



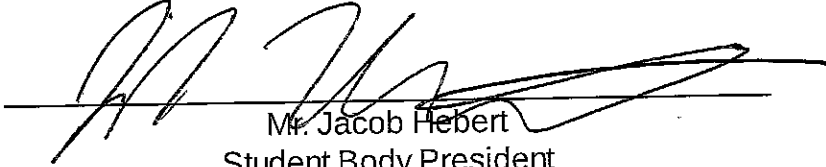
The University of West Florida Student Government Association

Major Restructure Bill

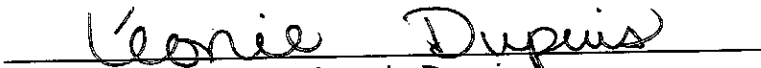
Legislation: 16-17 Bill II

Author(s): Student Body President Jacob Hebert

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| First Reading: <u>4/15/16</u> | Second Reading: <u>4/22/16</u> |
| Yes: <u>13</u> | Yes: <u>17</u> |
| No: <u>0</u> | No: <u>0</u> |
| Abstain: <u>0</u> | Abstain: <u>0</u> |


Mr. Jacob Hebert
Student Body President

Pass Veto
10-24-2016
Date


Ms. Leonie Dupuis
Senate Pro Tempore

Internal Restructuring Bill

Legislative Intent:

The intent of this bill is to restructure SGA to move a considerable amount of power and responsibility into the Senate, while clarifying that the President and Vice President are the premier advocates for issues arisen from student feedback, student interaction, and other work done by the Student Government Association.

This restructure includes the following:

- Remove the Rules and Statutes Committee and replace the chair position with a Senate Pro Tempore position which has greater checks on the Senate President position.
- Add Secretary of the Senate position, selected from within the Senate by the Senate Pro Tempore and confirmed by a majority vote of the Senate.
- Add internal auditing responsibilities to the Treasurer position, as well as move the Treasurer to the Executive Branch, the place it is placed constitutionally.
- Change the name of the University Outreach committee to the University Affairs Committee, and gives this committee the responsibilities of sustainability efforts, namely the Green Fee process.
- Merge the Student Life Office and the Student Outreach Committee to create the Student Affairs Committee. This committee of the Senate will be responsible for both receiving feedback from students and promoting and maintaining Argonaut pride and spirit.
- Make all pronouns referring to SGA Members in the gender binary, replacing with gender neutral terms.
- Upon enactment of this bill, the Committee Chairs elected under the previous SGA structure will transfer to their new respective positions as follows: Student Outreach Chair will become Student Affairs Chair, University Outreach Chair will become University Affairs Chair, the Vice President will remain Vice President and also become Senate President, and a Senate Pro Tempore will be elected by the Senate. The following positions will become void: Senate President, Rules and Statutes Chair, and Director of Student Life.

TITLE II: THE EXECUTIVE BRANCH

Chapter 200: Presidential Duties and Authority

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

advance.

- 200.2 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 by Executive Order. 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 Upon signing an Executive Order, the Student Body President should send a copy to each Senator, announce the Executive Order at the next Senate meeting, or otherwise make known the ratification of an Executive Order.
- 200.12 The President shall not have the power of Line Item Veto.
- 200.13 The 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.

200.14 The President shall receive a stipend of \$7,200, 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 serve as coordinator for all campus issue projects.

201.3 The Vice =President shall be Chairman of the Executive Committee.

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

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.

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

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

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

201.10 The Vice =President shall receive a stipend of \$3,750, which shall be allocated appropriately throughout the course of his/her term.

Chapter 202: Treasurer Duties and Responsibilities

202.1 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, and either the signature of the Senate President or Treasurer.

- 202.2 The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current record-keeping of all transactions made. All such records shall be maintained by the Coordinator of Student Government Association, who shall keep the records on file in a secure central location and ensure that they are available for public inspection. The Treasurer shall be responsible for notifying the Student Body President and Student Senate of any irregularities.
- 202.3 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.
- 202.4 The Treasurer shall hold at least one meeting per month with each budget holding member in Student Government Association.
- 202.5 The Treasurer shall review the expenditures of the Student Government Association budget holding members for inconsistencies with the Student Government Association internal budget. Any improper uses of funding should be reported to the Student Body President for review.
- 202.6 The Treasurer shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of their term.

