



The University of West Florida

Student Government Association

Updated Statutes

Legislation: 20-21 Bill #4

Author(s): Statutory Review Committee

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

Ms. Sydney Grant
Senate Pro Tempore

Be it known that Student Government 20-21 Bill #4 is hereby signed on _____.

Pass

Veto

Date

Mr. Jordan Negron
Student Body President

UNIVERSITY OF WEST FLORIDA STUDENT BODY STATUTES

Chapter 101: Definitions

101.41 The term “Student Senate”

Shall include the following:

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

TITLE II: THE EXECUTIVE BRANCH

Chapter 200: Presidential Duties and Authority

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

200.13 The President ~~shall~~ may chair the Executive Committee of the Student Government Association. ~~If the President is not able to chair the Executive Committee, the Vice President shall chair the Executive Committee.~~

200.16 The President shall receive a stipend of ~~\$7,200.00~~ \$7,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 201: Vice Presidential Duties and Authority

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

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

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

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

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

201.076 The Vice President shall not have the option to vote in the case of a tie, or when their vote can change the outcome of the vote. However, if any Senator ~~of~~ or Committee Chair were to serve as ~~Senate Chair~~ Senate President, they shall have the option to vote in the case of a tie or when the vote of the ~~Senate Chair~~ Senate President can affect the outcome.

201.087 The Vice President shall be responsible for enforcing the attendance policy in coordination with the Senate Pro Tempore and the Secretary of the Senate, as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution. Also see Statutes 304 and 314.

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

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

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

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

201.12 The Vice President shall serve as a student representative on the University of West Florida's Historic Trust

201.13 The Vice President shall serve as the ~~Student~~ SGA Representatives on The University of West Florida's Alumni Board of Directors.

201.14 The Vice President shall serve as the ~~student~~ SGA Representative to The University of West Florida Foundation Board.

201.16 The Vice President shall receive a stipend of ~~\$4,800~~ \$5,000.00, which shall be allocated appropriately throughout the course of their term.

Chapter 202: Treasurer Duties and Responsibilities

202.02 The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current record-keeping of

all transactions made. All such records shall be maintained by the ~~Coordinator~~ **Advisor** 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.

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

202.10 The Treasurer shall receive a stipend of ~~\$2,200~~ **\$2,500.00**, which shall be allocated appropriately throughout the course of their term.

Chapter 204: President's Cabinet

204.01 The President's Cabinet shall be composed of:

A. The primary cabinet positions of ~~Chief of Staff, Director of Communications, Director of External Relations, and Director of Diversity Initiatives.~~

- Chief of Staff
- Director of Communications
- Director of External Relations
- Director of Diversity Initiatives

Chapter 205: Chief of Staff

205.01 The Chief of Staff ~~should~~ **may** fill in for the Student Body President ~~or Vice President~~ on University business ~~as-needed~~ **when deemed necessary**.

205.02 ~~The Chief of Staff~~ **oversees** the **following offices**:

- Office of Communications

- Office of External Relations
- Office of Diversity Initiatives

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

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

205.05 The Chief of Staff shall coordinate weekly meetings with the following:

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

~~205.06 Manage Cabinet positions and meetings.~~

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

205.087 The Chief of Staff shall receive a stipend of ~~\$3,000~~ \$3,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 206: Office of Communication

206.01 There shall be an ~~Director of the~~ Office of Communications ~~titled~~ comprised of:

- Director of Communications
- Social Media Specialist
- Graphic Designer.

206.02 The Office of Communications shall:

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

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

media.

C. Maintain internal and external communication.

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

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

206.03 The Director of Communications shall:

K. The Director of Communications shall receive a stipend of ~~\$1700~~ **\$2,000.00**, which shall be allocated appropriately throughout the course of their term.

206.04 The Social Media Specialist shall:

D. The Social Media Specialist shall receive a stipend of \$500.00, which shall be allocated appropriately throughout the course of their term.

