

University of South Florida Saint Petersburg

Student Government Statutes

Title 1

Definitions, Amendments to, and Compliance with the Student Government Statutes

Chapter 100

System of Student Government Statutes

100.1 The following shall be the system of the Student Government Statutes.

100.2 Student Government Statutes shall be divided into titles, each dealing with related and similar topics. Each title shall be composed of numerically designated chapters, each dealing with a specific topic. The current table of contents is as follows:

Title 1: Definitions, Amendments to, and Compliance with the Student Government Statutes

Chapter 100: Definitions of Terms in the Student Government Statutes

Chapter 101: System of Student Government Statutes

Chapter 102: Amendments to the Student Government Statutes

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Title 2: Membership, Powers, and Purpose of Student Government

Chapter 200: Oath of Office

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Chapter 309: Executive Branch Employment Policy and Procedure

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Chapter 400: Legislative Branch Composition and Authority

Chapter 401: Senator Code of Ethics

Chapter 402: General Requirements

Chapter 403: Officers of the Senate

Chapter 404: Order of Succession

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Chapter 406: Summer Sessions

Chapter 407: Confirmations

Chapter 408: Alternate Senators

Chapter 409: Senate Ad-Hoc Committees

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Chapter 500: Judicial Branch Composition and Authority

Chapter 501: Duties and Responsibilities of the Supreme Court

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Chapter 600: Judicial, Executive and Legislative Commission

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Title 7: Election Code

Chapter 700: Definitions of Terms for Student Government Elections

Chapter 701: General Requirements and Regulations for Student Body Presidential/Vice Presidential Candidacy in the General Election

Chapter 702: General Requirements and Regulations for Senatorial Candidacy in the General Election

Chapter 703: General Requirements and Regulations for Senatorial Candidacy in the Midterm Election

Chapter 704: Election Rules Commission

Chapter 705: General Elections and the Student Government Supreme Court

Chapter 706: Special Elections

Title 8: Finance Code

Chapter 800: Activity and Service Fee Monies

Chapter 801: Activity and Service Fee General Regulations and Guidelines

Chapter 802: Funding Eligibility

Chapter 803: The Application and Funding Procedure

Chapter 804: Activity and Service Proviso Language

Chapter 805: Activity and Service Fee Interim Funding

Chapter 806: Executive Branch Budget

Chapter 807: Student Government Signature Events

Title 9: Student Government Agencies and Departments

Chapter 900: Agency Creation

- 100.3 Each chapter shall be subdivided by means of a decimal system. For example, Chapter 100 may be subdivided into sections such as 100.1, 100.2, et cetera; and each section subdivided such as 100.1.1, 100.1.2, etcetera; and each section subdivided such as 100.1.1.1, 100.1.1.2, et cetera.
- 100.4 There shall be an official book of codification of all Statutes compiled, maintained, and kept up to date by the Senate President Pro Tempore. There shall also be a copy of the codification located on the Student Government website.
- 100.4.1 At the end of a legislative term, the official codification of that term shall be stored in the Senate office to be used for reference purposes only.
- 100.5 No Statute shall conflict with the United States Constitution and Laws, the State of Florida Constitution, University of South Florida St Petersburg Rules, Policies & Procedures, and Laws, and/or the Student Government Constitution.
- 100.6 Each chapter shall have printed with it a history giving the legislative term and bill number in which it was amended. For example, if Chapter 101 was amended in the 46th term with Bill 122, the bottom of Chapter 101 shall read "46-122" as part of the chapter history.
- 100.7 All legislation and resolutions presented to the Senate or to the Senate Committee on Legislative Affairs shall be retained and archived at the end of each legislative term.

Chapter 101

Definitions of Terms in the Student Government Statutes

- 101.1 When a Senate bill introduces new terminology to the Statutes, appropriate definitions shall be attached to the Senate bill. Once the Senate bill passes, any definitions shall be added alphabetically to the section below.
- 101.2 **Abeyance Account:** The abeyance account is an account which Student Government reserves a specified amount of A&S fess each fiscal year. This account is only to be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the Student Body President.
- 101.3 **Abuse of Power:** The use of one's power to coerce or unjustifiably influence any fellow member of Student Government.

- 101.4 **Ad-Hoc Committee:** A Senate Committee not established in the Senate Rules of Procedure, which is created by the Senate President for a specific purpose, after which it shall be dissolved, and which may be comprised of both Senators and other students.
- 101.5 **Agency:** An organization that receives its operating revenue directly from allocation within the Activity and Service Fee budget and whose duties, composition, and responsibilities are outlined in Statute. An agency shall provide direct service to the student body.
- 101.6 **Alternate Senator:** A Senator that temporarily serves in place of an elected Senator who is not serving during any of the Summer semesters.
- 101.7 **Articles of Impeachment:** An instrument which, in cases of impeachment, is used, and performs the same purpose as an indictment in a common criminal case. These articles do not usually pursue the strict form and accuracy of an indictment. They are sometimes quite general in the form of the allegations, but always contain, or ought to contain, so much certainty, as to enable the party to put himself on the proper defense, and in case of an acquittal, to avail himself of it, as a bar to another impeachment.
- 101.8 **University Board of Trustees:** The public stewards of matters of the University of South Florida.
- 101.9 **Budget Authority:** The ability granted by the Student Senate to an entity to spend Activity and Service Fee cash within a set of defined categories.
- 101.10 **Bureau:** An entity of Student Government that is professionally staffed by Student Affairs personnel, and is accountable to the Division of Student Affairs but governed by Student Government Statutes.
- 101.11 **Candidate for Student Government Office:** Any person running or applying to become a Student Government Officer.
- 101.12 **Coercion:** The use of force or threats to compel a person to commit an act.
- 101.13 **Department:** An entity of the Executive Branch that assists the President and Vice President in the execution of their duties, initiatives and projects. A department shall report directly to the President and Vice President through the Executive Cabinet.
- 101.14 **Division of Student Affairs and Enrollment Services:** The corporate division of the university comprised of Enrollment Services, Student Life & Engagement, Student Services and Student Achievement. Student Government's professional workers are a part of Student Affairs and Enrollment Services.
- 101.15 **Employee of Student Government:** Any person receiving remuneration from Student Government accounts who is not a Student Government Officer.
- 101.16 **Executive Administrative Code:** The Executive Administrative Code (Executive Rules of Procedure) shall serve to detail the internal procedures and policies of the Executive Branch and shall not conflict with the Student Government Constitution and Statutes. This document shall be authored and adopted by the Executive Branch and shall not be attached with the Student Government Constitution and Statutes.
- 101.17 **Executive Appointees:** Any appointment made by the Student Body President for purposes of serving on or in conjunction with the Executive Branch.
- 101.18 **Executive Cabinet of the President:** The entity to which all Executive Departments shall report to. The Executive Cabinet shall report directly to the Student Body President.

- 101.19 **Executive Office of the President**: An entity that directly reports to the Student Body President. Executive Offices of the President shall assist the President and Vice President with direct support, budget and finance, direct management of the Executive Branch, and anything necessary prescribed to it by the President and Vice President.
- 101.20 **Executive Order**: A written edict or proclamation from the Student Body President, that establishes or enacts the following: policies, taskforces, departments, offices, or commissions; enforces Statutes or Constitutional provisions; and/or carries out any other acts that are necessary and proper for the Student Body President to carry out his or her duties as prescribed in the Student Body Constitution and Statutes. Executive orders are considered binding and standing unless reversed by the Student Body President, explicitly stated to have an expiration date within the written document or overturned by the Student Supreme Court.
- 101.21 **Ex-Officio**: Any person that is a member of a collegial body by virtue of their position. Ex-officio members are non-voting.
- 101.22 **Faculty Senate**: The collegial representative body of faculty that represents issues of concern before the administration of the university.
- 101.23 **Fee Increase Committee**: The student half of the committee required by state law to raise the Athletics Fee, Health Fee, and/or the Activity and Service Fee.
- 101.24 **Financial Officer**: An individual of an A&S funded entity who is directly responsible and accountable for the respective entity's budget, transactions and financial operations.
- 101.25 **Fiscal Irresponsibility**: The propensity of any A&S funded entity to abuse and misuse A&S monies.
- 101.26 **Florida Law**: Any Statute, Executive Order, Injunction, or otherwise officially recognized legal standing issued from the State of Florida.
- 101.27 **Incompetence**: Lack of qualification, inadequate qualification, or lack of the qualities necessary to fulfill the duties of a position.
- 101.28 **Judicial Capacity**: Of or related to the duties of the Student Government Supreme Court as outlined in Title 5.
- 101.29 **Judicial Ethics Act**: The code establishing standards of conduct for Supreme Court Justices on and off of the bench.
- 101.30 **Judicial Recusal**: The removing of oneself from a Supreme Court proceeding due to a conflict of interest with the pending matter.
- 101.31 **Judicial Review Committee**: A committee called subsequent to impeachment of a justice as outlined in Chapter 209.
- 101.32 **Judicial, Senate, and Executive Commission (JEL Commission)**: A commission comprised of the Student Body President, Student Body Vice-President, Senate President, Senate President Pro Tempore, Chief Justice of the Supreme Court, Ranking Justice of the Supreme Court, CFO serving ex-officio and one advisor serving ex-officio.

- 101.33 **Majority Vote:** A majority vote shall be defined as a vote of greater than fifty (50) percent of those present at a meeting who have voting rights.
- 101.34 **Malfeasance:** Commission of a wrongful or unlawful act involving or affecting the performance of one's duties.
- 101.35 **Malfeasance:** Commission of a wrongful or unlawful act involving or affecting the performance of one's duties.
- 101.36 **Misfeasance:** Performance of a lawful action in an illegal or improper manner or with an improper or corrupt motive.
- 101.37 **Nonfeasance:** Failure to perform an act that is either an official duty or a legal requirement.
- 101.38 **Nonpublic Information:** Information that would be considered confidential under Florida Law.
- 101.39 **Pecuniary:** Consisting of or given or exacted in money or monetary payments
- 101.40 **Pointed Out:** When a Senator or SG candidate is automatically removed from the Senate or an election based on the accumulation of the maximum allowed points.
- 101.41 **Regular Amendment:** A proposed amendment to Statutes or Senate ROP that involves only one title and one chapter of that title, except in the manner of a name change, then it may concern all appropriate titles. Such an amendment shall require one (1) reading before the Senate.
- 101.42 **Select Committee:** A Senate Committee, created by a majority vote of the Senate for a specific task, after which it shall be dissolved, and on which any Senator is eligible to serve.
- 101.43 **Senate Rules of Procedure:** The Rules of Procedure (ROP) of the Senate shall be a separate document of the Student Government Statutes, to be amended by the same procedure as the Student Government Statutes, with the exception that the ROP are not subject to Executive veto. The Senate ROP shall serve to detail internal procedures and policies of the Senate and shall not conflict with the Student Government Constitution and Statutes. Senators must follow the Senate Rules of Procedure.
- 101.44 **Special Amendment:** A proposed amendment to Statutes or Senate ROP that involves more than one title and/or more than one chapter of one title. Such an amendment shall require one (1) readings before the Senate.
- 101.45 **Spring Commencement:** The matriculation ceremony conducted at the end of the Spring semester.
- 101.46 **Standard Operating Procedure (SOP):** An unofficial guide detailing the inner workings of a Student Government entity.
- 101.47 **Standing Committee:** A Senate Committee established in the Senate Rules of Procedure.
- 101.48 **Student Body:** All enrolled students of the University of South Florida St. Petersburg.
- 101.49 **Student Counselors:** Students representing other students before the Student Government Supreme Court.

- 101.50 **Student Government Meeting:** Any gathering, whether formal or informal, which shall be subject to Florida Sunshine Laws.
- 101.51 **Student Government Officer:** Any member of the Student Government who is elected by the Student Body or confirmed by the Senate.
- 101.52 **Student Government Records:** All material, regardless of physical form or characteristics, made or received pursuant to law or in connection with transaction of official business by any committee, agency, or branch of Student Government
- 101.53 **Student Representative:** Any student appointed by the Student Body President to serve on a University Wide Committee.
- 101.54 **Supermajority Vote:** A supermajority vote shall be defined as a vote greater than or equal to two-thirds (2/3) of those present at a meeting who have voting rights.
- 101.55 **Term:** A year of Student Government business which shall directly correspond with the University academic year. A Student Government Term shall begin at midnight on the Monday after Spring Commencement and end corresponding to the termination of the Spring Commencement ceremonies.
- 101.56 **USF Student Code of Conduct:** The code of rules and regulations generated by the University Board of Trustees for how students should conduct themselves while enrolled as a USF student.
- 101.57 **University Regulations and Policy:** Any set code or policy generated by the University Board of Trustees, President or Regional Chancellor.
- 101.58 **University-wide Committee:** A committee established by University Policy as a University-wide committee.
- 101.59 **Vote of Reconsideration:** A vote held in order to reassess any prior vote conducted within the current legislative term.
- 101.60 **Writ of Mandamus:** An order by the Supreme Court to force a Student Government Officer to perform his or her duties as outlined in Statutes.
- 101.61 **Yearly Budget Allocation:** The annual A&S budgetary authority a bureau, agency, office or department receives for its operations.

Chapter 102

Amendments to the Student Government Statutes

- 102.1 All Student Government Statutes may be amended.
- 101.1 A proposed Statute or Senate Rules of Procedure (“ROP”) amendment shall be termed a Regular Amendment if it involves only one title and one chapter of that title, except in the manner of a name change, in which case it may concern all appropriate titles. Such an amendment shall require one (1) reading before the Senate.