Chapter 203: The Executive Committee

- 203.1 The Executive committee shall be comprised of the President, the Vice =President, the Senate President, the Emerald Coast Governor, the President's Cabinet, each Senate Committee Chairpersons, and the Freshman Committee Chair.
- 203.2 The Executive Committee shall be chaired by the Vice =President as stated in Chapter 201.

Chapter 204: President's Cabinet

- 204.1 The President's Cabinet shall be composed of:
- A. The primary cabinet positions of Chief of Staff, Director of Communications, and; Director of Governmental Affairs 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.

203204.2 All appointments to Executive offices shall be made by the President, with confirmation by Majority Vote of the Senate.

203204.3 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.

203204.4 Additional deputies, assistants, and committees may be appointed by the Student Body President.

203204.5 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.

Chapter 204205: Chief of Staff

204205.1 The Chief of Staff should fill in for the Student Body President on University business as needed.

204205.2 Oversee the Director of Communications and the Director of Governmental Affairs, ~~and the Director of Student Life.~~

204205.3 Attend weekly Executive and Senate meetings.

204205.4 Manage ad hoc Committees.

204205.5 Coordinate weekly meetings with the President's Cabinet.

204205.6 Manage Cabinet positions and meetings.

204205.7 Perform all additional duties as deemed necessary by the President.

204205.8 The Chief of Staff shall receive a stipend of \$2,250, which shall be allocated appropriately throughout the course of their/his/her term.

Chapter 205206: Office of Communication

205206.1 There shall be a Director of the Office of Communications titled Director of Communications, Assistant Director of Communications, two Marketing Coordinators, and two Social Media & Technology Coordinators.

205206.2 The Office of Communications shall:

- A. Maintain all marketing for Student Government Association events, programs and services.
- B. Maintain and update the Student Government Association website and all social media.
- C. Maintain internal and external communication.
- D. Coordinate the promotion of Student Government Association's visibility and awareness on campus.
- E. Be responsible for maintaining and coordinating the use of the event marquee to include any message promoting an Student Government Association sponsored event, senate meeting or other communication deemed necessary and prescribed by the Executive Committee.

205206.3

The Director of Communications shall:

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

205206.4

The Assistant Director of Communications 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. Oversee Marketing Coordinators.
- C. 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.
- D. Report directly to, and perform all other duties deemed necessary by the Director of Communications.

~~205~~206.5 The Marketing Coordinators shall:

- A. Promote and support all Student Government Association events and activities using appropriate advertising methods, including graphic design, banners, signs, flyers, electronic marquees, etc.
- B. Coordinate with the Social Media & Technology Coordinators to implement advertising through the Student Government Association 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 perform all other duties deemed necessary.

~~205~~206.6 The Social Media & Technology Coordinators shall:

- A. Act as advisors to Student Government Association 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 the Student Government Association.
- C. Facilitate the training of Student Government Association Members in the use of any information technology as necessary.

- D. Monitor and manage the Student Government Association 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~~207: Office of Governmental Affairs

~~206~~207.1 There shall be a Director of Governmental Affairs, an Assistant Director of Governmental Affairs and a Supervisor of Elections.

~~206~~207.2 The Office of Governmental Affairs shall:

- A. Remain updated with state, local, national and university affairs.
- B. Maintain relationship with state representatives in Tallahassee and Washington D.C.
- C. Work with University of West Florida administration including the Director of Governmental Affairs.
- D. Be responsible for overseeing the election process and any other referendum election.
- E. Work with Chief of Staff to maintain student representation on university Standing Committees.
- F. Gather student input through polls or surveys the Student Affairs Committee 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 Affairs.

206207.3

The Director of Governmental Affairs shall:

- A. Direct and supervise the Office of Governmental Affairs, including the Supervisor of Elections.
- B. Be responsible for lobbying on behalf of the students.
- C. Plan lobbying trips for SGA leadership to attend, including the Florida Student Association's Planning Conference and Rally in Tally.
- D. Keep up to date with matters pertaining to the Florida Student Association.
- E. Work with the University of West Florida administration including the Director of Governmental Relations.
- F. Perform all other duties deemed necessary by the Chief of Staff.
- G. The Director of Governmental Affairs shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of his/her term.

206207.4

The Assistant Director of Governmental Affairs shall:

- A. Research issues affecting Escambia County and the University of West Florida and inform the Senate of such findings.
- B. Assist lobbying efforts on behalf of Pensacola and the University.
- C. Help the Chief of Staff with maintaining representation on standing committees.
- D. Work with the Director of Governmental Affairs to put on events such as Rock the Vote during elections.
- E. Arrange Town Hall meetings when relevant to governmental issues.
- F. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.