206.05 The Graphic Designers shall:

E. The Graphic Designer shall receive a stipend of \$500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 207: Office of External Relations

207.01 There shall be a **Director Office** of External Relations **comprised of:**

- **Governmental Affairs Coordinator**
- **Director of External Affairs**
- **Supervisor of Elections.**

207.03 The Director of External ~~Relations~~ Affairs shall:

F. The Director of External Relations shall receive a stipend of ~~\$1250~~ \$1,500.00, which shall be allocated appropriately throughout the course of their term.

207.04 The Governmental Affairs Coordinator shall:

F. The Governmental Affairs Coordinator shall receive a stipend of \$500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 208: Office of Equity and Diversity

208.02 The Office of Equity and Diversity shall:

G. The Director of Diversity Initiatives shall coordinate and plan a diversity week which shall be hosted once a year in February.

H. The Director of Diversity Initiatives shall receive a stipend of ~~\$1,000~~ \$1,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 209: Assistant to the President

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

209.02 The Assistant to the President shall:

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

Chapter 210: Assistant to the Vice President

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

President.

TITLE III: THE LEGISLATIVE BRANCH

Chapter 300: The Senate

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

300.02 Structure of the Senate

D. Senators:

1. Senators shall be elected by college during the Student Body Elections.
2. The Student Senate shall be organized by the membership of three Senate Committees:
 - a) University Affairs
 - b) Budget and Allocations
 - c) Student Affairs.
3. **Senators shall complete orientation course that contains resources regarding senate procedurals and senators capabilities provided by Senate Pro Tempore before the Fall semester**

300.03 Organization of Committees

A. Chairperson**s** 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 **who will be chosen by the first senate of the fall semester**. Any senator is eligible to run for chairperson.

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

300.04 Ex-officio Membership

A. The Student Body President, the Student Body Vice President, and the President's Cabinet (**see Chapter 204**)

300.05 Calling of Senate Meetings

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

300.06 Senate Meeting Rules and Procedures

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

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

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

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

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

300.07 Voting

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

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

Chapter 301: Senate Duties & Responsibilities

301.06 Senators shall receive a ~~nametag, embroidered polo shirt or an embroidered button-down shirt uniform~~ at the discretion of the Director of Communications.

Chapter 302: Senate Leadership

302. 01 Senate Pro Tempore

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

1. All legislation shall be submitted to the Senate Pro Tempore **a week prior to senate** 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 **it** 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 **following**:

- **Senate Pro Tempore**
- **Vice President**
- **Secretary of the Senate**
- **University Affairs Chair**
- **Student Affairs Chair**
- **Budget and Allocations Chair**
- **Senator Appointed by the Senate**

6. There shall be a ~~rules committee~~ **Rules and Statutes Committee** which shall be chaired by the Senate Pro Tempore.

i. The committee will be comprised of ~~the Vice President,~~ **the following**:

- **Senate Pro Tempore**
- **Secretary of the Senate**
- **one Senator from each college as selected by the Senators of each college by acclamation.**
- **The Vice President shall serve as an ex-officio member**

ii. The purpose of this committee shall be to review appeals

of absences that are on Senator's records. These appeals must first be submitted to the Senate Pro Tempore. The committee will meet at the Senate Pro Tempore's discretion.

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

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

C. The Senate Pro Tempore shall receive a stipend of ~~\$2,500~~ **\$3,000.00** which shall be allocated appropriately throughout the course of their term.

302.02 Secretary of the Senate

B. The Secretary of the Senate shall:

1. Keep minutes for meetings of the Senate, the Executive Committee, the Statutory Review Committee, and the Rules **and Statutes** Committee.
2. Keep track of attendance for **the** Senate and all committees, and make recommendations to the **Senate** Pro Tempore for Senator review.
3. Assist the Vice President with the preparation and distribution of any materials needed for **the** Senate.
6. Ensure that all members of SGA have **correct SGA uniforms**.

7. Student Body Statutes

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

C. The Secretary of the Senate shall receive a stipend of ~~\$500~~ \$1,000.00, which shall be allocated appropriately throughout the course of their term.

Chapter 303: Committee Responsibilities

303.01 University Affairs Committee shall:

G. The University Affairs Chair shall receive a stipend of ~~\$2,200~~ \$2,500.00, which shall be allocated appropriately throughout the course of their term.