- 101.2 A proposed Statute or Senate ROP amendment shall be termed a Special Amendment if it involves more than one title and/or more than one chapter of one title. Such an amendment shall require one (1) reading before the Senate.
- 101.3 All amendments to the Student Government Statutes shall take immediate effect upon approval of the Student Body President or upon a successful override of a presidential veto.

Chapter 103

Compliance with the Student Government Statutes

- 102.1 All Student Government Officers shall comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may be considered as cause for impeachment in accordance with the Student Government Constitution.
- 102.2 All students serving in any capacity within Student Government must comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may subject that student to removal from their position in accordance with the Student Government Constitution and Statutes.
- 102.3 When a conflict between Statutes is encountered, the most recently amended Statute shall take precedence.

Title 2

Membership, Powers and Purpose of the Student Government

Chapter 200

Oath of Office

- 200.1 All Student Government Officers shall be required to take the Oath of Office as outlined in the Constitution.
- 200.2 No Student Government Officer shall be required to take any oath which would violate any personally held convictions.

Chapter 201

Student Government and the State of Florida Sunshine Laws

- 201.1 A Student Government meeting shall be defined as any gathering, whether formal or informal, of more than two members of the same committee, agency, or branch, to discuss some matter on which foreseeable action will be taken.
- 201.2 In accordance with the State of Florida's Sunshine Laws, all Student Government meetings must fulfill three (3) requirements:
- 201.2.1 All Student Government meetings shall be open to the public
 - 201.2.2 Reasonable notice of such meetings must be given
 - 201.2.3 Minutes of meetings must be taken, archived, and available to the public
- 201.3 All Student Government meetings shall be held on campus with the exception of meetings with an organization or individual separate from Student Government which require the meeting be held elsewhere.
- 201.4 Student Government Supreme Court deliberations, Judicial Review Committee deliberations, and Impeachment Committee deliberations shall not be open to the public. Similar exceptions shall be made consistent with Florida Sunshine Laws.
- 201.5 Student Government records shall be defined as all material, regardless of physical form or characteristics, made or received pursuant to law or in connection with transaction of official business by any committee, agency, or branch of Student Government.

- 201.6 All Student Government records shall be open to public inspection.
- 201.7 Personnel records are open to inspection unless exempted by Florida Law.
- 201.8 The Student Government Supreme Court shall have the power to issue a Writ of Mandamus to enforce the purposes of this chapter.

Chapter 202

Order of Succession

- 202.1 Should a vacancy occur in the office of the Student Body President, the Student Body Vice President shall assume the role of President.
- 202.2 After assuming the role of President, the new Student Body President shall appoint a new Student Body Vice President who shall be confirmed by Senate prior to taking office.
- 202.3 If the office of the Student Body Vice President is vacant at the time the office of the Student Body President becomes vacant, the following positions are the order of succession in Student Government:
- 202.3.1 Senate President
- 202.3.2 Senate President Pro Tempore

Chapter 203

Student Government Remuneration Policies

- 203.1 Student Government Officers or employees must be University of South Florida St. Petersburg students with the exception of those outlined in Statutes.
- 203.2 No Student Government Officer or Employee shall be remunerated unless so established in the current operating budget, or in an amended budget, and all employment paperwork has been approved prior to commencing work.
- 203.3 Student Government Officers and Employees shall be remunerated as established in their respective budgets.

Chapter 204

Student Government Anti-Discrimination Policy

- 204.1** Discrimination shall be defined as the differential treatment of a student solely on the basis of race, creed, color, religion, gender, age, sexual orientation, national origin, parental status, disability, or any combination thereof.
- 204.2** No Student Government Officer, employee, or Activity and Service Fee Funded entity shall practice discrimination as defined in this Statute.
- 204.3** Any Student Government Officer, Employee, or Activity and Service Fee Funded entity who practices discrimination shall be referred to the appropriate University authorities.
- 204.4** If such authorities deem that an act of discrimination has occurred, such findings shall serve as immediate grounds for the appropriate statutory corrective actions.

Chapter 205

Student Government Code of Ethics

- 205.1** Legislative intent and declaration of policy:
- 205.1.1** It is essential to the proper conduct of Student Government that its officers and employees be independent and impartial. Student Government Officers and employees hold their positions for the benefit of the Student Body. Such officers and employees are bound to observe in their official acts, the highest standards of ethics consistent with Statutes.
- 205.1.2** It is the intent of this chapter to protect the integrity of Student Government by prescribing restrictions against conflicts of interest and unethical practices.
- 205.2** No officer or employee of Student Government shall:
- 205.2.1** Take advantage of the official capacity of their office for their own personal gain or advantage, including any act beneficial to any person in whose welfare he or she is interested.
- 205.2.2** Participate in any private business or professional activity in which they have any direct or indirect financial interest which would place that person in conflict between that interest and the public interests of the student body.
- 205.2.3** Participate in any malicious act.
- 205.2.4** Use or allow the use of Student Government property, facilities, vehicles, or personnel of any kind for any purpose other than Student Government business.

205.2.5 Be involved in any agreement to accept a bribe.

205.2.6 Advise, aid, procure, or in any way induce another to act in violation of the Student Body Constitution, Student Government Statutes, or otherwise specified Student Government policy, or the University's Student Code of Conduct.

205.3 Violations of criminal law or liability under civil law:

205.3.1 No officer or employee of Student Government shall be convicted by a Supreme Court of competent jurisdiction of a felony or misdemeanor related to the duties of his or her office.

205.3.2 For the purposes of this chapter, a conviction or civil finding of liability must be for an act occurring during the officer or employee's current term of office or during their official campaign period for that member's office as defined by Student Government Statutes.

205.3.3 A violation under this chapter may be grounds for impeachment, suspension, removal from office, dismissal from employment, or public censure.

205.4 If at any time before the duration in which the investigation, suspension, and/or removal from office is sought, the member in question resigns, all procedures shall cease and the position shall be filled in a manner outlined in the Student Government Constitution and/or Statutes.

205.5 Any resignation submitted in the procedure of removal from office and/or suspension from office shall be irrevocable.

205.6 Such resignation shall not terminate proceedings by other official entities of the University, officials of federal, state, and/or municipalities, and/or other legal proceedings.

205.7 Environmental stewardship and leadership policy:

205.7.1 It is the prerogative of Student Government to show leadership as it relates to environmental stewardship.

205.7.2 All records kept within Student Government that can be copied to digital format shall be saved in the S-drive and recycled when possible, such that the Student Government uses as little paper for record-keeping as possible.

205.7.3 All Student Government sponsored functions will use recycled materials where possible, conserve energy and water where possible, and produce as little non-recyclable waste as possible.

Chapter 206

Censure Resolutions

206.1 All Student Government Officers shall be subject to the censure policy set herein.

206.2 Censure shall be defined as a resolution passed by the Senate in lieu of impeachment. It is a written reprimand given to an official whose actions may have warranted impeachment, but the Senate felt

impeachment or removal from office was not necessary.

- 206.3** Student Government officers can be censured for one or more of the following offenses:
- 206.3.1** Malfeasance
 - 206.3.2** Misfeasance
 - 206.3.3** Nonfeasance
 - 206.3.4** Incompetence
 - 206.3.5** Abuse of Power.
- 206.4** Two Senators are required to sponsor a Censure Resolution and must submit it to the Senate President Pro Tempore. The resolution shall be brought forth within three (3) months of the offense warranting censure.
- 206.5** The resolution shall be heard at the next regularly scheduled Senate session. The Student Government Officer being brought up for a censure shall be given speaking rights after the Senators who made the resolution have spoken. A simple majority vote is required in order for the censure resolution to pass. Should the same offense be repeated, after the passing of the censure resolution, the Senate shall conduct impeachment proceedings.
- 206.6** Any Student Government Officer who receives three (3) or more resolutions of censure for separate actions within their term shall be subject to impeachment proceedings.

Chapter 207

Grounds for Removal from Office

- 207.1** All Student Government Officers shall be subject to the requirements set herein.
- 207.2** Student Government Officers may only be removed from office for the following:
- 207.2.1** Malfeasance
 - 207.2.2** Misfeasance
 - 207.2.3** Nonfeasance
 - 207.2.4** Incompetence
 - 207.2.5** Abuse of Power
- 207.3** All Student Government Officers shall be subject to removal from office in any recall election voted upon by the Student Body in Title 7 of Statutes.

Chapter 208

Impeachment Proceedings

- 208.1** All Student Government Officers may be subject to impeachment and subsequent removal.
- 208.2** The following procedure shall be adhered to for the impeachment of Student Government Officers pursuant to violations of Title 2 of Statutes:
- 208.2.1** Forming the Senate Impeachment Committee
- 208.2.1.1** Should any student or Student Government entity wish to bring up an impeachment investigation, they will need to submit a memo detailing the alleged offenses to the Senate President Pro Tempore who shall add the creation of the Senate Impeachment Committee to the agenda for the next regular or special meeting of the Senate.
- 208.2.1.2** The committee shall be formed of three (3) Senators who will be elected by the Senate.
- 208.2.1.3** The Senate President and Senate President Pro Tempore may not serve on the committee.
- 208.2.1.4** The accused and the accuser(s) shall not serve on the committee.
- 208.2.1.5** The committee will elect a chair who will oversee the operations of the committee.
- 208.2.1.6** A non-student advisor will be chosen by the committee and shall be present for all meetings of the committee.
- 208.2.2** Committee Procedure
- 208.2.2.1** The committee chair shall call an initial meeting to discuss the memo and vote on whether the memo warrants investigation.
- 208.2.2.2** If the decision is made to continue, then the committee will write a Standard Operating Procedure which must be approved by the Senate. The committee will outline all the specifics that they will follow throughout their investigation.
- 208.2.2.3** Once this has been approved, the committee will begin a full investigation into the accusations against the officer.
- 208.2.2.4** If the memo calls for the investigation of multiple individuals, the committee may investigate all involved but must treat each officer separately.
- 208.2.2.5** Meetings of the committee shall be open to the public except for deliberations and questioning of involved parties.

208.2.2.6 Only the members of the committee and the individual being questioned may be present for questioning. The committee will record all meetings and make the recordings available upon request.

208.2.2.7 The committee chair will be required to report to the Senate at each regularly scheduled meeting. The Senate may, by a majority vote, terminate the committee and drop the investigation at any time, if necessary.

208.2.3 Articles of Impeachment

208.2.3.1 Should the committee find one or more of the accusations from the memo valid they will draw up Articles of Impeachment. Articles must be drawn up separately for each officer being impeached.

208.2.3.2 The committee may only draw up articles for offenses brought up in the memo.

208.2.3.3 The committee will submit the finalized articles to the Senate President Pro Tempore who will make them public and add them to the agenda for the next regular or special meeting of the Senate.

208.2.3.4 The committee will ensure that the accused and accuser(s) receive a copy of the articles.

208.2.4 Senate Impeachment Process

208.2.4.1 In the Senate meeting, the committee chair will read the articles before the assembly.

208.2.4.2 Following the presentation from the committee chair, there will be a question and answer period where Senators may ask questions to the committee chair. Senators will not be permitted to ask for the personal opinion of the committee chair regarding the guilt or innocence of the accused officer.

208.2.4.3 After the question and answer period, there will be time for discussion which will be handled in accordance with Senate Rules of Procedure.

208.2.4.4 Should a Senator be the accused or the accuser, the Senator will not have speaking or voting rights on this impeachment.

208.2.4.5 Following discussion, the Senate President will read out each article, one at a time, taking a vote count each time. A supermajority vote in the affirmative on one or more of the articles is considered official impeachment of the officer.

208.2.4.6 In the event that articles were drawn up for more than one officer then the committee chair will read the next set of articles and the same procedure will be followed. The committee chair will continue to present the articles for each officer until they have all been voted on.

208.2.4.7 The committee will be dissolved at the conclusion of this meeting of the Senate.

208.2.4.8 Within the next forty-eight (48) hours, the Senate President Pro Tempore will submit a memo to the Student Government Supreme Court outlining the articles on which the Senate impeached the officer, if applicable.

208.2.5 Supreme Court Removal Process

208.2.5.1 Impeached officers will be sent to the Student Government Supreme Court where a formal trial, with due process, will be held in accordance with the procedure for original jurisdiction as outlined in Supreme Court Rules of Procedure.

208.2.5.2 It will take a supermajority vote of the Supreme Court to remove an impeached officer from their office.

208.2.5.3 Impeached Supreme Court Justices will be tried by the Judicial Review Committee as outlined in Title 2 of Statutes.

208.3 Any Student Government Officer who is impeached and subsequently removed shall never hold any position within Student Government again. This shall not include impeachment on grounds of incompetence, which excludes the officer from the position held at the time of impeachment, but permits the said person to hold office in another position for which the said person may be qualified.

208.4 If the accused resigns within forty-eight (48) hours prior to the committee presenting its findings to the Senate, he or she may never hold a position in Student Government again.

Chapter 209

Removal of Student Government Supreme Court Justices

- 209.1** Any Justice may be impeached by the Senate as outlined in Title 2 of the Student Government Statutes.
- 209.2** No Justice may be tried by a fellow Justice.
- 209.3** Upon impeachment by the Senate, the Student Body President and the Senate shall be required to appoint a five person Judicial Review Committee. The committee shall be composed of three (3) members appointed by the Student Body President and two (2) Senators elected by the Senate.
- 209.4** The Judicial Review Committee shall hold a hearing to determine if the Justice shall be removed. The committee shall operate according to Statutes and the Rules of Procedure of the Supreme Court.
- 209.5** It shall take a majority vote of the Judicial Review Committee to remove a Justice from his or her position.