206207.5

The Supervisor of Elections shall:

- A. Organize the general elections in the spring semester in accordance with Title IV.
- B. Organize referendum elections when necessary.

- C. Maintain and inform the Senate and student body of any open seats or positions open within Student Government Association.
- D. Oversee the interview and application process of all of Student Government Association.
- E. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.¶

~~F.¶~~

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~~Chapter 207: Office of Student Life¶~~

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~~207.1 There shall be a Director of Student Life, Assistant Director of Student Life, and a Student Organizational Liaison.¶~~

¶

~~207.2 The Office of Student Life shall:¶~~

¶

~~A. Promote diversity on campus.¶~~

¶

~~B. Be responsible for Student advocacy.¶~~

¶

~~C. Be responsible for installing and maintaining spirit and tradition on campus.¶~~

¶

~~D. Maintain communication with student organizations.¶~~

¶

~~E. Be responsible for student involvement within Student Government Association.¶~~

¶

~~F. Plan and organize Student Government Association 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 Office of Student Life.¶~~

¶

~~B. Plan and organize Student Government Association retreats, banquets, and all other events deemed necessary.¶~~

¶

~~C. Be responsible for issues pertaining to student/campus life.¶~~

¶

~~D. Be responsible for implementing and maintaining spirit and tradition on campus.¶~~

¶

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

¶

~~F. 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 Assistant Director of Student Life shall:~~

¶

~~A. Serve as a liaison between Student Government Association and the University of West Florida Athletic Department.~~

¶

~~B. Coordinate events with the University of West Florida Athletic Department to promote student participation, such as pep rallies, tailgates, etc.~~

¶

~~C. Work with the Office of Student Life on creating spirit and tradition for athletic events.~~

¶

~~D. Be a member of Common Ground.~~

¶

~~E. Work with other departments and organizations to promote student outreach throughout campus.~~

¶

~~F. Report directly to and perform all other duties deemed necessary by the Director of Student Life.~~

~~207.5~~

~~The Student Organization Liaison shall:~~

¶

~~A. Maintain communication with all student organizations 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 Senate any events on campus and ensure there is Student Government Association representation.~~

¶

~~F. Be responsible for student involvement within Student Government Association.~~

¶

~~G. Report directly to, and perform all other duties deemed necessary by the Director of Student Life.~~

~~G.~~

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 the Statutes.
- B. Serve as President's designee to University Committees as needed.
- C. Perform any other duties deemed necessary by the President.

Chapter 209: Assistant to the Vice =President

209.1 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 deemed necessary by the Vice =President.

TITLE III: THE LEGISLATIVE BRANCH

Chapter 300: The Senate

300.1 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 Senate President as provided in the Constitution who shall be elected by Majority Vote of the student body.

B. Senate Pro Tempore:

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

C. Secretary of the Senate:

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

~~Student Government Treasurer:~~

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~~There shall be a Treasurer who is elected by a majority of the votes cast during the Student Body Elections.~~

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~~The Treasurer shall be sworn in with the elected Senators.~~

D. Senators:

1. Senators shall be elected by college during the Student Body Elections.
2. The Student Senate shall be organized by the membership of three~~four~~ Senate Committees: University Outreach Affairs, Budget and Allocations, Rules and Statutes, and Student Outreach Affairs.

300.3 Organization of Committees

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

B. At the first Senate meeting after the chairpersons have been elected, the senators will rank their committee choices. During the following week, senators shall be assigned to positions as follows:

1. A Senate Seat Appointment Committee shall appoint elected senators to one of the four committees. The Senate Seat Appointment Committee will consist of the ~~three~~four chairpersons, the Senate Pro Tempore and the Senate President. The Student Government Association President and advisor, will serve as ex-officio, non-voting members of this committee.
2. The Senate Seat Appointment Committee will present the appointments the following week.

300.4

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, the Freshmen Committee, and the Graduate Student Association President shall be ex-officio non-voting members of the Senate.
- B. Ex-officio members of the Senate shall be privileged with the right to debate in the Senate, except when the Senate, by two-thirds vote, excludes them from debate.

300.5 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/her. The Senate may also call a meeting by a Majority Vote. Additionally, the Senate Pro Tempore may call a meeting of the Senate with a concurrence of the Committee Chairs. The Senate President shall be responsible for notifying Senators of special meetings.