303.03 Student Affairs Committee shall:

~~G. The Student Affairs Committee Chairperson or their designee shall serve as the SGA representative on the Campus Collaboration Board.~~

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

H. The Student ~~Outreach Affairs~~ Committee Chairperson shall receive a stipend of ~~\$2,200~~ \$2,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 304: Chairperson Responsibilities

304.08 Chairpersons will be responsible for presenting committee and attendance reports to **Senate Pro Tempore and Secretary of the Senate**. ~~at weekly Senate meeting.~~

Chapter 305: Vice-Chairperson Responsibilities

305.05 The Budgets & Allocations Committee Vice-Chairperson shall receive a stipend of \$1,000.00, which shall be allocated appropriately throughout the course of their term. ~~This stipend will not take effect until the start of fiscal year 2019-2020~~

305.06 The University Outreach Committee Vice-Chairperson shall receive a stipend of ~~\$750.00~~ \$1,00.00, which shall be allocated appropriately throughout the course of their term. ~~This stipend will not take effect until the start of fiscal year 2019-2020.~~

305.07 The Student ~~Outreach Affairs~~ Committee Vice-Chairperson shall receive a stipend of ~~\$750.00~~ \$1,00.00, which shall be allocated appropriately throughout the course of their term. ~~This stipend will not take effect until the start of fiscal year 2019-2020.~~

Chapter 307: Submission of Legislation

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

307.03 The Vice President must post a current projected agenda for each Senate meeting. The agenda shall be ~~posted on the wall outside the Student Government Association office~~ emailed to every voting member within the Senate. All bills, resolutions, and recommendations shall include the number of each piece of legislation, its author(s), and a brief summary of its content. All appointments and nominations for all Student Government Association offices shall include the name of the appointee/ nominee and the position to which they aspire. This agenda must be posted at least

twenty-four hours prior to the meeting which it outlines, and it must be updated regularly to include all submitted agenda items.

Chapter 312: Absentee Policy

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

TITLE IV: THE STUDENT BODY ELECTION CODE

Chapter 408: Campaign Expenses, Contribution, and Expense Infractions

408.02 Expense Statements

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

Chapter 409: Regulations of Campaigning

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

409.05 Materials disseminated in residence halls and the Village Apartments must be submitted to the Office of Housing prior to being received by residents. All literature must be in accordance with housing regulations. Residents in the ~~dorms~~ residence halls may post materials on their own ~~dorm~~ room door only.

409.06 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 campaigning ~~sheets~~ items which may be strung between trees provided they are in accordance with stipulations set by the Student Involvement Office. Writing on sidewalks only with chalk shall be allowed as a form of publicity. It is prohibited to place materials on top of materials that are already posted. Removal of any material other than your own is not allowed. All material used in campaigning must be removed two days after the election.

TITLE V: ADDENDUMS

ADDENDUM A: Distinguished Teaching Award

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

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

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

Distinguished Teaching Award.

- C. Faculty members who are selected to receive the Distinguished Teaching Award will be awarded a stipend approved by the University ~~Outreach Affairs~~ Committee from the Student Government Association budget. This stipend is only to be used for academic purposes such as research, in-class materials, academic trips, and any other academic related expenditures.
- D. Faculty members may only receive the award once every three years. When a faculty member receives the award for a third time, he/she will be automatically inducted into the Distinguished Teaching Hall of Fame, and will no longer be eligible for the Distinguished Teaching Award.
- E. The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University ~~Outreach Affairs~~ Committee:
2. After eligibility has been determined, the University ~~Outreach Affairs~~ Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor's classroom schedule so the University ~~Outreach Affairs~~ Committee may proceed with informal surveys.
- F. The University ~~Outreach Affairs~~ Committee shall keep the appropriate administrator aware of all steps the committee is making.
- G. Any nominee who fails to submit any information requested by the University ~~Outreach Affairs~~ Committee at any time during the process shall be disqualified.
- H. At least one University ~~Outreach Affairs~~ Committee members must disseminate the informal survey during an actual class period. The committee members may not visit the classes at the same time, unless there are unusual circumstances.