Title 3

The Executive Branch

Chapter 300

Executive Branch Composition and Authority

- 300.1 The composition and authority of the Executive Branch shall be derived from the Student Body Constitution and the Student Government Statutes and further defined within the context of the Executive Rules of Procedure.
- 300.2 The power of the Executive Branch shall be vested in the Student Body President.
- 300.3 The Executive Branch shall be comprised of the Executive Office, Executive Cabinet, agencies, commissions, councils, bureaus, task forces, and any other entity of Student Government which execute policy or programs of Student Government.
- 300.4 The Executive Branch must operate throughout all active academic terms at the University of South Florida St. Petersburg.

Chapter 301

Powers and Responsibilities of the President

- 301.2 The powers and responsibilities of the President shall be enumerated herein.
- 301.3 Constitutionally granted powers of the President are those powers delineated in the Student Body Constitution, including to:
- 301.3.1 Nominate, with the advice and consent of the Senate, Justices to the Supreme Court;
 - 301.3.2 Nominate, with the advice and consent of the Senate, a Chief Justice to the Supreme Court;
 - 301.3.3 Nominate, with the advice and consent of the Regional Chancellor, student representatives to University-wide committees;
 - 301.3.4 Represent the Student Body on the Campus Board, and other similar representative bodies;
 - 301.3.5 Sign or Veto within ten (10) academic days, all legislation passed by the Senate, with the exception of changes the Senate Rules of Procedure. Failure to act within this time period shall be deemed

as approval of such legislation;

301.3.6 Submit to the Senate President Pro Tempore all legislation within one (1) academic day of signing or vetoing;

301.3.7 Address the Senate at least once a semester in a State of the Student Body;

301.3.8 Call for a referendum of the student body, subject to the approval of a supermajority of the Senate;

301.3.9 Initiate the annual budget process by issuing an official executive budget proposal to the Senate.

301.3.10 Nominate, with the advice and consent of the Senate, a student to fill a vacancy in the position of Student Body Vice President, should the need arise.

301.4 Statutorily granted powers are those powers granted to the President by these Statutes. These powers, duties, and responsibilities are to:

301.4.1 Nominate, with the advice and consent of the Senate, Executive Department Directors;

301.4.2 Terminate Executive Branch Employees;

301.4.3 Proclaim and promulgate Executive Orders at his or her will;

301.4.4 Administer and enforce all Student Government Statutes;

301.4.5 Initiate legislation for consideration by the Student Government Senate;

301.4.6 Call, at will, special sessions of the Student Senate, providing at least seventy-two (72) hours notice to all members in writing;

301.4.7 Officially represent the USFSP Student Body to all vested bodies of interest that the Student Body or Student Government has a vested stake hold in;

301.4.8 Nominate an Election Rules Commission Supervisor of Elections by 5PM of the last academic day of the second week of the Fall semester;

301.4.9 Initiate, following the termination of the Student Body General Elections, an Advisory Council which shall, in a non-binding form, assist and advise the President Elect during his/her transition period. The council shall include at a minimum, but is not limited to, the Student Body President, Student Body Vice President, Executive Cabinet and Chief Financial Officer (CFO). This council shall be initiated no later than five (5) business days following the termination of the Student Body General Elections and shall be terminated no later than five (5) business days following the Inauguration of the President Elect.

301.4.10 Issue an official executive budget proposal to the Senate no later than the second Monday in March.

301.4.11 Any and all other actions necessary and proper to carry out the duties of this office.

Chapter 302

Powers and Responsibilities of the Vice President

- 302.1** Constitutionally granted powers of the Vice President are those powers delineated in the Student Body Constitution, including:
- 302.1.1** Assume responsibilities of the President, should the President be unable to complete his or her term for any reason;
 - 302.1.2** Represent the Student Body in the absence of the President.
- 302.2** Statutorily granted powers are those powers granted to the Vice President by these Statutes. These powers, duties, and responsibilities are:
- 302.2.1** Chairing the Homecoming Committee
 - 302.2.1.1** The Vice President may appoint another student to serve as chair given the President's consent
 - 302.2.2** Any and all other actions necessary and proper, delegated by the President, to carry out the duties of this office.

Chapter 303

Structure of the Executive Office of the President

- 303.1** The Executive Office of the President shall provide common administrative support and services to all units within the Executive Branch and all associated entities.
- 303.2** The Executive Office of the President shall include, but is not limited to:
- 303.2.1** The Office of Management and Budget.

Chapter 304

The Office of Management and Budget

- 304.1** The Office of Management and Budget shall:
- 304.1.1** Assist the President the preparation of the official Executive Budget proposal;

- 304.1.2 Supervise the administration of the budget within the Executive Branch Departments and Agencies;
- 304.1.3 Evaluate the financial efficiency of the Executive Branch;
- 304.1.4 Manage the Student Government Budget;
- 304.1.5 Submit a bi-weekly report on the Student Government Budget to the President and Senate;
- 304.1.6 At the discretion of the President, evaluate the financial efficiency and status of any Activity and Service Fee recipient;
- 304.1.7 Assist with managerial and clerical duties as prescribed by the President;
- 304.1.8 Take any and all actions necessary and proper, as prescribed by the President and Executive Rules of Procedure, to carry out the duties of this office.

304.2 The Office of Management and Budget shall be directed by the Chief Financial Officer.

304.2.1 The Chief Financial Officer shall:

- 304.2.1.1 Serve as the CFO for all branches of Student Government equally.
- 304.2.1.2 Only be removed by impeachment proceedings.
- 304.2.1.3 Only be removed by impeachment proceedings.
- 304.2.1.4 Present, as deemed necessary, any recommendations for changes to Statutes which relate to A&S Fees.
- 304.2.1.5 Submit formal, non-binding recommendations to the Senate Committee on Appropriations for all proposed actions involving A&S Fee expenditures. Such recommendations shall be supported by documentation which shall include:
 - 304.2.1.4.1 Any recommended adjustments to budget requests; including justification;
 - 304.2.1.4.2 Any recommended adjustments to proposed allocations or budget-line revisions; including justification;
 - 304.2.1.4.3 Any recommendations to deny funding; including justification;
 - 304.2.1.4.4 An outline of how said expenditures will impact, positively or negatively, Student Government, the Student Body and the University.
- 304.2.1.6 Serve as an ex-officio, non-voting member of the Senate Appropriations Committee for the purpose of providing information and non-binding recommendations.
- 304.2.1.7 Present a briefing to the Senate Committee on Appropriations outlining the Official Executive Budget Proposal no later than the third Monday in March, unless a new deadline is approved by supermajority vote of the Student Government Senate.

- 304.2.1.8 Present a briefing to the Senate outlining the Official Executive Budget Proposal no later than the fourth Monday in March, unless a new deadline is approved by supermajority vote of the Student Government Senate.
- 304.2.1.9 Communicate on a regular basis to the Senate Committee on Appropriations the current financial status of all accounts under CFO management.
- 304.2.1.10 Be able to provide the balance on all accounts under CFO management within a timely manner of any transactions taking place within said account.
- 304.2.1.11 Provide a front-end system that is user friendly for students and department financial officers to use to conduct front-end purchasing and access to their respective accounts.
- 304.2.1.12 Ensure that all A&S accounts are spent according to the Finance Code, Proviso and general regulations in regards to A&S monies.

304.3 The Office of Management and Budget may also include :

304.3.1 Financial Assistant(s)

304.3.2 Officers and Coordinators

Chapter 305

Structure of the Executive Cabinet of the President

- 305.1 The Executive Cabinet of the President shall consist of the Executive Branch Departments.
- 305.2 The Executive Cabinet of the President shall include, but not be limited to:
 - 305.2.1 The Department of Student Life, Services and Traditions
 - 305.2.2 The Department of University, Community and Government Affairs
 - 305.2.3 The Department of Marketing, Communications and Public Affairs
- 305.3 The Director of each department shall serve on the Executive Cabinet of the President, and shall be responsible for any and all duties outlined by the Constitution, Statutes, Executive Rules of Procedure, Student Body President and Vice President.
- 305.4 Directors shall serve as voting members upon matters which the President assigns and/or presents.

Chapter 306

The Department of University, Community and Government Affairs

- 306.1** The Department of University, Community and Government Affairs shall serve as the principal advocate and counsel on all matters pertaining to issues of the University Community and scholarly merit, in addition but not limited to matters pertaining to any private or public entities foreign to the University of South Florida St. Petersburg.
- 306.2** The Department of University Community and Government Affairs shall:
- 306.2.1** Act as a liaison between the Executive Branch and all pertinent Student Government entities, including but not limited to, the Student Government Supreme Court and Student Government Senate;
 - 306.2.2** Coordinate with all pertinent foreign entities, including but not limited to, the Campus Board and Local, State, and Federal governments;
 - 306.2.3** Assist the President in the development of policy;
 - 306.2.4** Coordinate and manage business as it pertains to all University relations;
 - 306.2.5** Recommend, to the Student Body President, nominees to College Councils and University-wide Committees;
 - 306.2.6** Manage and direct student appointees of University-wide Committees and College Councils;
 - 306.2.7** Manage and direct all University and Community related initiatives;
 - 306.2.8** Assist the President in the development of University and Community policy.
- 306.3** The Department of University, Community and Government Affairs shall include, but is not limited to a(n):
- 306.3.1** Director
 - 306.3.2** Volunteers(s)

Chapter 307

The Department of Student Life, Services and Traditions

- 307.1** The Department of Student Life, Services and Traditions shall execute and manage all programs, initiatives, and traditions of Student Government, and shall preside in a managerial capacity over all Student Government Agencies.

- 307.2 The Department of Student Life, Services and Traditions shall:
- 307.2.1 Plan and carryout events, programs, and traditions to benefit of Student Body.
 - 307.2.2 Collaborate with and support Student Organizations;
 - 307.2.3 Direct and supervise the financial operations of Student Government Agencies;
 - 307.2.4 Coordinate and execute initiatives and programs set forth by Student Government agencies.
- 307.3 The Department of Student Life and Traditions shall include, but is not limited to, a(n):
- 307.3.1 Director
 - 307.3.2 Volunteer(s)

Chapter 308

The Department of Marketing, Communications and Public Affairs

- 308.1 The Department of Marketing, Communications and Public Affairs shall execute all marketing, advertising, communications, promotion efforts and public affairs on behalf of all Student Government entities, in addition but not limited to serving as the representative of the Executive Branch as it pertains to media and public relations.
- 308.2 The Department of Marketing, Communications and Public Affairs shall:
- 308.2.1 Design, market, and oversee the production of all advertisements and promotional items, initiatives, and projects within Student Government;
 - 308.2.2 Distribute press releases and relevant information in regard to the Executive Branch and/or Executive Administration;
 - 308.2.3 Develop and manage all public relations as it pertains to the Executive Branch;
 - 308.2.4 Advise the President on issues of public opinion and concern.
- 308.3 The Department of Marketing, Communications and Public Affairs shall include, but is not limited to, a(n):
- 308.3.1 Director
 - 308.3.2 Assistant Director(s)
 - 308.3.3 Graphic Designer(s)
 - 308.3.4 Volunteer(s)

Chapter 309

Executive Branch Employment Policy & Procedure

- 309.1** All Executive Branch Directors and the Chief Financial Officer shall:
- 309.1.1** Be confirmed by the Senate within ten (10) academic days of their nomination.
 - 309.1.2** Be required to provide a valid job description, position application and personal resume within a minimum of five (5) business days prior to the scheduled committee interview which shall be submitted to the Senate Pro Tempore.
- 309.2** A Senate committee shall have the authority to question all applicants as to the nature of their experience, background and opinions as deemed relevant to the position which they are applying for.
- 309.3** Whether or not the applicant receives a vote of confirmation by the committee, the applicant shall still be directed to the Senate at the next regularly scheduled meeting at which the Senate shall entertain its own interview process and either confirm or reject the said applicant.
- 309.4** All staffing shall be established by the administration within budgetary means, in accordance with the formerly allocated budget.
- 309.5** Executive branch employees and staff must be appointed or re-appointed with each new administration.
- 309.6** Any positions not outlined within the original executive payroll request must pass through the Senate Appropriations Committee.
- 309.7** The Executive Branch shall be required to advertise for any Executive Department position, which requires Senate confirmation, for a minimum of one (1) full academic week and as further outlined within Florida Sunshine Laws.
- 309.8** The Executive Branch Rules of Procedure shall be set by the President and must be confirmed by a majority vote of the Executive Cabinet.

Title 4

The Legislative Branch

Chapter 400

Legislative Branch Composition and Authority

- 400.1 The composition and authority of the Legislative Branch shall reflect the intent of the Student Body Constitution.
- 400.2 The Legislative Branch shall have the authority by a supermajority vote of the Senate to review, investigate, and subpoena members of Student Government and all employees remunerated with Activity and Service Fees.
- 400.2.1 Failure of said employee or member to act in accordance with said Legislative Branch investigation or subpoena shall result in disciplinary action which may include, but is not limited to, any combination of financial sanctions of their respective entity or articles of impeachment.
- 400.3 The Legislative Branch must operate throughout all active academic terms at the University of South Florida St. Petersburg.
- 400.4 The Standing Committees of the Senate shall be:
- 400.4.1 The Senate Committee on Legislative Affairs
- 400.4.2 The Senate Committee on Judiciary and Ethics
- 400.4.3 The Senate Committee on Appropriations
- 400.4.4 The Senate Committee on University, Community and Government Affairs
- 400.4.5 The Senate Committee on Student Services and Audits
- 400.5 When a Senate Bill creates a new Standing Committee, it shall include an amendment to update Section 400.4.
- 400.6 The Senate shall consist of thirty (30) seats.

