



**The University of West Florida
Student Government Association**

Legislation: 12-13 B XVII

Subject: Stipend Allocations

Authors: Keldrick Averhart, Ashton Hartley

Sponsors: Rules & Statutes Committee

See attached:

The University of West Florida Student Body Statutes and stipend allocations outline

First Reading : _____	Second Reading: _____
Yes: _____	Yes: _____
No: _____	No: _____
Abstain: _____	Abstain: _____

Senate President
Amy Bueno

Be it known that Student Government _____ is hereby signed on _____

Pass: _____ Veto: _____

Cora Merritt
Student Body President

Stipend Allocations

President - \$9000

Vice President - \$2700

Senate President – (originally \$2000) \$2500

Budget & Allocations Chair - \$4000

Student Outreach Chair - \$2200

University Outreach Chair – \$2200

Rules & Statutes Chair - \$2200

Chief of Staff – (originally \$2000) \$2500

3 Directors (Governmental Affairs, Student Life, Communications) - \$1000, each

Total Stipends: (Originally \$26300) \$33900

\$50 per semester for each Senator and Chair in the form of Argo bucks or Bookstore gift cards.

Increase of \$3849 using \$3751 we were allocated.

UNIVERSITY OF WEST FLORIDA STUDENT BODY STATUTES

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

Chapter 100: The Student Body Statutes

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

100.1 The titles each dealing with related and similar topics, and each composed of a number 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) Elections and Election Procedures

TITLE V (A - Z) Addendums

TITLE VI (600-699) Judicial Branch

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

TITLE VIII (800-899) Freshmen Committee

TITLE IX (900-999) Emerald Coast Senate

TITLE X (1000-1999) Code of Ethics

TITLE XI (1100-1199) Activity and Service Fee Manual

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

100.3 All students serving in any capacity whatsoever with Student Government must comply with Student Body Statutes. Willful and deliberate disregard of these Statutes and/or any section thereof shall subject the student to removal from office by the proper procedure.

Chapter 101: Definitions

101.1 The term "President"

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

101.2 The term "Vice-President"

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

101.3 Malfeasance, Misfeasance, and Nonfeasance

- A. Malfeasance shall be defined as the commission of an act that is positively unlawful; misconduct.
- B. Misfeasance shall be defined as 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.
- C. Nonfeasance shall be defined as the failure to do what duty requires to be done.

101.4 An incorrectly marked ballot is defined as one which is not in accordance with the instructions on the ballot.

101.5 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.

101.6 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.

101.7 The term "Removal"

- A. The impeachment and conviction of an elected Student Government Association member or a member of the Supreme Court.
- B. The immediate removal by majority vote of the Senate, of all Student Government Association members that are not granted formal removal

proceedings by the constitution or circumstances.

101.8 The term "Campaigning"

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

101.9 Anti-Discrimination Policy

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

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

101.10 The term "Senate Experience"

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

101.11 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.

101.12 The term "Senate"

From here after shall refer to the Pensacola Senate unless otherwise designated.

101.13 The term "Majority"

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

101.14 The term "Student Senate"

- A. Senate President
- B. Budget and Allocations Chair
- C. Rules and Statutes Chair
- D. Student Outreach Chair
- E. University Outreach Chair

- F. Budget and Allocations Committee Seats
- G. Rules and Statutes Committee Seats
- H. Student Outreach Committee Seats
- I. University Outreach Committee Seats
- J. Freshmen Committee Chair

101.15 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.

TITLE II: THE EXECUTIVE BRANCH

Comment [FinCh1]: New page for new title.

Chapter 200: Presidential Duties and Authority

- 200.1 The President shall be empowered to call at will, meetings of the Student Senate provided time and place are advertised twenty-four hours in advance.
- 200.2 The Student Body President along with the Senate President and Treasurer shall administer the Student Government Association budget for the fiscal year of his/her term of office and submit to the Senate a proposed budget in the Fall semester for current fiscal year. The Student Body President shall be the only Student Government signature that can initiate any financial expenditure.
- 200.3 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.
- 200.4 The President shall coordinate the work of the Student Government Association, the student members of the University Standing Committees, and Executive ad hoc committees.
- 200.5 The President shall maintain communications between the Student Government Association and The University of West Florida administration.
- 200.6 The President shall be an ex-officio, non-voting member of all Senate committees.
- 200.7 The President shall appoint the Election Commission at least six weeks prior to the Spring Election.
- 200.8 The President shall be empowered to form Executive ad hoc committees. Appointments to these committees do not have to be approved by the Senate.

- 200.9 The President shall have a cell phone allowance while in office so they may be reached at all times. This will be used to facilitate communication between the Student Body President and the students, Student Government office, and the administration. The money to pay for the cell phone allowance shall be appropriated in the Student Government budget each year.
- 200.10 The President shall submit to the Senate all nominations regarding appointments to vacant elective offices.
- 200.11 The President shall not have the power of line item veto.
- 200.12 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.
- 200.13 The President shall receive a stipend of \$9,000, which shall be allocated appropriately throughout the course of his/her term.

Chapter 201: Vice-Presidential Duties and Authority

- 201.1 The Vice-President shall prepare the Executive Committee agenda and oversee the preparation and distribution of the Executive Committee minutes.
- 201.2 The Vice-President shall preside over the Senate President election
- 201.3 The Vice-President shall serve as coordinator for all campus issue projects.
- 201.4 The Vice-President shall be Chairman of the Executive Committee.
- 201.5 The Vice-President shall serve as liaison to the Emerald Coast Campus Student Government.
- 201.6 The Vice-President shall have the responsibility of forming the Freshmen Committee according to the selection process outlined in Chapter 806.
- 201.7 The Vice-President shall oversee and advise the Freshmen Committee.
- 201.8 The Vice-President shall serve as the student representative to the University of West Florida Foundation Board.
- 201.9 The Vice-President shall serve as the student advocate for students needing help with judicial proceedings.
- 201.10 The Vice-President shall receive a stipend of \$2,700, which shall be allocated appropriately throughout the course of his/her term.

Chapter 202: The Executive Committee

- 202.1 The Executive committee shall be comprised of the President, the Vice-President, the Senate President, the Emerald Coast Governor, the President's Cabinet Directors, each Senate Committee Chairpersons, and the Freshman Committee Chair.
- 202.2 The Executive Committee shall be chaired by the Vice-President as stated in Chapter 201.4.

Chapter 203: President's Cabinet

- 203.1 The President's Cabinet shall be composed of:
- A. The primary cabinet positions of Chief of Staff, Director of Communications, Director of Governmental Relations and Director of Student Life.
 - B. Other extended cabinet offices which the president deems necessary.
 - C. The president may at his or her discretion appoint as President Emeritus any currently enrolled former Student Body President from the University of West Florida
- 203.2 All appointments to Executive offices shall be made by the President, with confirmation by majority vote of the Senate.
- 203.3 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.
- 203.4 Additional deputies, assistants and committees may be appointed by the Student Body President.
- 203.5 All Cabinet appointments not defined in statute shall require the Student Body President to submit a job description to every Senator forty-eight hours prior to the meeting to be approved by majority vote of the Senate, after which the appointment shall be voted on.
- 203.6 All Cabinet may be removed from office by the Senate for failure to fulfill job requirements.

Chapter 204: Chief of Staff

- 204.1 The Chief of Staff should fill in for the Student Body President on University business as needed.
- 204.2 Oversee the Director of Communications, Director of Governmental Affairs, and the Director of Student Life.
- 204.3 Attend weekly Executive and Senate meetings.
- 204.4 Manage Ad Hoc Committees.
- 204.5 Coordinate weekly meetings with the President's Cabinet.
- 204.6 Manage Cabinet positions and meetings.
- 204.7 Perform all additional duties as deemed necessary by the President.
- 204.8 The Chief of Staff shall receive a stipend of \$2,500, which shall be allocated appropriately throughout the course of his/her term.

Chapter 205: Office of Communication

- 205.1 There shall be a Director of the Office of Communications titled Director of Communications, three Marketing Coordinators, a Public Relations Coordinator, and a Social Media & Technology Coordinator these positions shall be appointed by the President.
- 205.2 The Office of Communications shall:
 - A. Maintain all marketing for SGA events, programs and services.
 - B. Maintain and update the SGA website and all social media.
 - C. Maintain internal and external communication.
 - D. Coordinate the promotion of SGA's visibility and awareness on campus.
- 205.3 The Director of Communications shall:
 - A. Be responsible for managing and directing all internal and external communication efforts of the Student Government.
 - B. Direct and supervise the communications office staff, including the Advancement Officer, Public Affairs Officer, and Information Systems

Officer to create communication strategies which ensure an effective and coordinated communications program.

- C. Attend all meetings and act as the liaison between executive members and the Office of Communications.
- D. Collect activity reports from all executive members, prepare content for distribution, and delegate appropriate tasks to each member of the communications staff.
- E. Advise the President and executive members on all communication related efforts.
- F. Submit weekly reports to the Chief of Staff and President outlining all activities of the Office of Communications.
- G. Report directly to the Chief of Staff and perform all additional duties as deemed necessary.
- H. **The Director of Communications shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of his/her term.**

205.4 There shall be three Marketing Coordinators who shall:

- A. Promote and support all Student Government events and activities using appropriate advertising methods, including graphic design, banners, signs, flyers, electronic marquees, etc.
- B. Coordinate with the Information Systems Officer to implement advertising through the Student Government website and all relevant social media platforms.
- C. Conduct research to evaluate the effectiveness of all communication campaigns in order to achieve optimal results.
- D. Report directly to the Director of Communications and performs all other duties deemed necessary.

205.5 The Public Relations Coordinator shall:

- A. Establish and maintain effective working relationships with relevant media representatives of print, broadcast, and Internet media sources to help facilitate coverage of Student Government activities and events.
- B. Under the direction of the Director of Communications, produce and distribute press releases to all relevant media sources in sufficient time to ensure timely submission.
- C. Document Student Government events and produce original photography, video, and other multimedia for the purpose of promoting the Student Government through all mediums, including internal communications, media releases, the Student Government website, and all other relevant internet platforms.
- D. Report directly to the Director of Communications and perform all other duties deemed necessary.

