



## The University of West Florida Student Government Association

Legislation: 13-14 B IX

Subject: Absentee Policy Update

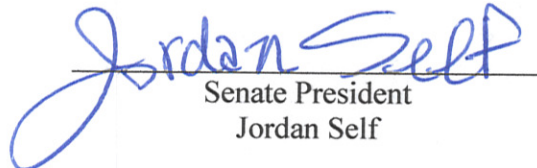
Authors: Anhar Ibrahim

Sponsors: Stephan Taylor, Kimberly  
Stoker, Cody Hartzog.

See attached


University of West Florida Student Body Statutes.

First Reading : <u>Pass</u>	Second Reading: <u>Pass</u>
Yes: <u>19</u>	Yes: <u>20</u>
No: <u>4</u>	No: <u>2</u>
Abstain: <u>2</u>	Abstain: <u>2</u>

  
Senate President  
Jordan Self

Be it known that Student Government 13-14 B IX is hereby signed on 12/2/2013

Pass: X Veto: \_\_\_\_\_

  
Chris Hill  
Student Body 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.

###### **A. Senators:**

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

- B. 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.

##### **300.4 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, Treasurer, and the Freshmen Committee 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 events. See Chapter 313.
- 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.

### 304.3

#### Student Outreach Committee

- 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: Absentee Policy

##### 313.1

- A. Each Senator must attend all Senate and committee meetings on which he or she serves, as well as, mandatory events.
- B. An excused absence in regard to Senate and committee meetings shall include, but not limited to: travel associated with the University of West Florida's Student Government Association, documented business on behalf of the University of West Florida's Student Government Association.; ~~all of which are subject to approval by the Senate President.~~
- C. An excused absence in regard to mandatory events 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, as well as, academic courses taken that conflict with the time that the mandatory event is to take place.; ~~all of which are subject to approval by the Senate President.~~
- D. Senators may be assessed an absence if they fail to attend events deemed mandatory. A mandatory event shall be defined as any event that will effectively allow Senators to contribute to the vision and goals of the



University of West Florida Student Government Association. Before an event is deemed mandatory it shall be discussed and decided upon by the Executive Committee. Senators shall be notified of said events at least two weeks prior to the date the event shall take place.

- E. All unexcused absences in regard to mandatory events shall be tallied as a Senate absence.
- F. Senators who are absent from ~~a Senate meeting, committee meeting, including~~ mandatory events must submit their reasoning to the Senate President in the form of an email within four (4) business days of the absence, or the absence will automatically be considered unexcused.
- G. The Senate President has the ability to approve or deny any reasoning in regards to ~~an~~ ~~a~~ mandatory event 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.
- H. Absences shall be tallied as followed:
  - 1. Excused absences for Senate meetings, committee meetings, including mandatory events shall not be assessed.
  - 2. Unexcused absences for Senate meetings, committee meetings, and mandatory events shall be considered as one (1) full absence.
  - 3. A half (.5) absence will be given if a 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.
- I. After two unexcused Senate meeting or committee meeting absences the chair of the Rules and Statutes Committee will notify the Senator of his or her attendance record and the attendance policy.
- J. Once a Senator accumulates 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.
- K. See Chapter 710 for Removal of Senators by the Absentee Policy.