Chapter 401

Senator Code of Ethics

- 401.1 Every Senator is a representative of the Student Government Senate and shall act in accordance with decorum at all official Student Government functions or any situation where a Senator is acting as a Representative of Student Government to some outside body.
- 401.2 Every Senator is expected to attend all Senate meetings and Senate committee meetings.
- 401.3 The Senate shall abide by all local, state, and federal laws.
- 401.4 The use of threats or physical violence during any Senate meeting shall be considered grounds for impeachment. Any member of the Senate involved in such an action shall be brought up for censure immediately. Any officer of the Senate involved in such an action shall be brought up for a vote of confidence.
- 401.5 No Senator shall be allowed to slander a fellow Senator or student during any Senate meeting. Slander may be used for grounds of censure as well as grounds for impeachment.
- 401.6 Senators shall not serve in any role in which their service shall cause a conflict of interest for the Senate and the Senator.
- 401.6.1 The Senate Committee on Appropriations Chair shall not serve as the accountable officer for any A&S funded student organization.
- 401.7 Violations of this Code shall be dealt with in accordance with appropriate actions outlined in the Student Government Statutes.

Chapter 402

General Requirements

- 402.1 This Chapter shall outline the general requirements of the Senate.
- 402.2 Senators shall be in compliance with the standards for being a member of the Legislative Branch as stated in Article III Section III of the Constitution. Any deviation from the standards set forth in the Student Body Constitution shall result in the immediate expulsion of any member of the Student Government Senate.
- 402.3 All Senators are required to serve on at least two (2) standing committees.
- 402.3.1 Only Senate Officers shall be exempt.
- 402.3.2 Voting rights shall be outlined in the Senate Rules of Procedure.
- 402.3.3 Standing committees shall be outlined in the Senate Rules of Procedure.

- 402.4 Senators are expected to attend all Senate meetings and standing committee meetings.
- 402.4.1 Attendance at these meetings shall be monitored by a point system.
- 402.4.1.1 The point system shall be further outlined in the Senate Rules of Procedure.
- 402.5 Additional and alternative attendance requirements may be outlined in the Student Government Senate Rules of Procedure.
- 402.6 Any Senator removed from the Senate for reaching the maximum allowed number of points may not be eligible to run for or hold a Senate seat for one (1) calendar year after being removed.
- 402.7 The Senate President shall submit all bills to the Student Body President within two (2) academic days of passage by the Senate.
- 402.8 The Senate President shall present all vetoed bills that have been overridden by the Senate to the Student Body President within two (2) academic days of the Senate's vote to override.

Chapter 403

Officers of the Senate

- 403.1 The officers of the Student Government Senate shall be as follows:
- 403.1.1 The Senate President
- 403.1.2 The Senate President Pro Tempore (hereafter referred to as Senate Pro Tempore)
- 403.1.3 The Senate Committee on Legislative Affairs Chair
- 403.1.4 The Senate Committee on Judiciary and Ethics Chair
- 403.1.5 The Senate Committee on Appropriations Chair
- 403.1.6 The Senate Committee on University, Community and Government Affairs Chair
- 403.1.7 The Senate Committee on Student Services and Audits Chair
- 403.2 When a Senate bill creates a new Senate Officer, it shall include an amendment to update Section 403.1.
- 403.3 All Officers of the Senate shall be elected in the manner outlined in Title 4 of the Student Government Statutes. The exception to this rule shall be the Senate Clerk who shall be appointed by the Senate President with the approval of Senate Executive Committee.
- 403.4 All officers of the Senate may be subjected to a vote of confidence as outlined in the Senate Rules of Procedure.

- 403.5 The terms of all officers shall coincide with his or her term as a Senator.
- 403.6 All officers of the Senate shall be Senators in good standing.
- 403.7 The Duties of the Senate President shall be:
- 403.7.1 Those duties enumerated in the Constitution.
 - 403.7.2 To represent the Senate before the administration.
 - 403.7.3 To oversee the administration of the Senate accounts.
 - 403.7.4 To prepare the agenda for all Senate meetings.
 - 403.7.5 To oversee the day-to-day operations of the Senate.
 - 403.7.6 To call special sessions of the Senate when deemed necessary provided notification is given to the Senate forty-eight (48) hours before the start of the Special Session.
 - 403.7.7 To appoint any positions deemed necessary according to the Senate Rules of Procedure.
 - 403.7.8 Those duties enumerated in the Senate Rules of Procedure.
 - 403.7.9 To call an ad-hoc committee to review the election process within two (2) weeks of the certified results of the general elections.
- 403.8 The Duties of the Senate Pro Tempore shall be:
- 403.8.1 To fulfill the duties of the Senate President should the Senate President become unable to perform his or her duties.
 - 403.8.2 To aid the Senate President in his or her duties.
 - 403.8.3 To represent the Senate before the Faculty Senate.
 - 403.8.4 To update and publish the Student Government Constitution, Student Government Statutes, and Student Government Rules of Procedure each time there is a valid change made to these documents.
 - 403.8.5 To maintain a record of all Committee Reports.
 - 403.8.6 To maintain a list of all Senate members and their contact information.
 - 403.8.7 Those duties enumerated in the Senate Rules of Procedure.
- 403.9 The Duties of the Committee Chairs shall be:
- 403.9.1 To manage all activities within their respective committees.
 - 403.9.2 To complete formal committee reports after all committee meetings

403.9.2.1 This report shall be submitted and distributed as a formal document at each Senate meeting.

403.10 Those duties outlined for Committee Chairs in the Senate Rules of Procedure.

Chapter 404

Order of Succession

404.1 Should the Senate President be unable to fulfill his or her duties, the order of succession shall be:

404.1.1 The Senate President Pro Tempore

404.1.2 The Senate Committee on Legislative Affairs Chair

404.1.3 The Senate Committee on Judiciary and Ethics Chair

404.1.4 The Senate Committee on Appropriations Chair

404.2 Should the Senate President be removed from office or resign, the Senate President Pro Tempore shall assume the office of Senate President.

404.3 Upon the succession of the Senate President Pro Tempore to the office of Senate President, a vote of confidence shall take place at the next general meeting of the Senate, in accordance with the Senate Rules of Procedure.

404.4 Should the office of Senate President Pro Tempore be vacant at the same time that the office of Senate President is vacant, the position of Senate President shall be filled by an election at the next general meeting of Senate to be chaired by the next available officer in the order of succession stated above who shall serve as chair until such an election has occurred.

Chapter 405

Election of Senate Officers

405.1 All Senate Officers for a new legislative term shall be elected in accordance with the Senate Rules of Procedure.

405.2 The Senate President for the current legislative term shall call a meeting for the purpose of electing Senate Officers for the next legislative term no sooner than two (2) weeks after the general election and no later than the last meeting of the current term.

405.3 During this meeting:

- 405.3.1 The Senators elected for the next term will be administered their oath of office.
- 405.3.2 The first order of business following the swearing of the Senators shall be the election of the Senate President and Senate President Pro Tempore for the next legislative term.
- 405.3.3 The Senators elected for the next term, including the Senate President, shall select nominees to chair the standing committees in order of ranking in accordance with Title 4.
- 405.3.4 The newly elected Senate President shall appoint, from nominated senators, standing committee chairs, all of whom must be voted upon by the Senate.
- 405.3.5 Newly elected, first time senators shall not have any speaking rights or voting privileges, except those stipulated above, until the beginning of the legislative term for which they have been elected.
- 405.4 The officers elected for the next term are not eligible for remuneration until the beginning of the next legislative term and shall not assume any official capacity until the start of the new legislative term.

Chapter 406

Summer Sessions

- 406.1 The Senate shall have meetings during Summer semesters A, B, and C to conduct business.
- 406.2 Senate must meet no less than two (2) meetings per month and each meeting shall take place no more than three (3) weeks from the previous meeting.
- 406.3 The Senate shall not meet during the last week of each Summer semester.
- 406.4 All Senators who wish to be excused for the entire Summer session must submit their reason to the Senate Executive Committee for approval. Acceptable reasons for excusal from the entire Summer Session shall be outlined in the Senate Rules of Procedure.
- 406.5 Senators who are excused for the entire Summer session shall regain their seats when Senate reconvenes in the Fall.
- 406.6 The seats of excused Senators may be filled by a representative in accordance with Statutes governing the placement of Alternate Senators.
- 406.7 Senators who do not submit an excuse to the Senate Executive Committee are expected to attend the Senate meetings.

Chapter 407

Confirmations

- 407.1 The following individuals shall come before the Senate for Confirmation:
- 407.1.1 All new directors for agencies and departments who are nominated by the Student Body President
 - 407.1.2 All Executive appointees chosen by the Student Body President
 - 407.1.3 All Judicial nominees who are approved by the Senate Committee on Judiciary and Ethics.
- 407.2 All Senators shall be provided with a copy of the application and resume of all individuals appearing before the Senate for confirmation.
- 407.3 All paperwork provided to Senators about candidates shall have all sensitive information removed prior to submission to Senators.
- 407.4 All Senators shall be provided with a description of the position for which the candidate is being confirmed.
- 407.5 Any candidate may be excused from appearing before the Senate for the purpose of confirmation by a supermajority vote of the Senate. Should the candidate be excused, the Senate may proceed with the confirmation in the candidate's absence.
- 407.6 The vote for confirmations shall take the form of a roll call vote.
- 407.7 Any non-compliance with aforementioned Statutes will nullify any vote pertaining to the confirmation until the above criteria are met.

Chapter 408

Alternate Senators

- 408.1 Alternate Senators may serve in place of Senators who are not serving during Summer semesters.
- 408.2 Alternate Senators may be appointed in place of Senators who are not serving during a Summer semester if the Senator's absence has been approved by Senate Executive Committee.
- 408.3 Alternate Senators must be in compliance with all minimum standards required for any student to run for Student Government.
- 408.4 Alternate Senators appointed for Summer semesters must be students enrolled at the University of South Florida St. Petersburg for the Fall Semester. The only students exempt from this are those graduating during the respective Summer.
- 408.5 Alternate Senators shall be governed by the Student Government Constitution, Statutes, and Rules of Procedure. Alternate Senators are held accountable in the same fashion as all regularly elected Senators.

- 408.6 Any Senator absent during a semester and whose absence has been approved by the Senate Executive Committee may appoint any person who has met the standards set forth in this chapter.
- 408.7 Senators wishing to appoint an alternate Senator must submit the request in writing or via e-mail to the Senate President Pro Tempore.
- 408.7.1 Senators wishing to appoint alternate Senators must do so one (1) week before the third general Senate meeting in the semester in which the Senator will not be serving.
- 408.8 If any Senator not serving in a semester chooses not to exercise their right to appoint an alternate Senator, the alternate Senator may be appointed by the Senate Executive Committee.
- 408.9 The Senate Executive Committee shall decide before the third meeting of a given semester whether or not to appoint alternate Senators for those Senators who did not exercise their option to appoint an alternate Senator. A majority vote of the Senate Executive Committee will make this decision.
- 408.10 The Senate Executive Committee shall review the election results from the most recent election.
- 408.11 The Senate Executive Committee shall rank all candidates who were not elected according to their highest individual vote counts.
- 408.12 The Senate Executive Committee shall offer those candidates with the highest vote counts the opportunity to serve as an alternate Senator in place of a Senator in the same college who is not serving and who has not exercised their right in section 408.6.
- 408.13 Should that candidate decline, the Senate Executive Committee shall offer the next highest ranking candidate the opportunity to serve as alternate Senator.
- 408.14 Should a tie occur between two candidates for alternate Senator, then the Senate Executive Committee shall hold an election process governed by the Senate Rules of Procedure.
- 408.15 The Senate Executive Committee shall continue this process until all Alternate seats are filled or until the pool of potential Alternate Candidates has been exhausted.
- 408.16 All Alternate Senators shall be appointed before the third general Senate meeting of a given Summer semester.
- 408.17 No appointments shall occur after the start of the third general Senate meeting of a given Summer semester.

Chapter 409

Senate Ad-Hoc Committees

- 409.1** The Senate shall have the power and authority to create and conduct fact-finding committees on entities both internal and external to Student Government.
- 409.2** The Senate can establish ad-hoc committees to conduct fact-finding operations for certain issues or concerns as necessary. Any USF St. Petersburg student, faculty or staff member may serve on an ad-hoc committee. Senate ad-hoc committees may only be initiated by either:
- 409.2.1** A majority vote by the Senate in favor of the creation of the committee, which is to be written in the form of a resolution, or
- 409.2.2** The Senate President, who must inform the Senate of the formation of the committee upon the next regular Senate meeting.
- 409.3** Senate ad-hoc committees formed by a majority vote of Senate shall have the power to elect a chair for the committee. Committee membership shall be elected by the Senate upon the formation of the ad-hoc committee. Only ad-hoc committee members may vote in the election of a chair. The resolution creating the committee shall set deadlines for the committee.
- 409.4** In Senate ad-hoc committees formed by the Senate President, he or she shall appoint both the chair and the committee members. The committee members shall set the business and deadlines of the committee.
- 409.5** Senate ad-hoc committee meetings shall be open to the public.
- 409.6** The duties of the chair of an ad-hoc committee shall be outlined in the Senate Rules of Procedure.
- 409.7** Ad-hoc committees created by the Senate President shall be disbanded upon either:
- 409.7.1** A supermajority vote in the affirmative by the ad-hoc committee, or
- 409.7.2** At the end of the current Senate term,
- 409.8** Ad-hoc committees created by a majority vote in the Senate shall be disbanded upon either:
- 409.8.1** A supermajority vote in the affirmative by the ad-hoc committee, or
- 409.8.2** Upon the deadline set by the Senate upon the adoption of the committee.