300.6 Senate Meeting Rules and Procedures

- A. Robert's Rules of Order Newly Revised Edition shall be the parliamentary authority for the Senate, except when it conflicts with the Constitution, Student Body Statutes, or Senate rules of procedure.
- B. The Senate President shall preserve order and decorum in the Senate Chamber and, in case of a disturbance or disorderly conduct, may have members or guests removed by the ~~Rules and Statutes Chairperson~~ Senate Pro Tempore.
- C. Any Senator may move to meet as a committee of the whole for the purpose of discussing Senate business informally. A motion to convene as a committee of the whole shall require a Two-Thirds Vote of the Senate. A motion to adjourn such a committee meeting and return to a regular Senate meeting shall require a majority vote of the Senate.
- D. A Senator who wishes to gain the floor shall raise ~~his/her~~ their hand and wait for recognition by the Senate President.
- E. Any Senator recognized by the Senate President shall rise when addressing the Senate and speak in a clear voice. Senators must vote from their assigned seats.
- F. Any Senator or ex-officio member shall have exhausted ~~his/her~~ their right to debate after engaging in debate twice on any piece of legislation.
- G. The gallery may be recognized to speak during announcements or if a Senator yields the floor to them. A member of the gallery should contact a Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.
- H. Any Senator making an amendment to a motion needs to write ~~his or her~~ their amendment on paper and present the amendment to the ~~Rules and Statutes Chairperson~~ Senate Pro Tempore. The ~~Rules and Statutes Chairperson~~ Senate Pro

Tempore will then present the amendment to the Senate President who will then read the amended item in its 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.
- B. The Senate President shall conduct Roll Call Votes on Legislation, Amendments, and Impeachments upon request. Roll call votes will be included in the minutes.

Chapter 301: Senate 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.

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~~301.4 Student Body Statutes~~¶

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~~i. The Senate President shall maintain an updated version of the Student Body Statutes and shall distribute copies to the Senate electronically.~~¶

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~~ii. 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 in coordination with the Senate Pro Tempore and the Secretary of the Senate, as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution. Also see Statutes 304 and 314.

301.6 The Senate President shall preside over removal proceedings unless such proceedings are Senate President removal proceedings in which case the ~~Vice President~~ Senate Pro Tempore 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 conduct bi-weekly meetings of the Senate Leadership,

303.4 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.

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

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

Chapter 304: Senate Leadership

304.1 Senate Pro Tempore

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

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

1. All legislation shall be submitted to the Senate Pro Tempore for review. The Senate Pro Tempore can sign off on legislation and send it to the President of the Senate to put on the agenda for the next Senate meeting, or can call a meeting of the Statutory Review Committee to review before sending to be put on the agenda.
2. There shall be a Statutory Review Committee which will be chaired by the Senate Pro Tempore.
 - i. The membership of the Statutory Review Committee will be comprised of the Senate President, the Senate Pro Tempore, the Secretary of the Senate, and the Chairs of all Senate standing committees.
 - ii. The Statutory Review Committee will meet after installment and before the Semester ends to review the state of the Statutes, gain a full understanding of the responsibilities for each position, and recommend to the Senate Pro Tempore and Secretary of the Senate any legislation for adjustment of operations of the Senate and the Student Government Association as a whole.

- iii. The Statutory Review Committee will also meet when called by the Senate Pro Tempore to review legislation that has been submitted for review.
 3. Proficiency in Robert's Rules of Order and rules of the Senate outlined in these statutes.
 4. Orientation of new Senators in topics addressed in Statute 304.1.B.3.
 5. Enforcement of the attendance policy and recommendation to the Senate President for review of such infractions.
 6. There shall be a rules committee which shall be chaired by the Senate Pro Tempore
 - i. The committee will be comprised of the Senate President, the Senate Pro Tempore, the Secretary of the Senate, and one Senator from each college as appointed by the Senate President.
 - ii. The purpose of this committee shall be to review appeals of absences that are on Senator's records. These appeals must first be submitted to the Senate Pro Tempore. The committee will meet at the Senate Pro Tempore's discretion.
 - iii. The Rules Committee shall not forgive a Senator of more than two unexcused absences during their term.
 7. Preparation of new legislation, especially concerning the function of the Senate.
 8. Chairing the Senate when the Senate President is absent, unable, or otherwise requests for them to do so.
 9. Maintaining open communication between the committee chairs and the Senate President.
 10. Meeting regularly with each of the committee chairs to keep tabs of their running projects and reporting the outcomes of these meetings to the Senate President.
 11. Holding regularly scheduled office hours as set by the President.
- C. The Senate Pro Tempore shall receive a Stipend of \$2,200, which shall be allocated appropriately throughout the course of their term.