205.6

The Social Media & Technology Coordinator shall:

- A. Act as an advisor to Student Government in all matters relating to information technology.
- B. Coordinate the development of information technology, in accordance with the wishes of the President and all executive members, in order to promote the efficiency and responsiveness of Student Government.
- C. Facilitate the training of Student Government members in the use of any information technology as necessary.
- D. Monitor and manage the Student Government website and all integrated services (blogs, calendars, etc) in order to streamline all communication efforts in a modern, timely and efficient manner.
- E. Implement all prepared content for the Student Government website with the direction of the Communications Director and according to the wishes of the President and executive members.
- F. Develop and maintain working relationships with any and all outsourced Internet services (web developers, hosting providers, domain registrars, etc).
- G. Report directly to the Director of Communications and performs all other duties deemed necessary.

Chapter 206: Office of Governmental Affairs

- 206.1 There shall be a Director of Governmental Affairs, a Local & University Affairs Coordinator, State & National Affairs Coordinator, Supervisor of Elections & Appointments and a Sustainability Coordinator. These officers shall be appointed by the President.
- 206.2 The Office of Governmental Affairs shall:
- A. Keep updated with state, local, national and university affairs.
 - B. Maintain relationship with state representatives in Tallahassee and Washington D.C.
 - C. Work with UWF Administration including the Director of Governmental Relations.
 - D. Be responsible for overseeing the election process and any other referendum election.
 - E. Work with Chief of Staff to maintain student representation on university Standing Committees.
 - F. Gather student input through polls or surveys regarding university, state, National, and local issues.
 - G. Promote and maintain sustainability on campus.
 - H. Perform all other duties deemed necessary by the Director of Governmental Relations approve by the President.
- 206.3 The Director of Governmental Affairs shall:
- A. Direct and supervise the Governmental Affairs office staff, including the Local and University Affairs Coordinator, State and National Affairs Coordinator, the Supervisor of Elections and Appointments and the Sustainability Coordinator.
 - B. Be responsible for lobbying on behalf of the students.
 - C. Plan lobbying trips for SGA leadership to take including the Florida Student Association's Planning Conference and Rally in Tally.

- D. Keep up to date with things pertaining to the Florida Student Association.
- E. Work with UWF Administration including the Director of Governmental Relations.
- F. Perform all other duties deemed necessary by the Chief of Staff.
- G. The Director of Governmental Affairs shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of his/her term.

206.4 The Local & University Affairs Coordinator shall:

- A. Research issues affecting Escambia County and the University of West Florida and inform the Senate of such findings.
- B. Assist in lobbying efforts on behalf of Pensacola and the University.
- C. Gather student input through polls and surveys regarding University and local issues.
- D. Help the Chief of Staff with maintain representation on standing committees.
- E. Work with the Director of Governmental Affairs to put on events such as Rock the Vote when elections are going on.
- F. Arrange Town Hall meetings when relevant to governmental issues.
- G. Report directly to the Director of Governmental Affairs.
- H. Manage standing committees.
- I. Perform all other duties deemed necessary by the Director of Governmental Affairs.

206.5 The State & National Affairs Coordinator shall:

- A. Assist in lobbying efforts on behalf of the State and Nation.
- B. Work with the Director of Governmental Affairs to plan events such as Rally in Tally.

- C. Research State and National legislature and report to the Senate on such findings.
- D. Gather student input through polls and surveys regarding State and Nation issues.
- E. Maintain relationships with State Representatives and Senators in Tallahassee.
- F. Report directly to the Director of Governmental Affairs.
- G. Perform all other duties deemed necessary by the Director of Governmental Affairs, Chief of Staff, and President.

206.6 The Supervisor of Elections shall:

- A. Organize the general elections in the Spring according to 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 SGA.
- D. Oversee the interview and application process of all of SGA.
- E. Report directly to the Director of Governmental Affairs.
- F. Perform all other duties deemed necessary by the Director of Governmental Affairs.

206.7 The Sustainability Coordinator shall:

- A. Promote on campus the practice of resource conservation, recycling, waste reduction and environmentally responsible living .
- B. Promote long lasting, cost effective and socially and environmentally responsible sustainability solutions for UWF.
- C. Sit on the Student Green Energy Fund Committee and the Student Outreach and Recovery Team Task Force.
- D. Report directly to the Director of Governmental Affairs.
- E. Perform duties deemed necessary by the Director of Governmental Affairs.

Chapter 207: Office of Student Life

- 207.1 There shall be a Director of Student Life, an Athletic Coordinator, an Argo Pride Coordinator, a Student Organizational Liaison, and a Diversity Coordinator appointed by the President.
- 207.2 The Office of Student Life shall:
- A. Promote diversity on campus.
 - B. Be responsible for Student advocacy
 - C. Be responsible for instilling and maintaining Spirit and Tradition on campus.
 - D. Maintain communication with Student Organizations.
 - E. Be responsible for student involvement within SGA.
 - F. Plan and organize SGA retreats, banquets and other programs as necessary.
 - G. Perform all other duties deemed necessary by the Director of Student Life.
- 207.3 The Director of Student Life shall:
- A. Direct and supervise the Student Life office staff, including the Athletic Coordinator, Argo Pride Coordinator, Student Organization Liaison and Diversity Coordinator.
 - B. Plan and organize SGA retreats, banquets, etc.
 - C. Be responsible for issues pertaining to student/campus life.
 - D. Perform all other duties deemed necessary by the Chief of Staff.
 - E. **The Director of Student Life shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of his/her term.**
- 207.4 The Athletic Coordinator shall:
- A. Serve as a liaison between SGA and the UWF Athletic Department.
 - B. Coordinate events surrounds UWF Athletic events to draw student attendance such as pep rallies, tailgates, etc.

- C. Work with Argo Pride Coordinator on creating spirit and tradition for athletic events.
- D. Report directly to the Director of Student Life.
- E. Perform all other duties deemed necessary by the Director of Student Life.

207.5 The Argo Pride Coordinator shall:

- A. Be responsible for instilling and maintain spirit and tradition on campus.
- B. Work behind the scenes to develop Argonaut traditions.
- C. Work with the Athletic Coordinator on creating spirit and tradition for athletic events.
- D. Gather student input through polls and surveys regarding events put on by SGA.

207.6 The Student Organization Liaison shall:

- A. Maintain communication with all student organization on campus.
- B. Sit on the Internal Student Organization Council.
- C. Handle logistics for co-sponsorships and solicit groups to participate in co-sponsorships.
- D. Sit on the Family Weekend Committee.
- E. Report to the Senate of any events going on around campus and make sure there is SGA representation there.
- F. Be responsible for student involvement within SGA.
- G. Report directly to the Director of Student Life.
- H. Perform all other duties deemed necessary by the Director of Student Life.

207.7 The Diversity Coordinator shall:

- A. Work closely with Counseling and Wellness.

- B. Be a member of Common Ground.
- C. Be the liaison between the Office of Diversity and SGA.
- D. Sit on the Diversity Council.
- E. Work with other departments and organizations to promote student outreach throughout campus.
- F. Work with the Student Organization Liaison to help SGA conduct Community Service.
- G. Perform any other duties as deemed necessary by the Director of Student Life.

Chapter 208: Assistant to the President

208.1 There shall be an Assistant to the President appointed by the President.

208.2 The Assistant to the President shall:

- A. Assist the President with special projects not specifically designated in statutes.
- B. Serve as President's designee to University Committees as needed.
- C. Perform any other duties as deemed necessary by the President.

Chapter 209: Assistant to the Vice President

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

209.2 The Assistant to the Vice President shall:

- A. Assist the Vice President with advising and selecting the Freshmen Committee.
- B. Perform any other duties as deemed necessary by the Vice President.

TITLE III: THE LEGISLATIVE BRANCH

Chapter 300: The Senate

300.1 Senate Session:

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

300.2 Structure of the Senate

A. Senate President:

1. There shall be a student Senate President as provided in the Constitution who shall be elected by majority vote of the student body.

B. Student Government Treasurer:

1. There shall be a Treasurer who is elected by a majority of the votes cast during the Student Body elections.
2. The Treasurer shall be sworn in with the elected Senators.

C. Senators:

1. Senators shall be elected by college during student body elections. .

- D. The Student Senate shall be organized by the membership of four Senate Committees: University Outreach, Budget and Allocations, Rules and Statutes, Student Outreach, and the Freshmen Committee Chair.

300.3 Organization of Committees

- A. Chairpersons will be determined after elections during the first Senate meeting, with the exception of the Freshmen Committee Chair. Chairpersons shall enjoy the same voice as senators. Any senator is eligible to run for chairperson.
- B. At the first Senate meeting after the chairpersons have been elected, the senators will rank their committee choices. During the following week, senators shall be assigned to positions as follows:
 1. A Senate Seat Appointment Committee shall appoint elected senators to one of the four committees. The Senate Seat Appointment Committee will consist of the four chairpersons and the Senate President. The SGA President and an SGA advisor, will serve as ex-officio, non-voting

members of this committee.

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

300.4 Ex-officio Membership

- A. The Student Body President, the Student Body Vice President, Chief of Staff, Director of Governmental Affairs, Director of Communications, Director of Student Life, Deputy Chief of Staff, Treasurer shall be ex-officio non-voting members of the Senate.
- B. Ex-officio members of the Senate shall be privileged with the right to debate in the Senate, except when the Senate, by two-thirds vote, excludes them from debate.

300.5 Calling of Senate Meetings

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

300.6 Rules and Procedures

- A. Roberts Rules of Order Newly Revised Edition shall be the parliamentary authority for the Senate except when in conflict with the Constitution and Statutes of the Student Body or rules of procedure of the Senate.
- B. The Senate President shall preserve order and decorum in the Senate Chambers and, in case of a disturbance or disorderly conduct, may have members or guests removed by the Rules and Statutes Chairperson.
- C. Any Senator may move to meet as a committee of the whole for the purpose of discussing Senate business informally. A motion to convene as a committee of the whole shall require a two-thirds vote of the Senate. A motion to adjourn such a committee meeting and return to a regular Senate meeting shall require a majority vote of the Senate.
- D. A Senator who wishes to gain the floor shall raise his or her 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 his/her right to debate after engaging in debate twice on any piece of legislation.
- G. The gallery may be recognized to speak during announcements or if a Senator yields the floor to them. A member of the gallery should contact a Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.
- H. All individuals in attendance of a Senate meeting shall demonstrate the proper respect for the business and procedures of the Student Senate and all other individuals in attendance.
- I. Any Senator making an amendment to a motion needs to write his or her amendment on paper and present the amendment to the Rules and Statutes Chairperson. The Rules and Statutes Chairperson will then present the amendment to the Senate President who will then read the amended item in it's entirety to the Senate.