Title 5

The Judicial Branch

Chapter 500

Judicial Branch Composition and Authority

500.1 The composition and authority of the Judicial Branch shall be as contained in the Student Body Constitution.

Chapter 501

Duties and Responsibilities of the Supreme Court

501.1 The Supreme Court shall have original jurisdiction over:

501.1.1 All cases and controversies involving Student Government.

501.1.2 All cases and controversies involving judicial review of Senate legislation.

501.1.3 All cases and controversies involving a contest of elections.

501.1.4 All cases of impeachment except for the impeachment of members of the Supreme Court.

501.2 The Supreme Court shall have appellate jurisdiction over:

501.2.1 All cases and controversies involving the Election Rules Commission.

501.2.2 All cases and controversies involving Activity and Service Fee expenditures.

501.2.3 Cases involving violations of the Student Code of Conduct at the discretion of the Regional Vice Chancellor for Student Affairs and Enrollment Services.

501.3 The Supreme Court shall draw up its respective Rules of Procedure which may be amended by a supermajority vote of the Supreme Court. The Rules of Procedure may not conflict with Student Government Statutes or the Student Body Constitution.

501.4 All cases and controversies shall be handled according to guidelines outlined in the Supreme Court Rules of Procedure.

501.5 The Supreme Court order of succession shall be as follows:

501.5.1 Chief Justice

501.5.2 Ranking Justice

501.5.3 Associate Justices (3)

501.6 A majority vote of the Supreme Court may decide any case pending before the court.

501.7 The Supreme Court shall have quorum in order for any official decision to be rendered. Quorum shall be as follows:

<i>Justices Currently on Bench</i>	<i>Quorum</i>
5	4
4 or less	3

501.8 For a Supreme Court decision to be official and recognized, the majority opinion must be made public, in writing, within one (1) academic week of any verdict. The dissenting opinion shall appoint a Justice to write a brief which shall be made public with the majority opinion. The dissenting opinion shall be written by a dissenting judge, which shall be made public with the majority opinion.

501.9 Each opinion shall be signed by the justices that wrote or supported it.

Chapter 502

Duties and Responsibilities of Justices of the Supreme Court

502.1 The Supreme Court shall be composed of five (5) Justices appointed by the Student Body President, with the advice and consent of the Senate. The Supreme Court shall elect from its body the position of Ranking Justice as per Supreme Court Rules of Procedure. The Ranking Justice must be elected by a majority of the Supreme Court and there must be a minimum of three (3) Justices appointed to the Supreme Court at the time of selection.

502.2 The Chief Justice

502.2.1 The duties of the Chief Justice shall include, but are not limited to:

502.2.1.1 Presiding over all meetings and proceedings of the Judiciary.

502.2.1.2 Casting a tie-breaking vote.

502.2.1.3 Running meetings and arranging dockets and agendas for said meetings.

502.2.1.4 Having first speaking rights on issues.

502.2.1.5 Assigning opinions of majority and dissenting.

- 502.2.1.6 Ruling on objections during trials.
- 502.2.1.7 Receiving and review all complaints and appeals first.
- 502.2.1.8 Serving as the accountable financial officer for the Supreme Court, and shall ultimately be responsible for all fiscal records.
- 502.2.1.9 Presiding over the annual ERC ROP Revision ad-hoc commission and present a report to the Supreme Court on the committee's findings.
- 502.2.1.10 Preparing and screening all press related materials prior to relaying such materials.
- 502.2.1.11 Any duties deemed necessary by a majority of the Supreme Court.

502.3 The Ranking Justice

502.3.1 The duties of the Ranking Justice shall include, but are not limited to:

- 502.3.1.1 Presiding over all meetings in the absence of the Chief Justice.
- 502.3.1.2 Casting a tie-breaking vote in the absence of the Chief Justice.
- 502.3.1.3 Having second speaking rights on all issues.
- 502.3.1.4 Reviewing all complaints and appeals with the Chief Justice.
- 502.3.1.5 Validating all excused Justice absences.
- 502.3.1.6 Any duties deemed necessary by a majority of the Supreme Court.

Chapter 503

Judicial Ethics Act

- 503.1 Legislative Intent: The judicial system is based on the principle that an independent, fair, and competent judiciary shall interpret and apply the laws that govern, and the role of the judiciary is central to the American concepts of justice and rule of law. Intrinsic to this concept are the precepts that justices, individually and collectively, must respect and honor the judicial office as a public trust and strive to enhance and maintain confidence in the legal system. The Justice is an arbiter of facts and law for the resolution of disputes and a highly visible member of Student Government under the rule of law.
- 503.2 The Judicial Ethics Act, hereafter "the Act," established standards for the ethical conduct of the Supreme Court Justices on and off the bench. The Statutes below should be read together as a whole and each provision should be construed in context and consistent with every other provision. Nothing in the Act shall either impair the essential independence of Justices in making decision or provide a separate basis for civil liability.
- 503.3 The Act governs the conduct of Justices and is binding upon them, whether disciplinary action is appropriate and the degree of discipline to be imposed requires a reasoned application of the text and consideration of such factors as the seriousness of the transgression, whether there is a plan of improper activity, and the

effect of the improper activity on others or on the judicial system.

- 503.4** A Justice shall uphold the integrity and independence of the judiciary. A justice shall participate in establishing, maintaining, and enforcing high standards of conduct and shall personally observe those standards so that the integrity and independence of the Judiciary shall be preserved. The provisions of the act are to be applied to further this objective. A Judicial decision or administrative act later determined to be incorrect legally is not itself a violation of the Act.
- 503.5** A Justice shall avoid impropriety and the appearance of impropriety in all of his or her activities through following the measures prescribed below:
- 503.5.1** A Justice shall respect and comply with the law and shall act at all times in a manner that promotes public confidence in the integrity and impartiality of the Judiciary.
- 503.5.2** A Justice shall not allow family, social, political, or other relationships to influence their conduct or judgment, nor shall a Justice convey, or permit others to convey, the impression that any individual is in a position to influence a Justice.
- 503.5.3** A Justice shall not lend the prestige of the Judicial Office to advance the pecuniary or personal interests of the Justices or others, nor shall a Justice testify voluntarily as a material witness before the Student Government Supreme Court.
- 503.6** A Justice shall perform the duties of the Judicial Office impartially and diligently, following the measures prescribed below:
- 503.6.1** A Justice shall hear and decide all matters assigned to the Supreme Court except those in which he or she recuses himself/herself.
- 503.6.2** A Justice shall be faithful to the law regardless of partisan interests, public clamor, or fear of criticism.
- 503.6.3** A Justice shall be patient, dignified, and courteous to all with whom the Justice deals with in an official capacity; a Justice shall also require similar conduct of all counselors, Supreme Court staff, and personnel under the Justice's direction and control.
- 503.6.4** A Justice shall perform Judicial duties without bias or prejudice. A Justice shall not, in the performance of Judicial duties, by words or conduct, manifest bias or prejudice, including but not limited to bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socio-economic status.
- 503.6.5** A Justice shall require student counselors in proceedings before the Justice to refrain from manifesting, by words or by conduct, bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socio-economic status against parties, witnesses, counselors, or others. This rule does not preclude legitimate advocacy when such issues are involved with the proceeding.
- 503.6.6** A Justice shall dispose of all matters fairly, promptly, and efficiently.
- 503.6.7** A Justice shall not make any public comment about a pending or impending proceeding in the Supreme Court, and a Justice shall not make any non-public comment that might interfere with a fair trial or hearing. Justices shall require a similar abstention on the part of the Supreme Court

personnel, should they exist, subject to the Justice's direction and control.

503.6.8 A Justice shall not disclose or use, for any purpose unrelated to his or her judiciary capacity, non-public information acquired in a judicial capacity.

503.6.9 The Chief and Ranking Justices, who hold supervisory authority for the judicial performance of the Associate Justices, shall take reasonable measures to ensure the prompt disposition of matters before them and the proper performance of other judicial responsibilities.

503.7 A Justice with reliable information that another Justice has violated any provision of the Act shall initiate appropriate corrective action procedures.

503.8 A Justice shall recuse himself or herself in any proceedings in which recusal is required by Florida law. In all trial proceedings, a Justice shall disclose information that parties might consider relevant to the question of recusal, even if the Justice believes there is no actual basis for recusal.

503.9 A Justice shall conduct extrajudicial activities as to minimize the risk of conflict with judicial obligations, following the measures prescribed below:

503.9. 1 A Justice shall conduct extrajudicial activities so they do not:

503.9.1.1 Cast reasonable doubt on his or her capacity to act impartially.

503.9.1.2 Demean the judicial office.

503.9.1.3 Interfere with the proper performance of judicial duties.

503.9. 2 A Justice shall not engage in financial and business dealings which:

503.9.1.1 May reasonably be perceived to exploit the Justice's position.

503.9.1.2 Involve the Justice in frequent transactions or continuing business relationships with counselors or other people likely to appear before the Supreme Court.

503.9. 3 A Justice shall under no circumstances accept a gift, bequest, favor or loan if it is compromising as defined previously.

503.9. 4 A Justice shall not practice in the function of student counselor.

503.9. 5 A Justice shall not publicly endorse, or oppose a candidate for Student Government Office. A Justice shall not personally solicit funds or make contributions for any candidate for Student Government Elections.

503.9. 6 Justices shall not engage in any political activity within Student Government, other than in relation to measures concerning the improvement of the law, the judicial system, or the administration of justice.

Title 6

Functional Groups

Chapter 600

Judicial, Executive and Legislative Commission

- 600.1** The Judicial, Executive and Legislative Commission, hereafter referred to as the JEL Commission, shall serve to ensure open communication between the branches of Student Government and provide a forum to address general issues facing Student Government, the Student Body and the University.
- 600.2** The JEL Commission shall be comprised of the following eight (8) members:
- 600.2.1** Student Body President serving as chair
 - 600.2.2** Student Body Vice-President
 - 600.2.3** Senate President
 - 600.2.4** Senate President Pro-Tempore
 - 600.2.5** Supreme Court Chief Justice
 - 600.2.6** Supreme Court Ranking Justice
 - 600.2.7** Chief Financial Officer serving as ex-officio
 - 600.2.8** Student Government Adviser serving as ex-officio
- 600.3** Any of the members listed above may appoint a member of their branch to sit for them should they be unable to attend the meeting.
- 600.4** The JEL Commission shall meet at least once per month.

Chapter 601

University-wide Committees

- 601.1 Student Government reserves the right to select student membership on University-wide committees. Such membership shall not be made in conflict with the University Charter, Policy and Procedures Manual, Student Body Constitution, Student Government Statutes, or the Committee's specific charter.
- 601.2 It shall be the responsibility of the Student Body President to select and, if necessary, remove a student representative from these committees. These appointments shall be made no later than ten (10) academic days after a vacancy for a student seat occurs.
- 601.3 Student Representatives shall be coordinated by the Executive Branch Department of University, Community and Government Affairs with the Student Body President maintaining the right to remove or appoint Student Representative according to the procedure outlined in the Student Government Statutes. Should the Student Body President choose to remove a Student Representative from any committee, he or she will be required to submit a written explanation to the Chair of the Senate Committee on University, Community and Government Affairs.
- 601.4 The Executive Branch Department of University, Community and Government Affairs shall submit student representative reports to the Chair of the Senate Committee on University, Community and Government Affairs through electronic mail within five (5) academic days of the representative's University-wide committee meeting. Failure to submit the reports within five (5) academic days of the committee meeting will result in a written warning from the Senate Committee on University, Community and Government Affairs Chair. Failure to submit reports within two (2) additional academic days (seven [7] academic days following the committee meeting) will result in a subpoena by the Senate Committee on University, Community and Government Affairs. Both disciplinary actions shall be perused at the discretion of the chair.

Title 7

Election Code

Chapter 700

Definitions of Terms for Student Government Elections

- 700.1 The following terms shall apply only for the purposes of Title 7 of these Statues. These terms shall be considered binding in all legal actions brought forth during an election.
- 700.2 **Ballot**: The electronic form containing the names of candidates, any constitutional amendments, any referenda, or any recalls to be presented to the electorate on which they will vote on the items presented before them.
- 700.3 **Beyond Reasonable Doubt**: The standard that must be met by the claimants evidence that no other logical explanation can be derived from the evidence except that the claim made by the claimant is valid.
- 700.4 **Bribe**: A prize, reward, gift or favor given or promised with a view to influence another vote for a particular candidate or ticket. Any campaign materials approved by the Election Rules Commission and given during official campaigning shall not constitute as a bribe or bribery.
- 700.5 **Campaign Budget Statement**: An itemized list of all campaign expenditures made by a candidate(s) or their respective campaign staff, and all campaign contributions received by a candidate or their respective campaign staff.
- 700.6 **Campaign Contributions**: The donation of any resource, at a reduced price or without cost to the candidate, or their campaign staff, from a person or entity, on or off campus, for the purpose of furthering a campaign for a Student Government office. Non-monetary campaign contributions shall be assessed at fair market value.
- 700.7 **Campaign Expenditures**: The spending of money by a candidate, or their campaign staff, for the purposes of campaigning for a Student Government office. Candidates shall include sales tax when reporting expenditures.
- 700.8 **Campaign Materials**: Any physical or electronic materials which promote a candidate or impugn another candidate.
- 700.9 **Campaign Staff**: Any person who is working or volunteering on behalf of a campaign ticket in any capacity and with that ticket's knowledge and consent.
- 700.10 **Campaign Staff List**: The official list of Campaign Staff for each individual Campaign Ticket maintained by the Election Rules Commission and submitted by a Campaign Ticket.
- 700.11 **Campaign Ticket**: A joint Presidential and Vice Presidential Ticket that has been certified by the Election Rules Commission to campaign.

