further requests will be reviewed for that fiscal year.

1204.05 Budget Transfers:

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

B. Budget Transfers moving budget funds from one index into a different or new index must be approved by the Budget and Allocations Chair. Budget Transfers moving budget funds within an index do not require the Budget and Allocations Chair's approval. Budget Transfers that are administrative-related do not require the Budget and Allocations Chair's approval. If the Budget and Allocations Chair is not available, then the DAESA Business Manager and/or the DAESA Budget Director may approve Budget Transfers.

C. Journal Entries moving money FROM an A&S account must be approved by the Budget and Allocations Chair before submitting for processing. Journal Entries that are administrative related do not require the Budget and Allocations Chair's approval. If the Budget and Allocations Chair is not available, then the DAESA Business Manager and/or the DAESA Budget Director may approve Journal Entries.

D. Any new staff position(s) added to the A&S Fee Salary & Fringe account after the yearly allocation will have to be presented to the SGA President and the Budget and Allocations Chair. The Budget and Allocations Chair will vet proposed changes through the Budget and Allocations Committee

for comments, questions, and final decision on the new staff position(s)

**Chapter 1205: Excess Funds**

1205.01 All funds remaining in A&S-funded accounts on July 1 will be used to increase the A&S Fee Working Reserve account.

**Chapter 1206: Declaration of Audit Rights**

1206.01 The Budget and Allocations Committee reserves the right to formally review any entity which receives funds from A&S Fees and these funds are subject to state and local audits.

## **TITLE XIII: THE GREEN FEE MANUAL**

### **Chapter 1300: Intent**

1300.01 The Green Fee is a collected student fee that supports initiatives intended to promote sustainability and eco-friendly practices on campus.

### **Chapter 1301: Green Fee Allocation Process**

1301.01 Following the application acceptance period, the applications will be reviewed for their merits by at least two representatives from each of the following committees/student groups: the SGA Budget and Allocations Committee, the SGA University Affairs Committee, and the Student Environmental Action Society (SEAS).

1301.02 Green Fee Allocation Timeline

A. October - December: The Budget and Allocations Committee Chair will post the funding request applications and establish a date within this period to decide when the Green Fee funding requests will be due.

B. January - March: The Budget and Allocations Committee Chair will hold Green Fee request hearings. From the request hearings, the Budget and Allocations Committee will establish a Green Fee budget proposal and submit the proposal to the DAESA Associate Vice President and the Director of Campus Conservation for any additional feedback on consideration before sending the proposal to the DAESA Vice President for final approval.