300.7 Voting

- A. When any question is brought forth, the Chair shall call for votes of "yes", "no", and "abstain", in that order. Each Senator must vote, and all votes shall be recorded.
 - 1. A majority vote shall consist of 51% of Senators present and voting "yes" or "no".
 - 2. Two-thirds vote shall consist of no less than two thirds of the Senators present and voting "yes" or "no".
 - 3. Three-fourths vote shall consist of no less than three fourths of the Senators present and voting "yes" or "no".
- B. Roll Call Votes
 - 1. The Senate President shall conduct, upon request, roll call votes on legislation as defined in 308.1, amendments, and impeachments. Roll call votes will be included in the minutes.
- C. Quorum
 - 1. Quorum consists of more than one-half of the Senators holding office. Quorum must be met for all voting to occur.

Chapter 301: Senate President Duties and Responsibilities

- 301.1 The Senate President shall oversee the Student Senate.
- 301.2 The Senate President shall prepare the Senate agenda and oversee the preparation and distribution of the Senate minutes.
- 301.3 The Senate President and/or any other individual serving as the Senate Chair shall have the option to vote in the case of a tie or when the vote of the Senate Chair can affect the outcome.
- 301.4 Student Body Statutes
- A. The Senate President shall maintain an updated version of the Student Body Statutes and shall distribute copies to the Senate electronically.
 - B. The Statutes shall be updated by being edited and reprinted to incorporate any changes into the text.
- 301.5 The Senate President shall be responsible for enforcing the attendance policy as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution.
- 301.6 The Senate President shall preside over removal proceedings unless such proceedings are Senate President removal proceedings in which case the Vice President shall preside.
- 301.7 The Senate President shall be an ex-officio, non-voting member of all Senate Committees.
- 301.8 The Senate President shall report on Senate business to the Student Body President at least once a month. These reports shall include Committee's progress in accomplishing goals and projects.
- 301.9 The Senate President shall serve as the Student Representative on the University of West Florida Alumni Board of Directors.
- 301.10 The Senate President shall receive a stipend of \$2,500, which shall be allocated appropriately throughout the course of his/her term.

Chapter 302: Treasurer Duties and Responsibilities

- 302.1 The President, Senate President, and Treasurer shall be responsible for the administration of the Student Government Association budget. All expenditures shall require the signature of the President, along with either the signature of the Senate President or Treasurer.
- 302.2 The Treasurer shall be responsible to the Student Body, the Student Senate, and the Student Body President for the accurate and current keeping of records of all transactions made. All such records shall be maintained by the Coordinator of Student Government, 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.
- 302.3 The Treasurer shall be responsible for presenting an updated budget to the Student Senate once every month. The date shall be determined by the Senate President.
- 302.4 The Treasurer shall hold at least one meeting per month with each budget holding member in Student Government.

Chapter 303: Senate Duties & Responsibilities

- 303.1 Each voting member of the Senate shall attend Senate, committee meetings, and perform mandatory committee responsibilities.
- 303.2 Senators must attend mandatory SGA sponsored events.
- 303.3 The Senate shall approve the Activity and Service Fee budget by two thirds affirmative vote.
- 303.4 Any monies not expressly provided for in the Student Government Association budget, over \$300.00, shall be authorized by a majority vote of the Senate.
- 303.5 All increases or decreases in organizational and travel grant accounts for Student Government Association must be enacted by two thirds vote of the Senate and shall take effect the next term.
- 303.6 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 the Treasurer by a two thirds majority vote.
- 303.7 Senators shall receive a stipend each semester, so long as each Senator has adequately fulfilled his/her duties upon the conclusion of each semester.

Chapter 304: Committee Responsibilities

304.1 University Outreach Committee

- 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.
- E. Chairperson shall serve as student representative to the University of West Florida Academic Counsel.
- F. Liaison between SGA and faculty, staff, and administration.
- G. Take concerns brought forward by the Student Outreach Committee and meet with the appropriate faculty, staff, and administration.
- H. **The University Outreach Chair shall receive a stipend of \$2,200, which shall be allocated appropriately throughout the course of his/her term.**

304.2 Budget and Allocations Committee

- A. Formulate annual budget recommendations for the Activity and Service Fee Fund based on the Activity and Service Fee Manual. 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 Fund" and administer said fund according to the guidelines contained in the Activity and Service 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 Activity and Service Fee funds.
- E. Upon request, review particular 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. Shall be an ex-officio, non-voting committee member.
- H. The chairperson shall have the option to vote when able to affect the outcome of a vote.
- I. The Activity and Service Fee Manual and all revisions thereof shall be approved by a majority vote of the Senate and shall serve as the guidelines of Activity and Service Fee allocations.
- J. Review requests for budget amendments and transfers according to the Activity and Service Fee Manual.
- K. Review carryover requests and carry forward ending budget balances.
- L. Administer reserve accounts according to the established guidelines.
- M. Budget and Allocations Committee members shall refrain from debating or voting on any funding request which concerns a student organization or activity in which they are members or have a vested interest. The sole exception to this rule shall be Student Government Association.
- N. All A&S Fee funded organizations, department, 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.
- O. The Budget and Allocations Chair cannot hold, with the exception of the Student Government Association, an A&S funded position.
- P. The Budget and Allocations Chairperson shall receive a stipend of \$4,000, which shall be allocated appropriately throughout the course of his/her term.

- 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, surveying, and online suggestion boxes.
- B. Respond to all issues, complaints, and feedback with student constituents in a timely fashion. Report recommendations that the Student Outreach cannot take care of to the University Outreach Committee.
- C. Facilitate communications among students in order to maintain campus wide awareness of issues affecting students
- D. The Student Outreach committee shall be responsible for maintaining and coordinating the use of one side_of the event marquee to include any message promoting an SGA sponsored event, senate meeting or other communication deemed necessary and prescribed by the Student Outreach Chair and Executive Committee.
- E. If Senators in the Student Outreach Committee cannot meet requirements for surveying deemed necessary by the Student Outreach Chair, they are subject to removal.
- F. **The Student Outreach Committee Chairperson shall receive a stipend of \$2,200, which shall be allocated appropriately throughout the course of his/her term.**

304.4

Rules and Statutes Committee

- A. To review any legislation that has been referred to the Rules and Statutes Committee by the Senate President. To submit recommendations regarding legislation to the Senate by means of report. All legislation must be reviewed by the Rules and Statutes Committee or the Rules and Statutes Chair. Once approved, the Rules and Statutes Chair will send the legislation to the Senate President. The legislation will then be made available to all Senate members for review twenty-four hours prior to the scheduled Senate meeting.
- B. To review the Statutes for contradiction, ambiguity, or unconstitutionality and to generate legislation regarding such matters with the purpose of correcting them. This legislation shall be written and sponsored by individual members of the Rules and Statutes Committee and submitted in bill form to the Senate.
- C. To review member's absences and make recommendations to the Senate President concerning removals.

- D. The Rules and Statutes Chairperson shall preside over Senate meetings in the absence of or at times deemed necessary by the Senate President.
- E. The Rules and Statutes Chairperson shall assist the Senate President in preparation and disbursement of any relevant material or handouts for the Senate.
- F. The Rules and Statutes Chairperson shall receive a stipend of \$2,200, which shall be allocated appropriately throughout the course of his/her term.

Chapter 305: Chairperson Responsibilities

- 305.1 The Chairpersons shall be responsible for organizing and overseeing the duties of their respective committees.
- 305.2 The Chairpersons shall hold regularly scheduled office hours.
- 305.3 The Chairpersons shall hold committee meetings as necessary.
- 305.4 The Chairpersons shall be responsible for the orientation of their senators to the Robert's Rules of Order and the duties and policies of their committee and the Senate as a whole.
- 305.5 The Chairperson of each Senate Committee may, at his or her discretion, appoint a Vice-Chairperson from the Senators on that committee. All appointments shall require confirmation by a majority vote of the Senate.
- 305.6 Chairpersons shall attend all scheduled meetings during the summer term, with the exception of the Freshmen Committee Chair, as deemed necessary by the President.
- 305.7 Chairpersons may request an electronic vote via e-mail should the need arise.
- 305.8 Chairpersons will be responsible for presenting committee and attendance reports at weekly Senate meeting.

Chapter 306: Vice-Chairperson Responsibilities

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

Chapter 307: Numbering of Bills, Resolutions, and Recommendations

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

Chapter 308: Legislation

308.1 Types of Legislation

- A. Appointments: All appointments made by the President shall require confirmation by a two-thirds affirmative vote to fill vacated elective offices, and confirmation by a majority vote for all other appointments.
- B. Resolutions: Legislation that is a statement of position shall require a majority vote.
- C. 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.
- D. Recommendations: Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote of the Senate.
- E. Nomination: All nominations made by the President shall require confirmation by majority vote of the Senate.

308.2 Submission of Legislation

- A. All approved legislation must be presented to the Senate 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.
- B. The Senate President must post a current projected agenda for each Senate meeting. The agenda shall be posted on the wall outside the Student Government office. All bills, resolutions, and recommendations shall include the number of each piece of legislation, its author(s), and a brief summary of its content. All appointments and nominations for all Student Government Association offices shall include the name of the appointee/

nominee and the position to which they aspire. This agenda must be posted at least twenty four hours prior to the meeting which it outlines, and it must be updated regularly to include all submitted agenda items.

- C. Legislation which is not submitted to the Senate 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.
- D. Each legislative action will require the signature of at least 2 Student Government Senators as sponsors and the signature of the author of said legislation, to be placed on the agenda and heard in a Student Government meeting.

Chapter 309: Procedure for Approval of Bills

309.1 Submission of Bills

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

309.2 Reading of Bills:

The Senate 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.

309.3 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 Senate 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.

309.4 Progress Report to Senate

The Senate President shall, before each session, confer with the Student Body

President to determine what action has been taken on passed bills. The Senate President shall report to the Senate action taken on bills and the location of each previously passed bill.

Chapter 310: Publication of Senate Notices

310.1 The Senate President shall post publicly all newly proposed legislation and minutes of Senate meetings.

Chapter 311: Terms of Office

311.1 Senate members take office upon swearing in.

311.2 Senators shall terminate office at the swearing in of their successor.

311.3 Swearing in of Senators shall occur at the first Senate meeting following the final runoff elections, pending appeal.

311.4 The term of all Senate positions, as defined in Section 200.1H, shall be from spring semester to the following spring semester.