- 700.12 **Campaigning**: An expression by any medium attracting public attention whether radio, television, newspaper, magazine, periodical, direct mail, e-mail, display, leaflet, speech, or any other means which shall transmit any idea furthering the candidacy of any person.
- 700.12.1 **Active Campaigning**: Campaigning in which the person campaigning engages individuals in a direct manner. One example is a candidate passing out flyers or other promotional materials to a constituent. Further examples of active campaigning shall be outlined in the Election Rules Commission Rules of Procedure.
- 700.12.2 **Passive Campaigning**: All campaigning in which the person campaigning engages individuals in an indirect manner. One example is a constituent wearing a campaign button to promote a candidate. Further examples of passive campaigning shall be outlined in the Election Rules Commission Rules of Procedure.
- 700.13 **Candidate**: A person who has been certified by the Election Rules Commission as eligible to run for an elected Student Government office.
- 700.14 **Constitutional Amendments**: Proposed changes to the Student Body Constitution which have been passed by the Senate, signed by the Student Body President, and presented to the electorate to be voted on.
- 700.15 **Declaration of Intent to Run**: An official form that a candidate signs to officially declare their intent to be certified for a Student Government position.
- 700.16 **Donation**: Any contribution, monetary, or otherwise, given to a candidate, campaign, or campaign staff member by any individual or entity, specifically for use in the campaign including, but not limited to, campaign staff other students, or any non-student individual or entity.
- 700.17 **Election Rules Commission (ERC)**: An official entity of Student Government created to oversee the execution and logistics of all Student Government elections. This commission is comprised of a Supervisor of Elections, three (3) Deputy Supervisors of Elections, a Supervisor of Senate Elections, and Assistant Deputies.
- 700.18 **Electorate**: The officially enrolled Student Body, as determined by the Office of Admissions, at the University of South Florida St. Petersburg. Students enrolled in the USF system may vote for Student Body President and Vice President of the Tampa Campus.
- 700.19 **Executive Referendum**: The power which allows the Student Body President, with the consent of the Senate, and to call for a Referendum in which the electorate will vote on the issue presented to them.
- 700.20 **Expedited Elections**: Any elections held in the event that a Supreme Court ruling or other circumstances result in an election needing to be rescheduled. These elections will follow an abbreviated version of the original election schedule.
- 700.21 **Fair Market Value**: The price a person or entity would charge any other student for a good or service.
- 700.22 **General Election**: The annual Spring semester election during which the Student Body President, Vice President and Senators are elected.
- 700.23 **Governing Documents**: For the purposes of enforcement of Title 7, this shall refer to the Student Body Constitution, Student Government Statutes, and the Election Rules Commission Rules of Procedure.

Additional documents may be created or adopted by the Election Rules Commission, but shall not conflict with the governing documents. Only documents which have been approved by the Election Rules Commission and presented to the candidates shall be binding.

- 700.24 **Initiative and Referendum:** An action which allows any USF St. Petersburg student, by petition, to initiate a constitutional amendment or a project to be voted on within the same term to be voted on by the electorate.
- 700.25 **Interim Elections:** The elections held after the General Election to fill any open Senate seats or present any issues that must be voted on by the electorate. These elections shall be called as determined by the Senate and Senate quorum.
- 700.26 **Majority:** A vote of 50%+1 of the total electorate who voted in the election; applicable to university-wide Student Government elections only.
- 700.27 **Members of the Election Rules Commission:** Includes all members, paid or non-paid, who comprise the Elections Rules Commission.
- 700.28 **Mobile Polling Station:** The use of any laptop, PDA, cell phone, or other portable device by candidates, groups, or individuals for the purposes of voting in any election.
- 700.29 **Midterm Election:** The annual Fall semester election in which new senators are elected to fill vacancies in the Senate and to propose any new constitutional amendments. If the past general election was chosen by selection of last resort, the vote of confidence will also take place in this election.
- 700.30 **Officers of the Election Rules Commission:** Includes all students who took the oath to serve as official members of the Election Rules Commission.
- 700.31 **Official Polling Station:** A device or outlet of voting that is directly operated by the Election Rules Commission on voting days.
- 700.32 **Post Election Report:** A comprehensive report compiled by the Supervisor of Elections that includes reports from all members of the Election Rules Commission. The report shall include an in depth synopsis of strengths, weaknesses, opportunities, threats and recommended changes to the election process. This report shall be compiled following each general election.
- 700.33 **Recall:** An action which allows any USF student, by petition, to initiate a vote of the electorate in which an elected Student Government officer may be removed from their position.
- 700.34 **Restricted Area:** Any physical location that has been restricted from active and/or passive campaigning by the Election Rules Commission, University Entities, Colleges, Building Managers and Deans.
- 700.35 **Run-Off Election:** The election which shall occur if no candidates receive a majority vote in the election for the offices of Student Body President and Vice President. The Run-off Election shall take place between the two (2) tickets who received the most votes in the election. If there is a tie between two (2) Senate candidates for the last seat, a Run-off Election will occur between the two (2) candidates.
- 700.36 **Special Elections:** Any election which is held, as necessary, throughout the academic year following the General Election. These elections shall include Expedited Elections, Interim Elections, and elections to present recalls, referenda, and constitutional amendments.

- 700.37 **Statute of Limitations:** A Statute setting a time limit on legal action in certain cases.
- 700.38 **Total Campaign Value:** The sum of all campaign expenditures and campaign contributions as reported by a candidate in the Campaign Budget Statement.
- 700.39 **Unofficial Intent to Run:** An un-official and private declaration to a student(s)' peers that they have intent to apply for certification to run for a Student Government position.
- 700.40 **Unrestricted Area:** Any physical location that is free for any individual to campaign on behalf of any Campaign Ticket.

Chapter 701

General Requirements and Regulations for Student Body Presidential/Vice Presidential Candidacy in the General Election

701.1 Candidacy

701.1.1 Students interested in running for the office of Student Body President/Vice President will be able to pick up an application packet from the Election Rules Commission beginning in November.

701.1.2 Prospective candidates will be allowed to apply for candidacy Monday through Friday, three (3) weeks prior to the beginning of Spring Break. Candidate application packets shall be due to the Election Rules Commission no later than 5PM on the third Friday before Spring Break begins.

701.1.3 To apply for candidacy, candidates must submit the following required forms:

700.1.3.1 The official application packet

700.1.3.2 A Declaration of Intent

700.1.3.3 A Buckley Waiver

700.1.3.4 A petition form with the signatures of 50 students currently enrolled at the University of South Florida St. Petersburg

701.1.4 The second week before Spring Break shall be reserved for the Election Rules Commission to confirm the eligibility of candidates.

701.1.5 Candidates shall receive notification from the Elections Rules Commission of their eligibility or ineligibility to run by 5PM, the second Friday before Spring Break begins. If a candidate is found to be ineligible to run for office they will be notified of the reason for their ineligibility, and shall have the following week to appeal their ineligibility to the Supreme Court. All appeals shall be ruled upon by 5PM, the last Friday before Spring Break begins.

701.1.6 Candidates shall be required to attend at least one (1) of the official Candidate Meetings conducted by the Elections Rules Commission. There will be at least two (2) meetings scheduled for Student Government candidates in the week prior to the start of campaigning. At this meeting, candidates

will be given a Presidential/Vice Presidential Candidate Packet.

701.1.7 Campaigning shall begin exactly one (1) week prior to the beginning of the general election.

701.1.8 Candidates shall not appear on the ballot unless all required paperwork has been received by the Election Rules Commission.

701.1.9 There shall be no write-in candidates.

701.2 Candidates shall not run for more than one (1) office.

701.2.1 Candidates may request changes to documents which they have submitted to the Election Rules Commission by submitting a Change Request Form.

701.2.2 Should a Presidential, Vice-Presidential Candidate, or campaign manager remove their name from a campaign, the remaining candidate must select a replacement and report the replacement to the Election Rules Commission within forty-eight (48) hours. Any points previously assessed shall remain in effect for the new ticket.

701.2.3 Candidates may withdraw from the election at any given time without penalty by submitting a Withdrawal Form. Candidates who withdraw from the election may not reapply for the same position in the General Election from which they have withdrawn.

701.2.4 The candidate's names shall appear on the ballot as per the candidate's wishes provided that the candidate's legal name is included. The Election Rules Commission shall reserve the right to reject a candidate's chosen name if it is deemed inappropriate. Candidates may request that their political party affiliation, if applicable, be included with their name on the ballot.

701.2.5 The order of the candidates' names on the ballot shall be determined by a randomized selection process as determined by the voting software.

701.3 Campaigning

701.3.1 Official Campaigning shall begin one (1) week prior to the week of voting for the General Election and will end when the polls close on the fourth day of voting.

701.3.2 Students may solicit the assistance of Campaign Staff prior to Official Campaigning. However, students may not actively or passively campaign as defined by Title 7. Students may not use Student Government property, positions, institutions, or resources to solicit or coerce any student.

701.3.3 All campaign tickets must submit the Campaign Staff List to the Election Rules Commission by 5PM of the Friday prior to the first week of Official Campaigning. The Campaign Ticket may update this list accordingly throughout the campaign. Any student that is not on the Campaign Staff List may still be considered campaign staff by the Election Rules Commission, if there is evidence beyond reasonable doubt, that the individual is a Campaign Staff member, as defined by Title 7.

701.3.4 Students may declare an Unofficial Intent to Run anytime before applications are due, however this must not be done in a manner that is public nor may it be Passive or Active Campaigning as defined by Title 7.

- 701.3.5** Candidates may select a student to act as their Campaign Manager. The Campaign Manager shall supervise a campaign ticket's logistics, paperwork, finances, and all Campaign Staff. The Campaign Manager shall also ensure that all Campaign Staff is familiar with all the rules, Statutes, and regulations that pertain to the elections and campaigning. The Campaign Manager will work with the Election Rules Commission to ensure a successful election. The Campaign Manager or designee will be responsible for defending any point assessments and representing the candidate before the Supreme Court. Should a ticket choose not to select a Campaign Manager, the campaign responsibilities above must still be fulfilled by the Presidential and Vice Presidential candidates.
- 701.3.6** All Campaign Tickets and Campaign Staff shall follow University Regulations and Policy. Should the actions of any Campaign Ticket or Campaign Staff violate said policy, regulations or Student Government Statutes and Election Rules Commission Rules of Procedure, the respective Campaign Ticket for which they are associated with may be held liable. If actions are proven beyond a reasonable doubt, then the Election Rules Commission may assess points to the respective Campaign Ticket.
- 701.3.7** Any student or non-student may engage in Passive and/or Active Campaigning.
- 701.3.8** Rights and restrictions on campaign materials shall be outlined in the Election Rules Commission Rules of Procedure and the Presidential/Vice Presidential Candidates Packet. Violations of policies relating to Campaign Materials may result in point assessment.
- 701.3.9** Campaigns may not use University and Student Government logos or trademarks. Students may use the likeness of any University figurehead or administrator so long as this does not imply official endorsement. Official endorsements shall be at the discretion of the Election Rules Commission and in its Rules of Procedure.
- 701.3.10** If said University figure heads, Administrators, or their representatives, should contact or notify the Election Rules Commission that their respective likeness shall not be used in association with any Campaign Ticket or Campaign Ticket materials, the Election Rules Commission shall notify the respective ticket. The ticket must remove all logos and pictures from all Campaign Materials within forty-eight (48) hours of the notification.

701.4 Expenditures

- 701.4.1** All financial aspects of the General Election shall be handled prior to the start of campaigning. Each ticket must submit a completed Campaign Budget Statement to the Election Rules Commission before they will be allowed to campaign. This statement shall include all campaign contributions, as well as projected and prior campaign expenditures with receipts attached. No purchases may be made for the Run-off Election until the Election Rules Commission has determined which Campaign Tickets shall participate in the election and has authorized such spending.
- 701.4.2** A Campaign Ticket shall submit an amended expense form to the Election Rules Commission when making subsequent purchases during the weeks of campaigning, detailing the cost and the receipt. The Campaign Ticket may alter their expense form, to include additional items, throughout the weeks of campaigning; so long as it does not exceed total Campaign Cost.

701.4.3 Misreported information on the Campaign Budget Statement may result in points assessed against a candidate.

701.4.4 The maximum allowed expense limit for Presidential/Vice Presidential Candidates shall be \$1,500 for the General Election, including donations at cost.

701.5 Point Assessment

701.5.1 Candidates and their Campaign Managers may be assessed points during the General Election if they or their Campaign Staff working on their behalf or themselves violate Student Government Statutes, Election Rules Commission ROP, University Regulations or Policy, Student Code of Conduct or municipal, state or federal law. Violations of municipal, state and federal law shall be determined by University General Counsel or the judiciary of the respective government. If the Election Rules Commission is not clear on the intent of University Regulations or Statutes, then they may consult the Regional Vice Chancellor for Student Affairs and Enrollment Services for a legal opinion.

701.5.2 The Election Rules Commission will accept grievances against Campaign Tickets and their Campaign Managers throughout the weeks of campaigning for the General Election. Grievances may be filed by students, faculty, or staff for violations of policies regarding Active Campaigning and Campaign Materials. The burden of proof, beyond reasonable doubt, in point assessment lies with the person who filed the grievance. Grievances filed without any proof of the allegations shall be discarded.

701.5.3 The Election Rules Commission may assess points to Campaign Tickets for grievances filed, if the grievance is proved beyond a reasonable doubt.

701.5.4 The Election Rules Commission may assess points to Campaign Tickets for technical violations such as late paperwork, failure to acquire required signatures, etc. These violations will be handled by the Election Rules Commission and grievances will not be accepted accusing a candidate of these offenses.