I. No University Outreach Affairs Committee member may disseminate the informal survey if that committee member has had, or is currently in, that nominee's courses.

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

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

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

P. After all interviews and student evaluation forms have been considered, the University Outreach Affairs Committee shall submit a list of the finalists in resolution form for final approval by the Senate.

CRITERIA FOR DISTINGUISHED TEACHING AWARD

Part One: Nominations and Informal Surveys

A. Accessibility to Students

B. Classroom Productivity

C. General Approach to Teaching

D. General Attitude

E. Impressions and Input of the University Outreach Affairs Committee

F. Response to informal surveys

***After computer nominations are installed:

G. Number of Nominees

Part Two: Student Evaluations and Interviews

A. Accessibility to Students

B. General Approach to Teaching

C. General Attitude of the Instructor

D. Impressions and Input of the University Outreach Affairs Committee

E. Instructor Fairness

F. Response to Interview Questions

G. Response to informal surveys

ADDENDUM B: Distinguished Staff Award

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

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

B. The Distinguished Staff Award recipients shall be chosen from the

results of the following three steps conducted by the University Outreach Affairs Committee:

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

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

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

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

I. Based upon the nominations and letters of recommendation, if any, the University Outreach Affairs Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Outreach Affairs Committee and then deliberation by the University Outreach Affairs Committee for the recipient of the award will occur.

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

M. After all interviews have been considered, the University Outreach Affairs Committee shall submit a list of the finalists in resolution form for final approval by the Senate.

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

P. The chairperson shall be required to record all actions the University ~~Outreach-Affair~~ 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 Affairs~~ Committee
- E. Quality of service to prospects in the work environment

***After computer nominations are installed:

- F. Number of Nominees

Part Two: Letters of Recommendation and Interviews

- A. Evaluation of Letters of Recommendation, if any were provided
- B. Response to Interview Questions
- C. Impressions and Input of the University ~~Outreach Affairs~~ Committee

TITLE VIII: FRESHMAN COMMITTEE

Chapter 800: Structure

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

Chapter 801: Freshman Committee Responsibilities

801.01 The Freshman Committee members shall be selected from the ~~current Freshman Class~~ ~~First-time in college students~~, as a committee of the Student Government Association of the University of West Florida.

~~801.06 The Freshman Committee shall be responsible for coordinating at least one project per semester on behalf of the Student Government Association.~~

Chapter 803: Duties of the Freshman Committee Chair

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

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

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

Chapter 804: Freshman Committee Selection and Appointment

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

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

Chapter 807: Vacancies

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

TITLE IX: EMERALD COAST BRANCH STUDENT GOVERNMENT ASSOCIATION

Chapter 902: Emerald Coast Chief of Staff

902.03 The Emerald Coast ~~Chief of Staff~~ shall receive a stipend of ~~\$300.00- \$600.00~~, which shall be allocated appropriately throughout the course of their term.

Chapter 903: Emerald Coast Campus Manager

903.02 The Emerald Coast ~~Campus Manager~~ shall receive a stipend of ~~\$300.00 \$600.00~~, which shall be allocated appropriately throughout the course of their term.

Chapter 904: Structure of the Emerald Coast Senate

904.03 There shall ~~be one a~~ 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~~ the rights of a senator and voting privileges. ~~He or she~~ Emerald Coast Senate Pro Tempore shall be appointed by the Emerald Coast Senate President by the third meeting of the summer semester.

904.07 Quorum

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

Chapter 905: Emerald Coast Senate Responsibilities

905.01 Emerald Coast Senator Responsibilities

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

~~A.~~ B. Shall preside over Emerald Coast Senate meetings.

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

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

~~D.~~ E. 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.~~ F. Shall be responsible for posting all Emerald Coast Senate

meeting minutes.

~~F. G.~~ Shall be responsible for enforcing the attendance policy as stated in Article IV Section 3 Number 8 of the Student Government Association Constitution. ~~G. H.~~ Shall preside over removal proceedings unless such proceedings are for the Emerald Coast Senate President in which case the Emerald Coast Governor shall preside.