Chapter 312: Appointments

312.1 A. Senate appointments shall be permitted and each appointed senator shall be expected to complete the unexpired term of his position.

B. In the event that a vacancy exists, a reasonable effort should be made to fill said seat with a student from the college which has a vacant seat. However, if a student from the college which has a vacant seat is unable to be found, a student from any college may fill the vacant seat.

312.2 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 313: Senate and Committee Absences

313.1 Absentee Policy

A. Each Senator must attend all Senate meetings and all committee meetings in which he or she serves.

- B. An excused absence shall include, but not limited to: travel associated with the University of West Florida's Student Government Association, documented business on behalf of the University of West Florida's Student Government Association; all of which are subject to approval by the Senate President.
- C. All Senators who are absent from a Senate or committee meeting must submit their reasoning to the Senate President in the form of an email or letter; typed or written within four (4) business days of the absence, or the absence will automatically be considered unexcused.
- D. The Senate President has the ability to approve or deny any reasoning in regards to an absence. If approved, the Senator will receive an excused absence. If denied, the absence will be assessed. The Senate President will forward his or her decision to the Senate Pro-Tempore for his or her records.
- E. Absences shall be tallied as followed:
 - 1. Excused absences for Senate or Committee meetings shall not be assessed.
 - 2. Unexcused absences for Senate or Committee meetings shall be considered as one (1) full absence.
 - 3. A half (.5) absence will be given if the Senator misses just the first or last roll call at a Senate or Committee meeting. If he or she misses both roll calls, one (1) full absence will be assessed.
- F. After two unexcused committee or Senate meeting absences the chair of the Rules and Statutes Committee will notify the Senator in writing of his or her attendance record and the attendance policy.
- G. Once a Senator reaches three (3) absences in either Senate meetings or Committee meetings, he or she will be placed on the agenda for an appeal hearing at the next Rules and Statutes Committee meeting.
- H. See Chapter 710 for Removal of Senators by the Absentee Policy.

TITLE IV: THE STUDENT BODY ELECTION CODE

Chapter 400: The Election Commission

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

400.2 The Election Commission members and appointments:

- A. The Election Commission shall be composed of at least five members, appointed by the President and confirmed by the Senate. These members may not be a candidate.
- B. The Supervisor of Elections must be appointed by the first senate meeting in January. The remainder of the Election Commission must be appointed by the last senate meeting in January. The Election Commission appointees must be confirmed by a majority vote of the Senate.
- C. All Election Commissioner appointees not confirmed by said time requirements, in 400.2 B, must be confirmed by a two-thirds vote of the senate.

400.3 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.

400.4 Duties of the Election Commission

- A. Rule on the qualifications of candidates, which shall occur within two school days after filing. The Election Commission shall ensure that the candidates meet all qualifications necessary. The Election Commission shall provide the Student Government Association office with a current list of all eligible and ineligible candidates.
- B. Organize a public forum after close of filing to allow candidates an opportunity to speak to the Student Body.
- C. Arrange for the main polling places in the Commons, building 22. Provide electronic ballots, computer terminals for voting online and other items necessary for the proper, efficient, and legal completion of elections.
- D. Appoint nonpartisan poll workers.
- E. Be responsible for the enforcement of all rules and regulations of the elections code
- F. Provide election package to each candidate at time of filing, and establish dates and times to hold candidate meetings in which the campaign rules will be explained to the candidates and discussed.

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

400.4 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 the Voyager prior to and following each election.
- C. Hold election committee meetings to verify the validity of Election Code violations. The Supervisor of Elections may only vote in case of a tie.
- D. To ensure that the Election Commission fulfills all responsibilities and duties.
- E. Shall be responsible for obtaining expense statements from all elected candidates as defined in 408.2.
- F. Oversee public inspection of election ballots.

Chapter 401: Officers to be Elected

~~501.1~~ 401.1 The following positions shall be elected in the Student Body Elections during Spring Semester.

- A. The President, Vice President, Treasurer, Senate President, Emerald Coast Governor, Emerald Coast Senate President, and all Senate positions will be elected by a majority of votes.
- B. Senate positions will be elected based on representation from each college.
- C. Number of senate positions for each college will be determined by the

Comment [AM2]: This section should contain the information from Cora about the restructure.

Supervisor of Elections and SGA advisor at least two weeks prior to filing opening.

- D. Emerald Coast Senate designated campus positions shall be elected by a plurality of the votes cast for the designated Emerald Coast representative seat. The Emerald Coast at large positions shall be filled by the candidates who received a plurality of votes that have not already filled a designated campus position. See Title IX Chapter 906.

Chapter 402: Special Elections

402.1 Constitution Amendment Referendum

- A. The Elections Commission shall conduct Constitutional Amendment Referenda upon request of a two-thirds vote of the Senate, or upon receipt by the Elections Commission of a student body petition as prescribed by Article VIII of the Constitution.
- B. The official ballot for the Constitutional Amendment Referenda shall, for referenda initiated by the Senate, list the number of the Senate Bill proposing the Constitutional change and the nature of the change. Voters shall vote "Yes" or "No" on the change.
- C. Complete copies of constitutional amendments are required to be on the official ballot. In changes made in existing Constitutional provisions, both the existing sections and proposed amendments shall appear on the ballot.

402.2 Referendum Elections

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

402.3 Recall Elections

- A. The official ballot shall state the name of the official in question. Voters Shall vote "Yes" or "No" on the recall. A sample ballot shall be available at each polling place as prescribed by Article X of the Constitution.
- B. If a majority of the students voting in the Recall Election recall the official, their term of office shall cease upon certification of the election results by an Elections Commission. The vacancy created shall be filled as proved by the

Student Body Constitution and Statutes.

Chapter 403: Election Process

- 403.1 The Spring Election shall take place the second week (on Tuesday and Wednesday) following Spring Break. Voting shall be held on the Tuesday and Wednesday after filing closes for two consecutive days, and voting shall begin at 8:00 a.m. Tuesday and end at 8:00 p.m. Wednesday.
- 403.2 The Elections Commission shall conduct Spring Elections according to the following schedule:
- A. Campaigning is defined as active promotion of one's candidacy through publications and marketing material as well as public appearances and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)
 - B. Campaigning shall begin only after the candidate has filed and been cleared by the Election Commission and attended a mandatory candidate meeting.
 - C. A student may change office for which he has become a candidate anytime prior to the closing date of filing. No student may be a candidate for more than one office, whether elected or appointed, at a given time.
 - D. A candidate may withdraw at any time during the election process.
 - E. Counting electronic ballots may begin no sooner than the closing of the polls at the end of the elections.
 - F. Any paper ballots will be cross checked by the Assistant Dean of Students against students who filled out an electronic ballot and a registered student list to determine if they are eligible. Any paper ballots that are ruled eligible will be manually added to the final vote count.
 - G. The runoff election shall take place on Tuesday after the last election day, pending appeals.

Chapter 404: Filing for Candidacy

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

Chapter 405: Ruling on Candidate Qualifications

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

Chapter 406: Election Appeal

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

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

Chapter 407: The Official Ballot Form

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

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

Chapter 408: Campaign Expenses, Contribution, and Expense Infractions

408.1 Campaign Expenses

- A. Campaign contributions are defined as the giving or furnishing of money, material, or supplies to any campaign or in the furtherance of any campaign, by any person or organization.
- B. Campaign expenses are defined as the retail market value of campaign material or services including, but not limited to, posters, handbills, cards, banners, postage, public address apparatus, car tops, commercial media, advertising, etc. employed for campaigning for office.
- C. Campaign expenses shall include:
 - 1. Cash expenditures, defined as the spending of money for the purpose of campaigning for office.
 - 2. Gifts, defined as the receipt of anything of marketable value for the

purpose of campaigning, and including but not limited to, discounts on campaign materials or professional services.

- D. Expenditures of candidates including cash spent, debts incurred and gifts received shall not exceed \$500.00 per candidate. The Presidential and Vice Presidential ticket may spend up to \$1000.00 total.
- E. Runoff Elections are considered a separate election and are allowed expenditures not to exceed two hundred dollars.

408.2 Expense Statements

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

Chapter 409: Regulations of Campaigning

- 409.1 Campaigning is defined as active promotion of one's candidacy through publications and marketing material as well as public appearance and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)
- 409.2 All campaign materials must contain the dates of elections.
- 409.3 Campaign posters no larger than 8 ½ x 14 may be placed on Student Activities' Bulletin Boards in accordance with Student Activity policies. Campaign posters may also be placed on non-Student Activity Boards, with the consent of the department. Candidates shall be limited to one piece of publicity per Student Activities bulletin board.
- 409.4 Only one campaign sheet per candidate or ticket may be hung in the Great Hall of the Commons.
- 409.5 Materials disseminated in residence halls and the Village Apartments must be submitted to the Office of Housing prior to being received by residents. All literature must be in accordance with housing regulations. Residents in the dorms may post

materials on their own dorm room only.

- 409.6 There shall be no writing, printing, or publicity of any type on windows, painted surfaces inside building, exterior of buildings, or trees, with the exception of campaign sheets which may be strung between trees provided they are in accordance with stipulations set by the Student Activities 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.
- 409.7 Letters to the editor of the Voyager are permissible, subject to the stipulations set by the Voyager.
- 409.8 All reservations for campaigning must be filed under SGA and must follow all University, UCSA, and Reservation policies.
- 409.9 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.
- 409.10 Candidates are responsible for their own campaign materials and for any violations of the campaign rules, committed by themselves or their campaign workers.

Chapter 410: General Election Procedure

410.1 Polling Procedure

- A. All registered students are eligible to vote.
- B. The Election Commission shall supervise the placement of nonpartisan signs announcing the election.
- C. The main polling place shall be in front of the Nautilus market in the Commons Concourse, Building 22. There shall be no active campaigning within 50 feet of the polling station on election days. Poll workers have the right to remove anyone from the poll station.
- D. Bands and loud speakers for candidates or parties shall not be allowed within two hundred feet of the polls during polling hours.
- E. There shall be no proxy voting which is defined as voting on behalf of another student, even with their permission.
- F. Voters shall be entitled to vote in privacy, as long as they remain in sight of

the poll workers.

- G. Students may vote from any computer that is capable of access to the My UWF system at the University of West Florida. The main polling area in the Commons, Building 22 will serve the students that do not or cannot get access to any other computer but will be available from at least 10:00 am to 5:00pm Tuesday and Wednesday. Additional polling stations and extended hours shall be determined at the discretion of the Election Commission.
- H. Poll workers shall not be a candidate or involved with any campaign.
- I. Ballots shall be verified by the Dean of Students, the Assistant Dean of Students or an appointed designee.