701.5.5 The Election Rules Commission may assess points to Campaign Tickets to candidates for misreported information on the Campaign Budget Statement. These violations will be handled by the Election Rules Commission and grievances will not be accepted accusing a candidate of this offense.

701.5.6 Upon receipt of a grievance, the Election Rules Commission will inform the affected candidate's Campaign Manager of their potential violation and request a statement, written or oral, refuting the alleged charges. Campaign Managers, or their designee, will be given five (5) minutes to present their statement to the Election Rules Commission if they choose to give an oral statement, which must be recorded or minutes must be taken recording all actions transpired.

701.5.7 The Election Rules Commission will discuss the statements from both parties, look at the evidence, and vote on whether or not to assess points to the Campaign Ticket. Points shall be assessed in accordance with Election Rules Commission Rules of Procedure and the Presidential/Vice Presidential Candidates Packet.

701.5.8 All point assessments may be appealed to the SG Supreme Court.

701.5.9 A Campaign Ticket shall be disqualified should the Campaign Ticket accumulate ten (10) or more points.

701.5.10 No grievances may be filed with the Election Rules Commission after the certification of the results of the General Election.

701.6 Run-off Elections

701.6.1 After the results of the General Election have been announced, which shall occur at 7PM on the last day of elections, the Election Rules Commission will inform the candidates as to whether or not a Run-off Election will need to be held. All the policies and procedures of the General Election shall apply to a Run-off Election, except those changed by the policies and procedures found below.

701.6.2 Run-off Elections shall occur the following Tuesday and Wednesday after the official announcement and certification of the election results.

701.6.3 Campaigning will begin immediately following the official announcement that a Run-off Election will occur and end upon the closing of the polls on the final day of voting.

701.6.4 Candidates may not purchase any additional Campaign Materials until they submit a new Campaign Budget Statement to the Election Rules Commission.

701.6.5 The maximum allowed total campaign expense for Presidential/Vice Presidential Candidates shall be \$500.

701.6.6 The order of the candidates' names on the ballot shall be determined by a randomized selection process as determined by the voting software.

701.6.7 Points assessed to candidates in the General Election shall remain in effect until the announcement of the results of the Run-off Election.

701.6.8 No grievances shall be filed once the Election Rules Commission has certified the election results.

Chapter 702

General Requirements and Regulations for Senatorial Candidacy in the General Election

702.1 Candidacy

702.1.1 Students interested in running for the Senate will be able to pick up an application packet from the Election Rules Commission beginning in November.

702.1.2 Candidates will be allowed to apply for candidacy for one (1) week, Monday through Friday three (3) weeks prior to Spring Break. Candidate application packets shall be due to the Election Rules Commission no later than 5PM on the third Friday before Spring Break begins.

702.1.3 To apply for candidacy, candidates must submit the following required forms:

702.1.3.1 The official application packet

702.1.3.2 A Declaration of Intent

702.1.3.3 Buckley Waiver

702.1.3.4 A petition form with the signatures of twenty-five (25) currently enrolled USF St. Petersburg students.

702.1.4 The second week before Spring Break shall be reserved for the Election Rules Commission to confirm the eligibility of candidates.

702.1.5 Candidates shall receive notification from the Elections Rules Commission of their eligibility or ineligibility to run by 5PM, the second Friday before Spring Break begins. If a candidate is found to be ineligible to run for office they will be notified of the reason for their ineligibility, and shall have the following week to appeal their ineligibility to the Supreme Court. All appeals shall be ruled upon by 5PM, the last Friday before Spring Break begins.

702.1.6 Candidates shall be required to attend at least one (1) of the official Candidate Meetings conducted by the Elections Rules Commission. There will be at least two (2) meetings scheduled for Student Government candidates in the week prior to the start of campaigning. At this meeting, candidates will be given a Senator Candidate Packet.

702.1.7 Candidates shall not appear on the ballot unless all required paperwork has been received by the Election Rules Commission.

702.1.8 There shall be no write-in candidates.

702.1.9 Candidates shall not run for more than one (1) Senate seat during a single election.

702.1.10 Candidates may request changes to documents which they have submitted to the Election Rules Commission by submitting a Change Request Form.

702.1.11 Candidates may withdraw from the election at any given time without penalty by submitting a Withdrawal form. Candidates who withdraw from the election may not reapply for the election from which they withdraw.

702.1.12 The candidate's name shall appear on the ballot as per the candidate's wishes provided that the candidate's legal name is included. The Election Rules Commission shall reserve the right to reject a candidate's chosen name if it is deemed inappropriate.

702.1.13 The order of the candidates' names on the ballot shall be determined by a randomized selection process as determined by the voting software.

702.1.14 Of the 30 seats, 22 will be available to be filled during the General Elections.

702.2 Campaigning

702.2.1 Campaigning shall begin one (1) week prior to the week of voting for the General Election and will end when the polls close on the fourth day of voting.

- 702.2.2** Senatorial candidates may solicit Campaign Staff to volunteer on their behalf before and during the General Election. However, students may not actively or passively campaign as defined by Title 7 prior to the start of General Election campaigning. Students may not use Student Government property, positions, institutions, or resources to solicit or coerce any student.
- 702.2.3** Should a Senatorial Candidate choose to utilize Campaign Staff, he/she must submit the Campaign Staff List to the Election Rules Commission by 5PM of the Friday prior to the first week of Official Campaigning. The candidate may update this list accordingly throughout the campaign. Any student that is not on the Campaign Staff List may still be considered campaign staff by the Election Rules Commission, if there is evidence beyond reasonable doubt, that the individual is a Campaign Staff member, as defined by Title 7.
- 702.2.4** All Campaign Staff shall follow University Regulations and Policy. Should the actions of any Campaign Ticket or Campaign Staff violate said policy, regulations or Student Government Statutes, Election Rules Commission Rules of Procedure, or municipal, state or federal law, the respective candidate may be held liable. If actions are proven beyond a reasonable doubt, then the Election Rules Commission may disqualify the respective candidate.
- 702.2.5** Any student or non-student may engage in passive and/or active campaigning.
- 702.2.6** Rights and restrictions on active campaigning for candidates shall be outlined in the Election Rules Commission Rules of Procedure and the Senatorial Candidates Packet. Violations of policies relating to Campaign Materials may result in disqualification.
- 702.2.7** Campaigns may not use University and Student Government logos or trademarks. Students may use the likeness of any University figurehead or Administrator so long as this does not imply official endorsement. Official endorsement shall be at the discretion of the Election Rules Commission and in its Rules of Procedure.
- 702.2.7.1** If said University figureheads, Administrators, or their representatives, should contact or notify the Election Rules Commission that their respective likeness shall not be used in association with any Campaign Materials, the Election Rules Commission shall notify the respective candidate. The candidate must remove all logos and pictures from all Campaign Materials within forty-eight (48) hours of the notification.

702.3 Expenditures

- 702.3.1** All financial aspects of the General Election shall be handled prior to the start of campaigning. Each candidate must submit a completed Campaign Budget Statement to the Election Rules Commission before they will be allowed to campaign. This statement shall include all campaign contributions as well as projected campaign expenditures with receipts attached. No purchases may be made for the Run-off Election at this time.
- 702.3.2** The Election Rules Commission shall allow additional purchases during the weeks of campaigning as long as the Total Campaign Expense does not exceed the maximum amount.
- 702.3.3** Misreported information on the Campaign Budget Statement may result in Financial Sanctions against a candidate or disqualification. Financial Sanctions may be appealed to the Supreme Court.

702.3.4 The maximum allowed Total Campaign Expenditure for Senatorial Candidates shall be \$250 for all elections.

702.4 Disqualification

702.4.1 Grievances may be filed during election, against candidates, by students, faculty or staff for violations of policies regarding active campaigning and campaign materials. Grievances filed without any proof of the allegations shall be discarded.

702.4.2 The Election Rules Commission shall not assess points to Senatorial Candidates.

702.4.3 Upon receipt of a grievance, the Election Rules Commission will inform the affected candidate of their potential violation and request a statement, written or oral, refuting the alleged charges. Candidates will be given five (5) minutes to present their statement to the Election Rules Commission if they choose to give an oral statement.

702.4.4 The Election Rules Commission will discuss the statements from both parties, look at the evidence, and vote on whether or not to disqualify the candidate.

702.4.5 Excessive technical violations such as late paperwork, failure to acquire signatures, etc. and misreporting of information on the Campaign Budget Statement may also result in the candidate being disqualified. These violations will be handled by the Election Rules Commission and grievances will not be accepted accusing a candidate of this offense.

702.4.6 Disqualified Senatorial Candidates will still be allowed to run in future elections.

702.4.7 Disqualification of a Senatorial Candidate may be appealed to the Supreme Court

702.4.8 Grievances may be filed against students for election related violations of the Student Code of Conduct. Grievances must meet the same requirements as those filed against candidates. The affected student will be contacted and the Election Rules Commission will follow a similar process as a disqualification. The Election Rules Commission may decide to send the accused student to Student Rights and Responsibilities, or take no further action. A student may choose to appeal the decision of the Election Rules Commission to the Supreme Court before any action is taken.

702.4.9 No grievances may be filed with the Election Rules Commission after the certification of the results of any election.

702.5 Run-Off Elections

702.5.1 After the results of the election have been announced, which shall occur at 7PM the last day of elections, the Election Rules Commission will inform the candidates as to whether or not a Run-Off Election will need to be held. All the policies and procedures of the General Election shall apply to a Run-off Election, except those changed by the policies and procedures found below.

702.5.2 Run-off Elections shall occur the Tuesday and Wednesday following the official announcement and certification of the election results.

702.5.3 Campaigning will begin immediately following the announcement that a Run-Off Election will occur, and end upon the closing of the polls on the final day of voting.

702.5.4 Candidates may not purchase any additional Campaign Materials until they submit a new Campaign Budget Statement to the ERC.

702.5.5 The maximum allowed Total Campaign Cost for Senatorial Candidates shall be \$100.

702.5.6 The order of the Candidates' names on the ballot shall be determined by a randomized selection process as determined by the voting software.

702.5.7 No grievances may be filed with the ERC after the certification of the results of the Run-Off Election.

Chapter 703

General Requirements and Regulations for Senatorial Candidacy in the Midterm Elections

703.1 Occurrence of Election and Determination of Vacancies

703.1.1 Should any Senate seats be vacant, a Midterm Election shall take place the fourth Monday and Tuesday of October. The purpose of a Mid-Term Election is to fill vacant Senate seats and propose any Mid-Term Constitutional Amendments. The holding of a Midterm Election must be declared by the Elections Rules Commission at least four (4) weeks in advance.

703.1.2 The total number of vacant seats shall be determined by the Senate President Pro Tempore in conjunction with the Senate President and must be presented to the Senate at the first Senate meeting of every month.

703.2 Candidacy

703.2.1 Students interested in running for the Senate will be able to pick up an application packet from the Election Rules Commission.

703.2.2 Candidates will be allowed to apply for candidacy for three (3) days, Monday through Wednesday, three (3) weeks prior to election week. Candidate application packets shall be due to the Election Rules Commission no later than 5PM on the third Wednesday prior to elections.

703.2.3 To apply for candidacy, candidates must submit the following required forms:

703.2.3.1 The official application packet

703.2.3.2 A Declaration of Intent

703.2.3.3 A Buckley Waiver

703.2.3.4 A petition form with the signature of twenty (20) students currently enrolled in the college that the applicant is applying for.

- 703.2.4 The Thursday and Friday of the week candidacy packets are accepted shall be reserved for the Election Rules Commission to check the eligibility of candidates.
- 703.2.5 Candidates shall receive notification from the Elections Rules Commission of their eligibility or ineligibility to run by 5PM, the third Friday before elections begin. If a candidate is found to be ineligible to run for office they will be notified of the reason for their ineligibility, and shall have the following week to appeal their ineligibility to the Supreme Court.
- 703.2.6 Senate Candidates shall be required to attend an official Candidate Meeting. There will be at least one (1) meeting scheduled for Senatorial candidates during the week prior to the start of campaigning. At this meeting, candidates will be given a Senatorial Candidate Packet.
- 703.2.7 Candidates shall not appear on the ballot unless all required paperwork has been received by the Election Rules Commission.
- 703.2.8 There shall be no provisions for write-in candidates.
- 703.2.9 Candidates may request changes to documents which they have submitted to the Election Rules Commission by submitting a Change Request Form.
- 703.2.10 Candidates may withdraw from the election at any given time without penalty by submitting a Withdrawal Form. Candidates who withdraw from the election may not reapply.
- 703.2.11 The candidate's name shall appear on the ballot as per the candidate's wishes provided that the candidate's legal name is included. The Election Rules Commission shall reserve the right to reject a candidate's chosen name if it is deemed inappropriate.
- 703.2.12 The order of the candidates' names on the ballot shall be determined by a randomized selection process as determined by the voting software.
- 703.2.13 The remaining available seats after the General Elections will be available to be filled during the Midterm Elections

703.3 Campaigning

- 703.3.1 Campaigning shall begin on the Monday prior to the Midterm Elections, and will end when the polls close on the second day of voting.
- 703.3.2 Candidates may solicit any USF student to engage in active campaigning for them. Students who engage in active campaigning for a candidate, whether solicited or not, are expected to show respect to the students, faculty, and staff. By virtue of being a USF student, all students are obligated to follow the USF Student Code of Conduct. Any student, faculty, or staff member may file a grievance with the Election Rules Commission regarding an election related violation of the USF Student Code of Conduct.
- 703.3.3 Rights and restrictions on active campaigning for candidates shall be outlined in the Election Rules Commission Rules of Procedure and the Senatorial Candidate Packet.
- 703.3.4 Any student or non-student may engage in passive and/or active campaigning.