Chapter 907: Legislation

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

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

B. Whenever a question is raised, each Emerald Coast Senator must vote ~~"yes"~~ "aye" or ~~"no"~~ "nay". or officially abstain from voting.

TITLE XI: MEETING TRANSPARENCY

Chapter 1100: Meeting Regulations

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

TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1202: Awarding of the Activity and Service Fee

1202.01 At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to Registered Student Organizations (RSOs), Sports Club Council, Departments, and other similar entities on a yearly basis during the spring budget process. However, some money is set aside in the following accounts (which will be referred to collectively as 'Interim Accounts') for awards throughout the year by the Budget and Allocations Committee. **The Interim Accounts shall be as followed:**

- A. Project Grants
- B. Travel Grants

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

September

An ~~e-mail~~ email will be sent to RSOs and Small Departments awarded an annual budget reminding them to review the A&S Manual and review procedures for spending funds.

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

January/February

The Budget and Allocations Committee will hold budget hearings.

March

April

June

1202.03 Only RSOs that are “active” as defined by the Student Involvement website may submit a budget request for an Annual Budget and are eligible to The Budget and Allocations Committee will present to Senate. Following approval by Senate, the bill will be presented to the Student Body President and then the University President for signing.

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

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

receive an Annual Budget. If an RSO is awarded an Annual Budget and becomes “inactive” as defined by Student Involvement website, the awarded funds may be swept into the main A&S Fee non-recurring account.

1202.06 A&S Non-Recurring Funds

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

1202.07 Statement on Reserve Spending

- A. Spending from the A&S Reserve account (120083) shall be initiated by the President and Treasurer and approved by the Budget and Allocations Chairperson. The Budget and Allocations Chairperson shall inform the Senate of all approved requests.

1202.078 The Budget and Allocations Committee has the right to add stipulations on all

A&S funded accounts.

Chapter 1203: Usage of the Activity and Service Fee

1203.01 Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget **and in accordance with the university's current spending policy and procedures.**

Chapter 1204: Interim Accounts

1204.01 Request and Approval Process:

- ~~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.~~ All requests are heard in order of submission, which may impact the timing of access to funding.
- The person submitting the request has the duty of ensuring his or her request is complete.
- ~~A request is complete when both the form is fully submitted with all requirements and an appointment is scheduled.~~
- The organization's president or account administrator of the individual will be notified of the Budget and Allocations Committee's decision within three business days after the decision is made. The president or account administrator must then make arrangements with the proper university official to access the funds.
- The receipt of prior funding from any of the interim accounts is not a guarantee of future funding.

1204.02 Project Grants:

- Active RSOs and departments not funded through the yearly budget process are

eligible to receive project grants. Project grants are to be used for one-time activities that promote the mission of the organization and/or enhance University-wide student programming.

- A&S Fee funded entities, as well as individual members or small groups belonging to those entities, whose requests are related in any way to the business of said entity, shall be ineligible to receive funding from this account.
- Organizations shall receive no more than three grants per fiscal year, I not to exceed \$700.00 for the fiscal year.
- Grant requests must explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.
- ~~An organization must be active according to UGSI to receive funds from this account.~~
- Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.
- Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.03 Travel Grants:

- Undergraduate and graduate students who are travelling or **attending virtual experiences** to advance their educational experience in their area of study or interest are eligible to receive funding from this account.

- Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.
- Students may receive a maximum of \$700 per fiscal year. Groups of three students or more travelling for the same purpose may receive a maximum of \$2,000 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of \$2,000 per fiscal year.
- Students applying for assistance must first gain approval from the department chair and/or faculty/staff advisor.
- Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individuals' academic career and the University.
- No funding will be awarded from this account to pay for food.
- 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.
- Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.04 Budget Transfers:

- All budget amendments and transfers must be approved by the Budget and Allocations Chair.
- ~~JEs~~ JEs moving money FROM an A&S account must be approved by the ~~Budget Chair~~ Budget and Allocations Chair before submitting for processing.
- Any changes made to the A&S Fee salary index will need to be presented to the SGA President and the Budget Chair. The ~~Budget Chair~~ Budget and Allocations Chair will vet proposed changes through the Budget Committee for comments, questions, and final decision on the proposed change(s).