Chapter 411: Installation and Assumption of Office

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

Chapter 412: Violation of the Student Body Election Code

- 412.1 Any candidate that is involved in actions to perpetuate a fraudulent election such as tampering with the election machinery, proxy voting/casting more than one ballot, excessive negative/slanderous campaigning, falsifying expense statement, tampering with another candidates materials, exceeding the expense limit, failure to file an expense statement with the Elections Commission, or buying/selling of votes may be immediately disqualified.
- 412.2 Any violation of the campaign rules, University of West Florida Policies and Procedures, or rules set forth and deemed necessary by the Election Commission not listed above may merit disqualification at the discretion of the Election Commission.
- 412.3 Pending Appeals
 - A. During the period between disqualification of a candidate and installation of a certified candidate, the incumbent of the office for which the winning candidate was disqualified shall remain in office. Should the incumbent be unable or unwilling to fulfill the duties of the office, the President or designated SGA member by the SGA advisor shall fill the vacancy by appointment and confirmed by a two-third vote of the senate.

Chapter 413: Amendment of Student Body Election Code

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

TITLE V: ADDENDUMS

The following attached pages are addendums to the Student Body Statutes and are part of the Statutes.

A. ELECTION ADDENDUMS

1. Application
2. Important Dates
3. Eligibility and Procedure for Filing
4. Endorsement Form

B. DISTINGUISHED TEACHING AWARD PROCESS

1. Distinguished Teaching Award Process
2. Criteria for Distinguished Teaching Award

C. DISTINGUISHED STAFF AWARD PROCESS

1. Distinguished Staff Award Process
2. Criteria for Distinguished Staff Award

ADDENDUM A: 1. Application

ADDENDUM A: 2. Important Dates

**THE UNIVERSITY OF WEST FLORIDA
STUDENT GOVERNMENT ASSOCIATION ELECTION**

IMPORTANT DATES

- _____ FILING OPENS, 8:00 A.M.
- _____ FILING CLOSES & ENDORSEMENT FORMS DUE,
5:00 P.M., SGA OFFICE
- _____ CAMPAIGN FORUM
7:00PM – 8:30PM, ARGO GALLEY
- _____ ELECTIONS
8:00 A.M. - 8:00 P.M.
- _____ ALL CAMPAIGN MATERIALS MUST BE REMOVED
EXCEPT FOR THOSE BELONGING TO CANDIDATES
IN THE RUN-OFF ELECTION.
- _____ RUNOFF ELECTIONS
8:00 A.M. - 8:00 P.M.
COMMONS, BUILDING. 22
- _____ ALL CAMPAIGN MATERIALS MUST BE REMOVED.
- _____ STUDENT GOVERNMENT MEETING FOR
SWEAR-IN OF NEW OFFICERS.

ADDENDUM A: 3. Eligibility and Procedure for Filing

ELIGIBILITY

To be eligible to seek and hold a position in the Student Government Association, students must be enrolled at the University of West Florida and in accordance with the university policy to hold a leadership position, as well as, in good standing with the university conduct policy. University policy states that all undergraduate candidates running for an SGA position must hold at least a 2.5 cumulative grade point average. University policy also states that all graduate candidates running for an SGA position must hold at least a 3.0 cumulative grade point average. If a person is ineligible at the time of filing, eligibility must be established by the filing deadline or the student's application will be rejected.

ENDORSEMENTS

All candidates must collect student signatures showing support of their candidacy.

The number of signatures required is as follows:

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

These signatures must be placed on the official SGA endorsement form (Addendum A, 4).

Endorsement forms must be turned into the SGA office 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.

QUALIFICATIONS FOR RUNNING AND HOLDING LEADERSHIP POSITIONS:

President, Vice President, Treasurer, Senate President, and Chairpersons must:

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

PROCEDURES FOR FILING

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

ADDENDUM B: Distinguished Teaching Award

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

- A.) Awards shall be granted to any University Faculty including those online who fulfill stated Distinguished Teaching Award Requirements. Awards will be granted as follows:
 - one to College of Arts and Sciences,
 - one to College of Business,
 - one to College of Professional Studies, and
 - one award to any faculty from any of the University's Colleges.
- B.) All current regular and adjunct faculty members are eligible for the Distinguished Teaching Award.
- C.) Faculty members who are selected to receive the Distinguished Teaching Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for academic purposes such as research, in-class materials, academic trips, and all other academic related expenditures.
- D.) Faculty members may only receive the award once every three years. When a faculty member receives the award for a third time, he/she will be automatically inducted into the Distinguished Teaching Hall of Fame, and will no longer be eligible for the Distinguished Teaching Award.
- E.) The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:
 - 1. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the SGA Advisor.
 - 2. After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor's classroom schedule so the University Outreach Committee may proceed with classroom observations.
 - 3. Based upon the nominations and classroom observations, the committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the committee, and the committee shall review their student evaluation forms to determine the recipients.
 - 4. Review of Semi-finalists most recent Student Evaluations.

- F.) The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.
- G.) Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
- H.) At least two University Outreach Committee members must observe each eligible faculty nominee's teaching methods during an actual class period. The committee members may not visit the classes at the same time, unless there are unusual circumstances.
- I.) No University Outreach Committee member may participate in the classroom observation if that committee member has had, or is currently in, that nominee's courses.
- J.) The Chairperson shall notify the semi-finalists, set up interview times, and request a copy of that instructor's most recent student evaluations.
- K.) To conduct an interview, there must be quorum of the University Outreach Committee present.
- M.) The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.
- N.) After the interviews the University Outreach Committee shall review all semi-finalist student evaluations.
- O.) All University Outreach Committee discussions with regard to the Distinguished Teaching Award nominees and semi-finalists shall be confidential.
- P.) After all interviews and student evaluation forms have been considered, the University Outreach Committee shall meet to determine the recipients.
- Q.) The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Teaching Award and inductees, if any, into the Distinguished Teaching Hall of Fame. The recipients and inductees shall be presented the award at the Honor's Convocation ceremony.
- R.) The chairperson shall be required to record all actions of the University Outreach Committee used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

CRITERIA FOR DISTINGUISHED TEACHING AWARD

Part One: Nominations and Observations

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

***After computer nominations are installed:

- G. Number of Nominees

Part Two: Student Evaluations and Interviews

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

ADDENDUM C: Distinguished Staff Award

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

- A.) All current staff members of the University of West Florida are eligible for the Distinguished Staff Award.
- B.) The Distinguished Staff Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:
 - 1. Nominations
 - 2. Deliberation of nomination forms and letters of recommendation, if available. Semi-finalists will be chosen by this procedure.
 - 3. Personal Interviews with the Semi-finalists.
- C.) Staff members may only receive the award once every three years. When a staff member receives the award for a third time, he/she will be automatically inducted into the Distinguished Staff Hall of Fame, and will no longer be eligible for the Distinguished Staff Award.
- D.) Staff members who are selected to receive the Distinguished Staff Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for the betterment of his/her departmental work environment, the advent of departmental programs, or expenditures that can help the staff member and his/her department better serve students.
- E.) The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.
- F.) Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the coordinator of SGA.
- G.) After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees.
- H.) Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
- I.) Based upon the nominations and letters of recommendation, if any, the University

Outreach Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Outreach Committee and then deliberation by the University Outreach Committee for the recipient of the award will occur.

- J.) The Chairperson shall notify the semi-finalists and set up interview times.
- K.) To conduct an interview, there must quorum of the University Outreach Committee present.
- L.) The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.
- M.) After all interviews have been considered, the University Outreach Committee shall meet to determine the recipients.
- N.) The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Staff Award and inductees, if any, into the Distinguished Staff Hall of Fame. The recipients and inductees shall be awarded at the Nautilus Excellence Awards.
- O.) All University Outreach Committee discussions with regard to the Distinguished Staff Award nominees and semi-finalists shall be confidential.
- P.) The chairperson shall be required to record all actions the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

CRITERIA FOR DISTINGUISHED STAFF AWARD

Part One: Nominations

- A. Accessibility to Students
- B. Productivity within their work environment
- C. General Attitude
- D. Impressions and Input of the University Outreach Committee
- E. Quality of service to prospects in the work environment

***After computer nominations are installed:

F. Number of Nominees

Part Two: Letters of Recommendation and Interviews

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

B. Response to Interview Questions

C. Impressions and Input of the University Outreach Committee

TITLE VI: THE JUDICIAL BRANCH

Chapter 600: Composition of the Supreme Court

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

600.2 All Justices shall serve on the court for one academic year and shall be eligible for reappointment if they choose.

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

600.4 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.

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

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

Chapter 601: Chief Justice Duties and Responsibilities

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

601.2 The Chief Justice shall conduct meetings.

601.3 The Chief Justice shall advise on procedural questions.

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

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

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

Chapter 602: Supreme Court Duties and Responsibilities

~~600.2~~ 602.1 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, within five business days of receipt, before the Senate approves the measure(s) to be placed on the ballot.

TITLE VII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT

Chapter 700: Intent

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

Chapter 701: Severability

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

Chapter 702: Definitions

702.1 "Circulator" means 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.

702.2 "Civilly liable" means a person is "civilly liable" for the purposes of this Act when a court of competent jurisdiction enters final judgment against him or her in

a civil action.

- 702.3 “Constituency” means the people who are represented by a Student Government officer and are eligible to vote for such an officer in regular Student Government elections.
- 702.4 “Constituent” means a registered student who is a member of a Student Government officer’s constituency.
- 702.5 “Conviction” is 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.
- 702.6 “Impeachment” means formal accusations of malfeasance, misfeasance, or nonfeasance against a Student Government member recognized by a majority vote of the Senate.
- 702.7 “Incompetence” means the lack of ability, qualifications, or fitness to discharge a required duty.
- 702.8 “Malum in se” means 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.
- 702.9 “Moral turpitude” means 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.
- 702.10 “Recall referendum” means a ballot measure to put to a constituency affected a petition, signed by a requisite number of constituents and in a form prescribed by student body law, that seeks to recommend to the Student Government the removal of a Student Government officer from office who has been convicted of a misdemeanor related to his or her duties, or who has been found civilly liable for an act of moral turpitude, after all available appeals have been exercised, waived, or have expired.
- 702.11 “Registered student” means a person admitted to the University who is enrolled in at least one credit hour during the current academic term, is in good standing with the University, and has paid his or her activity and service fees, or had his or her fees deferred by the University, for the current academic term.
- 702.12 “Removal” means the impeachment and conviction of a Student Government

Association member.