304.2

Secretary of the Senate:

- A. There shall be a Secretary of the Senate as appointed by the Senate Pro Tempore and confirmed by a Majority Vote of the Senate.
- B. The Secretary of the Senate shall:
 1. Keep minutes for meetings of the Senate, the Executive Committee, the Statutory Review Committee, and the Rules Committee.
 2. Keep track of attendance for Senate and all committees, and make recommendations to the Pro Tempore for Senator review.
 3. Assist the Senate President with the preparation and distribution of any materials needed for Senate.
 4. Manage and distribute standard formats and number conventions for Bills, Resolutions, Recommendations, Amendments, and any other documents of the Senate.
 5. Keep an accurate roster of all members of SGA.
 6. Ensure that all members of SGA have proper nametags, polos, and button-up shirts.
 7. Student Body Statutes
 - i. The Secretary of the Senate shall work with the Student Government Association Coordinator to maintain an updated version of the Student Body Statutes and shall distribute copies to the Senate electronically.
 - ii. The Statutes shall be updated by being edited and saved to the appropriate electronic filing system to incorporate any changes into the text.

Chapter 304305: Committee Responsibilities

305.1 University Outreach Affairs Committee shall:

- A. Review and make recommendations on student complaints and grievances concerning academic matters.
- B. Review and make recommendations on proposed academic policy changes arising

from the Board of Trustees, the legislature, and other external sources.

- C. Serve as the Distinguished Teaching/Staff Award Search Committee.
- D. Chairperson shall serve as student representative to the University of West Florida Faculty Senate and Academic Council.
- E. Serve as the liaison between Student Government Association, faculty and staff;
~~faculty, staff, and administration.~~
- F. Serve as the sustainability research committee, leading such initiatives as Green Fee.
~~Take concerns brought forward by the Student Outreach Committee and meet with the appropriate faculty, staff, and administration.~~
- G. The University Outreach Affairs Chair shall receive a stipend of \$2,200, which shall be allocated appropriately throughout the course of his/~~her~~ term.

3054.2

Budget and Allocations Committee shall:

- A. Formulate annual budget recommendations for the A&S Fee Fund based on Title XII. Budget and Allocations senators can vote on the budget recommendation made to the senate only if they have attended a majority of the Budget and Allocations Committee budget hearings.
- B. Review requests for funding from the Organizational Grant and Travel Grant Funds and administer said fund according to the guidelines contained in the A&S Fee Manual Grant allocations shall be approved by a Majority Vote of the Budget and Allocations Committee.
- C. Review long range activity projections and needs.
- D. Review Florida law, Board of Trustees, and University Policy pertaining to the generation, allocation, expenditure, and investment of A&S Fee funds.
- E. Upon request, review questions pertaining to financial matters within the State University System.
- F. Upon request, review the existing or proposed University budget and funding priorities contained therein.
- G. The Student Government Association Advisor shall be an ex-officio, non-voting committee member.
- H. The chairperson shall have the option to vote when able to affect the outcome of a vote.

- I. The A&S Fee Manual and all revisions thereof shall be approved by Majority Vote of the Senate and shall serve as the guidelines of A&S Fee allocations.
- J. Review requests for budget amendments and transfers according to the A&S Fee Manual.
- K. Review carryover requests and carry forward ending budget balances.
- L. Administer reserve accounts according to the established guidelines.
- M. Budget and Allocations Committee members shall refrain from debating or voting on any funding request which concerns a student organization or activity in which they are members or have a vested interest. The sole exception to this rule shall be Student Government Association.
- N. All A&S Fee funded organizations, departments, or events must include the "Funded Through SGA" logo on all advertisements, promotional materials, and/or giveaways, and on any items purchased with A&S funds. Exemptions may be granted by the Budget and Allocations Chair.
- O. The Budget and Allocations Chair cannot hold, with the exception of the Student Government Association, an A&S funded position.
- P. The Budget and Allocations Chairperson shall receive a stipend of \$4,000, which shall be allocated appropriately throughout the course of his/her term.