702.13 “Student Government officer” means any student holding an elected position in the Student Government.

Chapter 703: Impeachment from Office

703.1 Any Student Government officer who is convicted by a court of competent jurisdiction of a felony, or misdemeanor related to the duties of his or her office, is subject to removal from office by either impeachment by the legislative branch of Student Government by a majority vote of the entire membership of said body, or by a recall referendum by the registered students of his or her constituency as enumerated in Chapter 705 infra, provided that all available rights of judicial appeal have been exercised, waived, or have expired.

703.2 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 by a majority vote of the entire seated membership of said body, or by recall referendum by the registered students of his or her constituency as enumerated in Chapter 705 infra, provided that all available rights of judicial appeal have been exercised, waived, or have expired.

703.3 Any Student Government officer is subject to removal from office for misfeasance, malfeasance, or nonfeasance of duty by impeachment and conviction by the legislative branch of Student Government. Refer to chapter 702.6 and 702.12.

703.4 Any Student Government officer is subject to removal from office for permanent inability to perform the duties of said office, or by mental or physical incompetence, by the legislative branch of Student Government by no less than a two-thirds vote of the entire seated membership of said body.

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

Chapter 704: Suspension from Office and Temporary Succession

704.1 Any Student Government officer may be immediately suspended from office if he or she is convicted or found civilly liable pursuant to Chapter 703 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

president of the Student Body, by the legislative branch of the Student Government, based upon the best interests of the Student Body.

- 704.2 Should the president of the Student Body, based upon the best interests 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 of the Student Body, in writing, of the suspension and the grounds thereof, pending confirmation by a majority vote of the senate. The suspension will take effect immediately and remain in effect until revoked by the Student Body President or until the conviction or civil finding is reversed, vacated, or set aside, at which point the affected officer will immediately be reinstated to his or her Student Government office.
- 704.3 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 of the Student Body may, based upon the best interests of the Student Body, elect to immediately suspend the Student Body President from office by no less than a two-thirds vote of the entire seated membership of said body. The ranking member of the legislative branch will notify the Student Body President and University President, in writing, if the Student Body President is suspended from office pursuant to this section. The suspension of the Student Body President will take effect immediately and remain in effect until revoked by the legislative branch of Student Body, the University President, or until the predicate conviction or civil finding is reversed, vacated, or the Student Body President is otherwise cleared of wrongdoing in the predicate criminal or civil matter, at which point the affected officer will immediately be reinstated to his or her office.
- 704.4 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.
- 704.5 The suspension of such official pursuant to Chapter 704 supra creates a temporary vacancy in such office during the suspension. Any temporary vacancy in office created by suspension of an official under the provisions of this section will be filled by a temporary appointment to such office for the period of the suspension. Such temporary appointment must be made in the same manner and by the same authority by which a permanent vacancy in such office is filled as provided by Student Body law.
- 704.6 If the suspended officer's predicate conviction or civil finding is reversed, vacated, or the officer is otherwise cleared of wrongdoing in the predicate matter, the Student Body President or legislative branch of Student Government will forthwith revoke the suspension and restore such officer to office, and the officer will be entitled to and be paid full back pay and such other emoluments or allowances to which he or she would have been entitled for the full period of time

of the suspension. If, during the suspension, the term of office of the officer expires and a successor is either appointed or elected, such back pay, emoluments, or allowances will only be paid for the duration of the term of office during which officer was suspended under the provisions of this section, and he or she will not be reinstated.

Chapter 705: Referendum and Recall

- 705.1 Any registered student, or group of registered students, may petition for a recall referendum recommending that the Student Government remove a Student Government officer from elected office, provided that the officer has been found in violation of Chapter 703 supra, pursuant to the provisions of this section, and provided that the petitioning student(s) are constituents of the Student Government officer sought to be removed from office.
- 705.2 A petition to recommend to the Student Government the removal of any Student Government officer must comply with the following:
- A. A petition must be prepared naming the Student Government officer sought to be recalled and containing a statement of grounds for recall in not more than two hundred words limited solely to the grounds specified in Chapter 703. If more than one Student Government officer is sought to be recalled, a separate recall petition must be prepared for each Student Government officer sought to be recalled.
 - 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, before signatures supporting the petition can be solicited or affixed to the petition. All signatures must be obtained within a period of thirty days, and the petition shall be filed within thirty days after the date the first signature is obtained on the petition.
 - E. Each constituent signing a petition must sign his or her name in ink as registered with the University Registrar and must state on the petition his

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

- F. The petition must be filed with the Chief Justice of the judicial branch of the Student Government, when a facially valid petition meeting the requirements of Chapter 804, as well as paragraphs A through E above is filed, the Chief Justice shall submit such petition to the Supervisor of Elections who must, within a period of not more than thirty days after the petition is submitted to the supervisor, determine whether the petition contains the required valid signatures. If it is determined by the Chief Justice that the petition does not meet the requirements of Chapter 704 or paragraphs A through E above, and therefore is not facially valid, the Chief Justice will notify the Supervisor of Elections to take no further action. The petition cannot be amended after it is filed with the Chief Justice.
- G. If it is determined that the petition does not contain the required signatures, the Chief Justice will certify to the Student Body President and the legislative branch of Student Government and file the petition without taking further action, and the matter will be at an end. No additional names may be added to the petition, and the petition must not be used in any other proceeding.
- H. For the purposes of compliance with Section 1004.26(4), Florida Statutes (2004), a petition is "filed" only when the "Recall Petition and Defense" is filed with the Chief Justice.
- I. If a recall referendum is authorized pursuant to this section, the Supervisor of Elections will immediately proceed with a recall election as specified in Article IX of the University of West Florida Student Body Constitution.

Chapter 706: Resignation in Lieu of Recall

If the Student Government officer whose recall from office is sought files, with the Chief Justice, his or her written resignation, the Chief Justice will at once notify the Student Body President and the legislative branch of the Student Government, and the resignation will be irrevocable. A permanent successor will assume the vacated office as provided by Student Body law.

Chapter 707: Recall Referendum

- 707.1 In the absence of a resignation, the Supervisor of Elections of the Student Government 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.
- 707.2 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.
- 707.3 Immediately to the side of each of the propositions will be placed a square or line on which the electors, by making a cross mark (X), may vote either of the propositions. Voting machines or electronic or electro mechanical equipment which indicate each voter’s choice clearly and succinctly may also be used.
- 707.4 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 election as described in Student Body law and pursuant to this chapter, to the legislative branch of Student Government for approval.
- 707.5 Following approval, the Supervisor of Elections will publicly announce the recall referendum and the details thereof.
- 707.6 Following the recall referendum held on the date or dates specified by the Chief Justice of the Student Government Judicial Branch, according to Chapter 708 supra, and the plan submitted by the Supervisor of Elections and approved by the legislative branch of the Student Government, according to Chapter 708 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 Judicial Branch, and the legislative branch of the Student Government post haste.

707.7 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.

707.8 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 708: Offenses Relating to Petitions

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

708.2 No expenditures for campaigning for or against an officer being recalled will be made until the date on which the recall referendum is to be held is publicly announced. Violations of this section will be considered an offense against the Student Body and student conduct offense against the University, and violators penalized according to established Student Government and university procedures. No person will employ or pay another to accept employment or payment for circulating a recall petition.

Chapter 709: Impeachment and Removal Process

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

709.2 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.

709.3 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.

709.4 Formal accusations of malfeasance, misfeasance, or nonfeasance against a Student Government member shall be recognized by a 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.

709.5 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.

709.6 Once a Student Government member has been impeached by a majority vote of the Senate and convicted by a three-fourths vote of the Senate, they have officially been removed from office.

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

Chapter 710: Removal of Senators by the Absentee Policy

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

710.2 The Rules and Statutes Committee may bring a Senator up for removal through the Absentee Policy.

710.3 If the Rules and Statutes Committee submit removal charges, they will provide all evidence to the Senate President, prior to notifying the accused that they are up for removal.

710.4 Senators that have been removed due to violation of the Absentee Policy shall be notified by the Senate President.

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

Chapter 711: Removal of Appointed Offices

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

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

711.3 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.

711.4 The removal proceedings shall be conducted as follows:

- A. The member who is being accused shall be notified of their removal accusation 48 hours prior to a Senate meeting.
- B. The Senate President will read aloud the charges against the accused to all of Senate.
- C. The individual bringing charges against the accused will be allowed five minutes to bring evidence for the charges. The accused will then have five minutes to bring evidence in their defense. Senate debate will follow.
- D. It takes a majority vote of Senators present in order to remove an appointed official.

711.5 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: FRESHMEN COMMITTEE

Chapter 800: Structure

- 800.1 There shall be a body of no more than twenty students, appointed by the Student Government Association, who shall be known as the Freshmen Committee.
- 800.2 There shall a Freshmen Committee Chair, whom shall be selected from the body of the Freshmen Committee. The Chair will be responsible for the duties outlined in Chapter 803.

Chapter801: Freshmen Committee Responsibilities

- 801.1 The Freshmen Committee members shall be selected from the current Freshmen Class, as a committee of the Student Government Association of the University of West Florida.
- 801.2 The Freshmen Committee shall hold Freshmen Committee meetings as set forth by the Student Government Association Vice-President. Each member shall be required to attend all Freshmen Committee meetings. A Freshmen Committee member who acquires three excused absences or two un-excused absences per semester may be removed. Each member of the Freshmen Committee shall be required to have the same attendance policy as the rest of the Senate. Failure to do so may result in removal as outlined in Chapter 808.
- 801.3 To enrich their understanding of the functions of each committee, all Freshmen Committee members must attend a minimum of two meetings of the University Outreach, Budget and Allocations, Rules and Statues and Student Outreach Committees during the fall semester. Furthermore, the University Outreach, Budget and Allocations, Rules and Statues and Student Outreach Chairs will attend one of the first two Freshmen Committee fall meetings. At this meeting the Chairs will present information regarding the responsibilities of their committee and its members.
- 801.4 The Freshmen Committee shall not serve as voting members or ex-officio members of the Senate as a whole with the exception of the Chair as outlined in 803.2.
- 801.5 Each Freshmen Committee member will have the ability to recommend to the Student Government Association Vice-President for removal of any Freshmen Committee member, by two thirds vote of the Senate.
- 801.6 The Freshmen Committee shall be responsible for coordinating at least one event/project each semester on behalf of the Student Government Association. One of which shall be a community related event and the other a campus related.

Chapter 802: Installment of the Freshmen Committee Chair

802.1 The Chair of the Freshmen Committee shall come from the body of the Freshmen Committee and be appointed by Freshmen Committee and approved by the Senate.

Chapter 803: Duties of the Freshmen Committee Chair

803.1 The Freshmen Committee Chair shall preside over meetings of the Freshmen Committee.

803.2 The Freshmen Committee Chair shall serve a voting member of the Senate.

803.3 The Freshmen Committee Chair shall write legislation for the Senate in representation of the Freshmen Committee.

803.4 The Freshmen Committee Chair shall, in unanimous concurrence of the Freshmen Committee, have the power to recommend to the Student Government Association Senate the relief of the Student Government Association Vice-President from his/her duties as the Freshmen Committee Advisor in the event of neglect or misuse of power. Should the Student Government Association Vice-President be removed as advisor to the Freshmen Committee, a new advisor shall be appointed by the Executive Committee of Student Government Association. Removal of the Vice President as Freshmen Committee Advisor shall be conducted in accordance with Chapter 711.

803.5 The Freshmen Committee Chair shall appoint Freshmen Committee members to Freshmen Committee subcommittees with a majority vote of the Freshmen Committee.

803.6 The Freshmen Committee Chair shall determine, regulate, and adhere to the rotating schedule of Freshmen Committee members to the Senate Committees.

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

803.8 The Freshmen Committee Chair shall keep records of attendance of Freshmen Committee members for all meetings.

803.9 The Freshmen Committee Chair will be abide by Chapter 305.

Chapter 804: Freshmen Committee Selection and Appointment

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

804.2 Applications for Freshmen Committee must be submitted by the assigned deadline. The search committee shall use their own discretion to determine a

rating system that will be used to judge each application and will rate each candidate's application as outlined by the committee.

- 804.3 Each Freshmen Committee candidate shall be interviewed by the Student Government Association Vice-President, one member from each Senate Committee that was not previously a member of the Freshmen Committee, and at least one former Freshmen Committee member. The search committee shall use their own discretion to determine the rating system that will be used during the interview and will rate each candidate's interview as outlined by the committee
- 904.4 The search committee will select and recommend for appointment no more than twenty Freshmen Committee candidates based on the applicant's application, interview, and discussion amongst the search committee about the applicant.
- 804.5 Freshmen Committee members shall be appointed to the Freshmen Committee by majority vote of the Senate.
- 804.6 Selection/appointment procedures not already stated shall be set forth by the Student Government Association Vice-President.

Chapter 805: Freshmen Committee Candidacy

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

Chapter 806: Term of Office

- 806.1 All members of the Freshmen Committee shall take office at the time of appointment and serve until the completion of the spring semester.
- 806.2 Members of the Freshmen Committee may not hold a position in the Student Government Association and a position in the Freshmen Committee concurrently.

Chapter 807: Vacancies

- 807.1 The Chair shall be succeeded by a member of the current Freshmen Committee, appointed by the Student Government Association Vice-President and shall hold office for the duration of the term.
- 807.2 Candidates for the vacant positions of the Freshmen Committee shall be recommended for appointment by the Student Government Association Vice-President. All vacancies shall be confirmed by majority vote of the Senate.

Chapter 808: Removal from Office

808.1 Motions to remove Freshmen Committee members can be made by any member of the Senate and Executive Committee.

808.2 A Freshmen Committee member may be removed from his or her position in accordance with Chapters 710 & 711. The member in question may produce defense in his or her behalf at the time of the Senate vote.

TITLE IX: EMERALD COAST BRANCH STUDENT GOVERNMENT ASSOCIATION

Chapter 900: Emerald Coast Governor

- 900.1 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.
- 900.2 Duties and Responsibilities:
- A. Serve on the Pensacola campus Executive Committee under the Student Body President in accordance with. The Governor shall attend all meetings according to the attendance policy for all Executive Committee members according to the attendance policy for all Executive Committee members, utilizing available technology.
 - B. Act as a liaison between the students of the Emerald Coast campuses and the administration at both the Emerald Coast and Pensacola campuses.
- 900.3 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.
- 900.4 Election of the Emerald Coast Governor shall be in accordance with Chapter 906.

Chapter 901: Structure of the Emerald Coast Senate

- 901.1 Structure of the Emerald Coast Senate will be as follows: one representative from each Emerald Coast campus with two at large seats to be filled by a student from any Emerald Coast Campus.
- 901.2 There shall be one Emerald Coast Senate President to be elected by the Student Body in accordance with Chapter 906.
- 901.3 There shall be one Emerald Coast Senate Pro Tempore to be chosen from within the Emerald Coast Senate and shall retain his or her position as an Emerald Coast Senator. He or she shall be appointed by the Emerald Coast Senate President by the third meeting of the summer semester.
- 901.4 The Emerald Coast Senate shall meet in yearly session, beginning with the first meeting of the summer semester and ending with the last meeting of the spring semester. Each session of the Emerald Coast Senate shall be guided in accordance with the University of West Florida Student Government Association Constitution and Statutes.

901.5 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.

901.6 Rules and Procedures of the Emerald Coast Senate

- A. The Emerald Coast Senate shall follow Roberts Rules of Order Newly Revised Edition as the parliamentary authority for all Senate meetings, except when in conflict with the University of West Florida Student Government Association Constitution and Statutes or by general rules of procedure of the Emerald Coast Senate.
- B. The Emerald Coast Senate President shall preserve order and decorum throughout Emerald Coast Senate meetings. In case of disturbance or disorderly conduct, the Emerald Coast Senate President may have members or guests removed from the meeting.
- C. An Emerald Coast Senator who wishes to gain the floor shall raise his or her hand and wait for recognition by the Emerald Coast Senate President. Emerald Coast Senators attending via conference call shall request permission from the Emerald Coast Senate President to speak.
- D. Any Emerald Coast Senator recognized by the Emerald Coast Senate President shall rise when addressing the Emerald Coast Senate.
- E. An individual shall have exhausted his or her right to debate after engaging in debate twice on any issue regarding a piece of legislation per Emerald Coast Senate meeting.
- F. A member of the gallery may be recognized to speak during announcements or if an Emerald Coast Senator yields the floor to them. A member of the gallery should contact an Emerald Coast Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Emerald Coast Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.

901.7 Quorum

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

901.8 Roll Calls

- A. A roll call shall be conducted immediately following Call to Order and again immediately before Adjournment.
- B. Missing three roll calls per semester will constitute one absence.

901.9 Absences

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

901.10 Leave of Absence

- A. Emerald Coast Senators may take a leave of absence from the Emerald Coast Senate, for a period not to exceed a single semester. Leaves of absences may only be granted for academic internships, in case of emergencies, or with special consent by the Emerald Coast Senate during the summer semester. The Emerald Coast Senator must first submit in writing to the Emerald Coast Senate President the dates of which the leave will be taken and the nature of the leave of absence. The request must be submitted in bill form for final approval by the Emerald Coast Senate.
- B. A temporary leave replacement may be appointed by the Emerald Coast Senate President, subject to confirmation by the Emerald Coast Senate with a two thirds majority vote.
- C. The Emerald Coast Senate President and Emerald Coast Senate Pro Tempore shall not be permitted to take a leave of absence.

Chapter 902: Emerald Coast Senate Responsibilities

902.1 Emerald Coast Senator Responsibilities

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

902.2 Emerald Coast Senate President Responsibilities

- A. Shall preside over Emerald Coast Senate meetings.
- B. The Emerald Coast Senate President will only vote in the Emerald Coast Senate in case of a tie.

- C. Shall serve as a liaison to the Emerald Coast Governor, keeping him or her informed of any and all legislation.
- D. Shall be responsible for the creation and disbursement of Emerald Coast Senate meeting agendas. These are to be posted at least forty-eight hours prior to an Emerald Coast Senate meeting.
- E. Shall be responsible for posting all Emerald Coast Senate meeting minutes.
- F. Shall be responsible for enforcing the attendance policy as stated in Article IV Section 3 Number 8 of the Student Government Association Constitution.
- G. Shall preside over removal proceedings unless such proceedings are for the Emerald Coast Senate President in which case the Emerald Coast Governor shall preside.

902.3 Emerald Coast Senate Pro Tempore Responsibilities

- A. Shall take all Emerald Coast Senate minutes and submit them to the Emerald Coast Senate President to be posted.
- B. Shall preside over Emerald Coast Senate meetings in the absence of the Emerald Coast Senate President and in such cases shall not have a vote.
- C. Shall assist the Emerald Coast Senate President in preparation and disbursement of any relevant material or handouts for the Emerald Coast Senate.
- D. Shall assist the Emerald Coast Senate President in any other duties deemed necessary.

Chapter 903: Emerald Coast Senate Procedure

903.1 Numbering of Bills, Resolutions, and Recommendations

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

903.2 Procedure for Approval of Bills

- A. Reading of Legislation:

1. All Emerald Coast Senate Bills, Resolutions, and Recommendations must be approved twice in separate readings by the Emerald Coast Senate.
2. The second reading shall take place during the next consecutive Emerald Coast Senate meeting unless this requirement is suspended.
3. Suspension of this requirement requires approval of no less than two thirds of the Emerald Coast Senators present and voting.

B. Submission of Bills:

1. The Emerald Coast Senate President shall transmit a copy of a Bill, Resolution, or Recommendation passed by the Emerald Coast Senate to the Student Body President within three business days after passage.
2. Upon receipt of a bill, the Student Body President shall have six business days to approve or veto the legislation. The Student Body President shall then submit the finalized bill to the Emerald Coast Senate President.
3. Bills not acted upon by the Student Body President within six business days shall be treated as approved.
4. The Emerald Coast Senate has the power to overturn the Student Body President's veto by approving the bill again with a two thirds majority vote.

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

903.4 Publication of Emerald Coast Senate Notices

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

903.5 Roll Call Votes

- A. The Senate President shall conduct, upon request, roll call votes on legislation as defined in 308.1, amendments, and impeachments. Roll call votes will be included in the minutes.

Chapter 904: Legislation

904.1 Types of Legislation

- A. Resolutions: Legislation that is a statement of position; shall require a majority vote.
- B. Bills: Legislation over which the Emerald Coast Student Government has sole jurisdiction. All bills shall require a two thirds vote.
- C. Recommendations: Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote.