3054.3

Student Outreach Affairs Committee shall:

- A. Facilitate communication between the Student Government Association and the student body through multiple forms of surveying constituents; including but not limited to forums, monthly polls, events, surveys, and online suggestion boxes.
- B. Promote diversity on campus, chiefly by hosting a diversity week each year. 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. Be subject to removal if Senators in the Student Outreach Affairs Committee cannot meet the survey requirements deemed necessary by the Student Outreach

Affairs Chair.

- E. Promote student spirit and Argonaut traditions throughout the year.
- F. Communicate issues raised by students to the Senate Pro Tempore, the Vice President.
- G. Maintain communications with the University of West Florida Athletics Department, coordinating pep rallies and tailgates as is appropriate.
- H. The Student Affairs Committee Chairperson or their designee shall serve as the SGA representative on the Campus Collaboration Board.
- I. The Student Outreach Affairs 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 shall:~~

¶

~~A. Review any legislation that has been referred to them in their committee meetings. The committee shall make recommendations regarding legislation to the Senate by means of report. In addition, all legislation must be reviewed and signed 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 to be put on the agenda. The legislation will then be made available to all Senate members for review twenty-four hours prior to the scheduled Senate meeting.~~

¶

~~B. 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. Be responsible for the orientation of new senators to Robert's Rule of Order and the responsibilities of Senate as a whole.~~

¶

~~D. Review member absences and make recommendations to the Senate President concerning removals.~~

¶

~~E. The Rules and Statutes Chairperson shall preside over Senate meetings in the absence of or at times deemed necessary by the Senate President.~~

¶

~~F. The Rules and Statutes Chairperson shall assist the Senate President in preparation and disbursement of any relevant material or handouts for the Senate.~~

¶

- A. 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.

31009.3 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.

31009.4 Progress Report to Senate

- A. 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 3110: Publication of Senate Notices

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

Chapter 3124: Terms of Office

- 3124.1 Senate members take office upon swearing in.
- 3124.2 Senators shall terminate office at the swearing in of their successors.
- 3124.3 Swearing in of Senators shall occur at the first Senate meeting following the final runoff elections, pending appeal.
- 3124.4 The term of all Senate positions, as defined in Section 200.1H, shall be from spring semester to the following spring semester.

Chapter 3132: Appointments

- 3132.1 Senate appointments shall be permitted and each appointed senator shall be expected to complete the unexpired term of his position.

3132.2 In the event that a vacancy exists, a reasonable effort should be made to fill said seat with a student from the college which has a vacant seat. However, if a student from the college which has a vacant seat is unable to be found, a student from any college may fill the vacant seat.

3132.3 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 3143: Absentee Policy

3143.1 Each senator must attend all Senate and committee meetings on which he or she they serves, as well as, mandatory events.

3143.2 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.

3143.3 An excused absence in regard to mandatory events shall include, but not limited to:

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

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

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

3143.4 An absence may be tallied if senators fail to attend events deemed mandatory. A mandatory event shall be defined as any event that will effectively allow senators to contribute to the vision and goals of the University of West Florida Student Government Association. Before an event is deemed mandatory it shall be discussed and decided upon by the Executive Committee. Senators shall be notified of said events at least two weeks prior to the date the event shall take place.

3143.5 All unexcused absences in regard to mandatory events shall be tallied as a Senate absence.

3143.6 Senators who are absent from 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.

3143.7 The Senate President has the ability to approve or deny any reasoning in regards to 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~~ their decision to the ~~Senate Pro Tempore~~ Secretary of the Senate for ~~his or her~~ their records.

3143.8 Absences shall be tallied as ~~followed~~ follows:

- A. Excused absences for Senate meetings, committee meetings, including mandatory events shall not be assessed.
- B. Unexcused absences for Senate meetings, committee meetings, and mandatory events shall be considered as one (1) full absence.
- C. 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~~ they misses both roll calls, one (1) full absence will be assessed.

3143.9 After two unexcused Senate meeting or committee meeting absences ~~the chair of the Rules and Statutes Committee~~ Secretary of the Senate will notify the senator of their ~~his or her~~ attendance record and the attendance policy.

3143.10 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~~ the Secretary of the Senate will notify the Senate Pro Tempore. The Pro Tempore will contact the Senator, giving them 24 hours to appeal the absence, then the Pro Tempore will recommend the Senate President place the Senator on the agenda for removal.

- A. See Chapter 709.