904.2 "Majority", "Two Thirds", and "Three Fourths" Votes

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

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

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

Chapter 905: Terms of Office

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

- 905.2 Emerald Coast Student Government members shall terminate office at the installation of their successor.
- 905.3 Installation of Emerald Coast Student Government members shall occur at the first Emerald Coast Senate meeting following the final runoff elections, pending appeal.
- 905.4 The term of all Emerald Coast Student Government members shall be from the first Emerald Coast Senate meeting of the summer through the following spring semester.

Chapter 906: Elections

- 906.1 Candidates for the Emerald Coast Student Government Association must abide by the applicable rules outlined in Title IV of the Student Body Statutes.
- 906.2 Each candidate who wishes to be considered for the position of the Emerald Coast Governor shall file for that position. The candidate who receives a majority of votes in the campus wide elections will assume the position of Emerald Coast Governor.
- 906.3 Each of the Emerald Coast campuses has a designated seat that students from that campus will file for. The student from each Emerald Coast Campus that receives the most votes will assume the position as the representative for his or her campus.
- 906.4 At Large Emerald Coast Seats:
- A. There shall be two designated at large Emerald Coast Senate seats that may be filled by a student from any of the Emerald Coast Campuses.
 - B. If an Emerald Coast campus location has no student file for the position as campus representative, this seat will be converted to an at large seat that can be filled by a student from any Emerald Coast campus location.
 - C. Of the Students who did not become their respective campus representative, the students who received the most votes will assume one of the at large seats available.

Chapter 907: Appointments

- 907.1 Emerald Coast Senate appointments to fill vacant offices are to be designated positions as defined in Section 906.3 of the Student Body Statutes.
- 907.2 If there is a vacancy for a campus representative seat, every effort should be made to find a replacement from the same campus. If there have been no applications

from that particular campus, the seat shall be designated as an at large seat and a replacement from any Emerald Coast campus may be appointed.

- 907.3 Emerald Coast Senate appointments shall be permitted and each appointed Emerald Coast senator shall be expected to complete the unexpired term of his position.
- 907.4 All appointees nominated by the Student Body President shall be present during their Emerald Coast Senate confirmation and be confirmed by a two thirds majority vote.
- 907.5 The Emerald Coast Senate President shall interview all applicants for vacant Emerald Coast Senate positions or open standing committee positions. He or she will then make his or her recommendation to the Student Body President for approval before taking it to the Senate for a vote.

Chapter 908: Removal

- 908.1 Grounds for removal shall be misfeasance, malfeasance, or nonfeasance of office.
- 908.2 A Emerald Coast Senator who acquires three excused absences or two unexcused absences per semester may be removed by a majority vote of the Emerald Coast Senate.
- 908.3 The Emerald Coast Senate President shall be responsible for bringing impeachment charges or;
- 908.4 Impeachment charges may be brought forth by one Emerald Coast Senator with the signature support of an additional three Emerald Coast Senators. This written accusation must be submitted to the Emerald Coast Senate President at least two days prior to the impeachment proceedings.
- 908.5 Members of the Emerald Coast Senate may only be brought up for removal by members of the Emerald Coast Senate. The Emerald Coast Governor may also only be brought up for removal by members of the Emerald Coast Senate.
- 908.6 Formal accusations of malfeasance, misfeasance, or nonfeasance against an Emerald Coast Student Government member shall be recognized by a majority vote of the Emerald Coast Senate. If a majority of Emerald Coast Senators vote in favor of impeachment, removal proceedings will be held at the following Emerald Coast Senate meeting.
- 908.7 During the conviction proceedings, the Emerald Coast Senate President will read aloud the charges against the impeached Emerald Coast Student Government member. The Emerald Coast Senator(s) who brought forth the impeachment

charges will have five minutes to produce evidence for the removal of the impeached Emerald Coast Student Government member. This person will then have five minutes to produce evidence in their defense, followed by debate from the Emerald Coast Senate. Three fourths of voting members present must find the impeached party guilty to be convicted.

- 908.8 Once an Emerald Coast Student Government member has been impeached by a majority vote of the Emerald Coast Senate and convicted by a three fourths vote of the Emerald Coast Senate, they are officially removed from office.
- 908.9 Once a person, serving in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.

TITLE X: CODE OF ETHICS

Chapter 1000: Definitions

- 1000.1 The term “act”
- Failure to perform an action that is legally required, or the instance of taking an action or performing a deed.
- 1000.2 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.
- 1000.3 The term “conflict” or “conflict of interest”
- A situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
- 1000.4 The term “corruption”
- Violation of any Student Government laws.
- 1000.5 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.
- 1000.6 The term “Student Government member”

Anyone holding a position in any branch of Student Government.

Chapter 1001: General Code of Ethics

1001.1 Conflict of Interest:

No Student Government member shall participate in any Student Government 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.

1001.2 Benefit:

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

1001.3 Misuse of Student Government Property:

No Student Government member shall use, authorize to use, or condone in any way the wrongful use of Student Government property or funds as determine by Student Government Advisor.

1001.4 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 Statutes.

1001.5 Inducing to Act:

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

1001.6 Fraud:

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

B. No Student Government member shall cover up evidence or misrepresent a fact pertaining to a violation. Student Government members must disclose all knowledge of Student Government corruption.

C. No Student Government member will bring false charges or provide false or misleading evidence against another officer, employee or student.

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

1001.7 No Student Government member shall allow personal interest to influence a vote.

1001.8 Student Government members shall not disclose information unavailable to the general public for his or her personal gain or for the personal gain of any other person or organization

1001.9 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 section 101.9.

1001.10 The Student Body President is required to submit to the Senate President the reason(s) for removal of a cabinet member, in accordance with Chapter 710 of the Student Government Statutes.

Chapter 1002: Procedures and Penalties

1002.1 Violation of the Student Government Association Ethics Code may be grounds for impeachment, suspension, or removal from office.

1002.2 Removal procedures should follow those outlined in Chapter 710 of the Student Government Association Statutes.

TITLE XI: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1100: The Activity and Service Fee Manual

1100.1 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee inasmuch as is allowed by law and university policy, and reads as follows:

I. Explanation of the Activity and Service Fee

A. The Activity and Service Fee, as provided for by law, is collected on a per-credit-hour basis. According to Florida Statute 1009.24 10(b):
The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This

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

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

II. Awarding of the Activity and Service Fee

- A. At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to registered student organizations (RSOs), sports clubs, departments, and other similar entities on a yearly basis during the spring budget process; however, some money is set aside in the following accounts (which will be referred to collectively as 'Interim Accounts') for award throughout the year by the Budget and Allocations Committee:
 1. Organizational Grants
 2. Travel Grants

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

<u>Month of</u>	<u>Action</u>
September	A memorandum is sent to all departments and organizations funded by the A&S Fee indicating that their budget requests are due January 8 th .
January	Departments, RSO, sports club council requests are due. When they turned in their requests, groups sign up for a hearing time; department hearings are also scheduled.
January February	Budget and Allocations Committee holds budget hearings.
March	The Budget and Allocations Committee present to Senate. Following approval by the Senate, the bill will be presented for signing to the Student Body Preside and then University President.

- May A memorandum stating that all carry forward requests are due in a month will be sent to all A&S funded organizations/departments.
- June The Budget and Allocations Committee deliberates about carry forwards.
- C. Only Student Organizations and Sport Clubs that have been in good standing for one year, as defined by the Student Activities Organization Manual, can apply for the yearly budget process.
- D. Quorum consists of more than half of the Budget and Allocations Committee members, including the Budget and Allocations Chair, who have been duly elected or appointed and subsequently sworn in. No decision shall be made by the Budget and Allocations Committee without quorum present, except during summer and online voting, when the act of submitting a vote counts toward quorum for that decision.
- E. A majority vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. A majority vote is defined as more than half of the total votes cast. The Budget and Allocations Chair may vote if his or her decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.
- F. The Budget & Allocations Committee has the right to add stipulations on all A&S funded accounts.

III. Usage of the Activity and Service Fee

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

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

IV. Interim Accounts

- A. Request and Approval Process

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

B. Organizational Grants

1. Registered student Organizations not funded through the yearly budget process are eligible to receive organizational grants. Organizational grants are to be used for one-time activities that promote the mission of the organization and/or enhance university-wide student programming.
2. Funded entities, as well as individual members or small groups belonging to those entities, whose requests are related in any way to the business of said entity, shall be ineligible to receive funding from this account.
3. Organizations may receive no more than three grants per fiscal year, the aggregate sum of which shall not exceed \$3,000 for the year.

4. With their requests, all organizations must explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.
5. An organization must be officially registered and in good standing with the University of West Florida to receive funds from this account.
6. Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.
7. Once the allocated funds are depleted, no further requests will be reviewed for that semester / fiscal year.

C. Travel Grants

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

9. Individual undergraduate and graduate students, RSOs, and sports clubs travelling to national competitions are eligible to receive two awards from this account per semester, the aggregate sum of which is not to exceed \$2,000. A&S-funded entities are eligible for funding from this account if the requesting organization or individual has participated in the regional tournament, if one exists, and qualified for the national tournament as a result; however, if an entity requesting funds is already funded, the request must be approved by a three-fourths vote of the Budget and Allocations Committee.

D. Budget Transfers

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

V. Carry Forwards

- A. All funds remaining in an A&S-funded accounts shall be swept into the main A&S Fee non-recurring account except:
 1. Funds left in the SGA accounts all of which shall be transferred into the SGA contingency account.
 2. Funds left in the Recreation Administration umbrella of accounts, all of which shall be transferred into the Recreation contingency account.
 3. Funds left in the UCSA Administration and UCSA General umbrellas of accounts, all of which shall be transferred into the Commons contingency account.
 4. Funds left in any Salary account for any A&S funded, non-student positions, all of which shall be transferred into the Salary Contingency account.
 5. Funds left in the Voyager account, all of which shall be carried forward into the Voyager account for the following fiscal year.
 6. Funds left in the Voyager account, all of which shall be carried forward into the Voyager account for the following fiscal year.
 7. If the Budget and Allocations Committee approves a department or student group which makes a special request to carry forward the money into its own account for the next fiscal year. A memo will be

sent by May 1st to all departments and organizations by the Budget & Allocations Chair.

- B. Rules A.1 through A.7 above may be overturned by a three-fourths vote of the Budget and Allocations Committee.

VI. Declaration of Audit Rights

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