703.3.5 Rights and restrictions on campaign materials shall be outlined in the Election Rules Commission Rules of Procedure and the Senatorial Candidate Packet.

703.4 Expenditures

703.4.1 All financial aspects of the Midterm Election shall be handled prior to the start of campaigning. Each candidate must submit a completed Campaign Budget Statement to the Election Rules Commission before they will be allowed to campaign. This statement shall include all campaign contributions, as well as campaign expenditures with receipts attached. No purchases may be made for the Run-off Election at this time.

703.4.2 The Election Rules Commission shall allow additional purchases during campaigning as long as the Total Campaign Cost does not exceed the maximum amount.

703.4.3 Misreported information on the Campaign Budget Statement may result in Financial Sanctions against a candidate or disqualification. Financial sanctions may be appealed to the Supreme Court.

703.4.4 The maximum allowed Total Campaign Value for Senatorial Candidates shall be \$100 for the Midterm Election.

703.5 Disqualification

703.5.1 Grievances may be filed during the Midterm Election, against candidates, by students, faculty or staff for violations of policies regarding active campaigning and campaign materials. Grievances filed without any proof of the allegations shall be discarded.

703.5.2 The Election Rules Commission shall not assess points to Senatorial Candidates.

703.5.3 Upon receipt of a grievance, the Election Rules Commission will inform the affected candidate of their potential violation and request a statement, written or oral, refuting the alleged charges. Candidates will be given five (5) minutes to present their statement to the Election Rules Commission if they choose to give an oral statement.

703.5.4 The Election Rules Commission will discuss the statements from both parties, look at the evidence, and vote on whether or not to disqualify the candidate.

703.5.5 Excessive technical violations such as late paperwork, failure to acquire signatures, etc. and misreporting of information on the Campaign Budget Statement may also result in the candidate being disqualified. These violations will be handled by the Election Rules Commission and grievances will not be accepted accusing a candidate of this offense.

703.5.6 Disqualified Senatorial Candidates will still be allowed to run in Interim Elections.

703.5.7 Disqualification of a Senatorial Candidate may be appealed to the Supreme Court.

703.5.8 Grievances may be filed against students for election related violations of the Student Code of Conduct. Grievances must meet the same requirements as those filed against candidates. The affected student will be contacted and the Election Rules Commission will follow a similar process as a disqualification. The Election Rules Commission may decide to send the accused student to Student Rights and Responsibilities or take no further action. A student may choose to appeal the

decision of the Election Rules Commission to the Supreme Court before any action is taken.

703.5.9 No grievances may be filed with the ERC after the announcement of the results of the General Election.

703.6 Run-Off Elections

703.6.1 After the results of the Midterm Election have been announced, which shall occur at 7PM the last day of elections, the Election Rules Commission will inform the candidates as to whether or not a Run-off Election will need to be held. All the policies and procedures of the Midterm Election shall apply to a Run-off Election, except those changed by the policies and procedures found below.

703.6.2 Run-Off Elections shall occur the following Tuesday and Wednesday after the official announcement and certification of the election results.

703.6.3 Campaigning will begin immediately following the announcement that a Run-Off Election will occur and end on the Wednesday when the polls close.

703.6.4 Candidates may not campaign until they submit a new Campaign Budget Statement to the Election Rules Commission. No purchases may be made after the Campaign Budget Statement has been submitted to the Election Rules Commission.

703.6.5 The maximum allowed Total Campaign Cost for Senatorial Candidates shall be \$150.

703.6.6 The order of the Candidates names on the ballot shall be determined by a randomized selection process as determined by the voting software.

703.6.7 No grievances may be filed with the Election Rules Commission after the announcement of the results of the Run-Off Election.

Chapter 704

Election Rules Commission

704.1 Elections Rules Commission

704.1.1 The Election Rules Commission shall be comprised of the following officers:

704.1.1.1 Supervisor of Elections (1)

704.1.1.2 Supervisor of Senate Elections (1)

704.1.1.3 Deputy Supervisors of Elections (3)

704.1.2 The Supervisor of Elections shall be nominated by the Senate President. Nominees shall go before the Senate for confirmation.

- 704.1.3 The Election Rules Commission may select, by a majority vote, students to serve as Assistant Deputies for the purpose of providing logistical support during elections.
- 704.1.4 The Supervisor of Elections, Supervisor of Senate Elections and Deputy Supervisors of Elections shall be eligible for remuneration.
- 704.1.5 The following individuals shall not serve on the Election Rules Commission:
- 704.1.5.1 Non-Students
 - 704.1.5.2 Any student employed by Student Government departments, offices and agencies
 - 704.1.5.3 Any member in Executive Cabinet in addition to Agency Directors and Assistant Directors
 - 704.1.5.4 Any member of the Legislative Branch and its interns
 - 704.1.5.5 Any member of the Judicial Branch and its interns
 - 704.1.5.6 Students running for any Student Government position during that term.
- 704.1.6 Deputy Supervisors of Elections shall be nominated by the Supervisor of Elections, and the nominees shall go before the Senate for confirmation.
- 704.1.7 All other members of the Election Rules Commission shall be appointed by the Supervisor of Elections, shall receive the consent of the President, and shall be presented to the Senate within one (1) week of their appointment.
- 704.1.8 Should the Supervisor of Elections not appoint the necessary Election Rules Commission positions by the end of January, then the Student Body President must issue an Executive Order insisting action by 5PM the second academic day in February. The General Election may not proceed until all officers of the Election Rules Commission have been properly selected.
- 704.1.9 Should the Supervisor of Elections be unable to perform their duties the order of succession for the Election Rules Commission shall be:
- 704.1.9.1 Deputy Supervisors of Elections (Seniority, by confirmation)
 - 704.1.9.2 Supervisor of Senate Elections
 - 704.1.9.3 Assistant Deputies (Seniority, by appointment)
- 704.1.10 No member of the Election Rules Commission shall be a candidate for any election they preside over nor campaign, endorse, or actively assist a candidate outside of their duties as a member of the Election Rules Commission. Should an accusation from an individual be brought forth regarding a violation of this policy, it shall be submitted in a memo to the Senate President Pro Tempore who will call for the creation of a Senate Impeachment Committee. Any ERC members who violate this policy may be removed from their position by the Senate Impeachment Committee.
- 704.1.11 The Supervisor of Elections shall ensure that empty Election Rules Commission positions are filled immediately.

704.1.12 The Election Rules Commission shall adopt a Rules of Procedure to include policies, procedures, and timelines not found in Title 7 of these Statues.

704.1.12.1 Said Rules of Procedure shall first be reviewed and approved by the Senate Committee on Judiciary and Ethics, and then reviewed and approved by the Student Government Supreme Court.

704.1.12.2 Should ERC Rules of Procedure fail to receive approval from the Committee on Judiciary and Ethics, a supermajority of the Senate may grant approval

704.1.13 The Student Body President may remove any Election Rules Commission member(s) with the advice and consent of the Senate by a supermajority vote.

704.1.14 The Senate may end the ERC's Supervisors time in office six (6) weeks after Spring Break or any time after that.

704.1.15 The Senate shall not change Title 7 from the week of the candidate's official Candidate Meeting until the results of the elections are posted.

704.2 Duties of the officers of the Election Rules Commission

704.2.1 Be available during office hours to assist other members of the Election Rules Commission, candidates, and students.

704.2.2 Observe the ongoing election process and examine campaign materials for violations.

704.2.3 Propose changes to the Election Rules Commission Rules of Procedure.

704.2.4 Vote on proposed changes to the Election Rules Commission Rules of Procedure.

704.2.5 Propose changes to Title 7 of the SG Statutes to the Senate.

704.2.6 Create and change forms for candidacy, as necessary.

704.3 Duties of the Supervisor of Elections

704.3.1 Chair the Elections Rules Commission:

704.3.1.1 Manage and oversee the daily operations of the Election Rules Commission.

704.3.1.2 Ensure all Election Rules Commission positions are filled throughout the election.

704.3.1.3 Inform candidates of the election rules and regulations through a Candidate Meeting.

704.3.1.4 Certify candidates and approve their signed paperwork.

704.3.1.5 Distribute all necessary information to candidates in the election.

704.3.1.6 Set deadlines for candidates not outlined in the governing documents.

704.3.1.7 Inform candidates of any points they may have been assessed.

704.3.1.8 Vote on any issue in the event of a tie.

- 704.3.1.9 Announce the order of the candidates' names on the ballot at least one week prior to the opening of the polls.
- 704.3.1.10 Announce locations and operating hours of all official polling stations on voting days.
- 704.3.1.11 Announce the cancellation of an election due to the university closing or problems with the voting system.
- 704.3.1.12 Announce the results of General, Mid-term and Run-Off Elections two (2) hours after the conclusion of each election.
- 704.3.1.13 Certify the results of the election.
- 704.3.1.14 Sit on a Senate created ad-hoc committee, following the General Election, to suggest ways to improve the election process.
- 704.3.1.15 Attend all Election Rules Commission sponsored events including the Election Rules Commission debates.
- 704.3.1.16 Temporarily assume any Election Rules Commission position in the event that the person cannot fulfill their duties.
- 704.3.1.17 May end any of the deputies time in office four (4) weeks after Spring Break or any time after that.

704.4 Duties of the Deputy Supervisors of Elections

- 704.4.1 Handle the daily business of the Presidential/Vice-Presidential election.
- 704.4.2 Ensure candidates comply with the governing documents.
- 704.4.3 Accept grievances filed by students against Presidential/Vice Presidential Candidates.
- 704.4.4 Propose point assessments for technical violations.
- 704.4.5 Propose point assessments for financial violations.
- 704.4.6 Vote on the assessment of points to a candidate.
- 704.4.7 Vote on the disqualification of Senatorial Candidates.
- 704.4.8 Vote on Student Code of Conduct violations for Presidential/Vice Presidential and Senatorial Elections
- 704.4.9 Testify in cases brought to the Supreme Court.

704.5 Duties of the Supervisor of Senate Elections

- 704.5.1 Handle the daily business of the Senatorial elections.

704.5.2 Ensure senatorial candidates comply with the governing documents.

704.5.3 Accept grievances filed against senatorial candidates.

704.5.4 Propose disqualification of senatorial candidates.

704.5.5 Assess financial sanctions against senatorial candidates.

704.6 Duties of Assistant Deputies:

704.6.1 Assist the Supervisor of Senate Elections.

704.6.2 Operate official polling locations throughout the campus on voting days.

704.6.3 Seek additional Assistant Deputies to help with official polling locations.

704.7 Election Code of Ethics

704.7.1 No candidate or member of a campaign shall:

704.7.1.1 Provide false information before the Election Rules Commission or Supreme Court.

704.7.1.2 Commit slander or libel

704.7.1.3 Commit or attempt to commit a bribe.

704.7.1.4 Condone or authorize the destruction or theft of any campaign material of another candidate.

704.7.1.5 Commit destruction or theft of any campaign material.

704.7.1.6 Commit or attempt to commit extortion or blackmail.

704.7.1.7 Distribute campaign materials by sliding material under doors in residence halls.

704.7.1.8 Threaten or commit any violence to any member of a campaign ticket.

704.8 General Election Procedures

704.8.1 Online voting shall be utilized in all Student Government elections.

704.8.2 The Election Rules Commission shall make public the locations of all Restricted and Unrestricted Campaign zones prior to Official Campaigning. No candidate may receive points for campaigning in areas that are not explicitly made known by the Election Rules Commission to be restricted. The Election Rules Commission must research all locations that are restricted by the University.

704.8.3 Voting must be conducted in a manner that is accessible to any student using their private personal computers off campus, so long as it is free from outside influence of any campaign ticket or staff.

- 704.8.4** The Election Rules Commission shall set up a minimum of one (1) official polling station on campus on voting days for the General, Mid-term and Run-Off Elections.
- 704.8.5** The Election Rules Commission may assign Assistant Deputies to supervise the official polling station(s).
- 704.8.6** Only the Regional Vice Chancellor for Student Affairs and Enrollment Services may have access to the vote counts during active voting. The running tally of vote counts shall not be shared with any other student or individual unless subpoenaed by the University Board of Trustees or applicable courts. The vote counts and all documents pertaining to the voting system shall be made public within two (2) hours of the conclusion of active voting for any given election.
- 704.8.7** Votes may only be cast at official polling stations or private personal computers free from active and passive campaigning. The Election Rules Commission may investigate and with authorization of the Regional Vice Chancellor for Student Affairs and Enrollment Services, remove votes that were not cast at aforementioned stations.
- 704.8.8** Voting for the General Election shall begin at 8AM on the Monday three (3) weeks following Spring Break, and end at 5PM the following Thursday. During the week of voting, on-campus polls will close at 7PM and re-open at 8AM the following day. Online voting shall remain in effect throughout the entire duration of the election.
- 704.8.9** Run-Off Elections, should they be necessary, shall begin at 8:00 AM on the fourth Tuesday following Spring Break, and end at 5PM on the following day. During the Run-Off Election, polls will close at 5:00 PM and re-open at 8:00 AM.
- 704.8.10** The Election Rules Commission shall certify the results of the General Election on the Friday following the close of the polls at 5PM. If a Run-Off occurs, then the results of the Run-Off Election shall be certified on the Thursday following the close of the polls at 5PM. These certifications shall include notice of any pending Supreme Court cases involving the election. The results of the General and Run-off Elections are not official until certified by the Election Rules Commission.

Chapter 705

General Elections and the Student Government Supreme Court

705.1 General

- 705.1.1** In all Supreme Court hearings where the Election Rules Commission is a party, they will be represented by the Supervisor of Elections unless the Supreme Court determines that the he or she has a bias or is incompetent to represent a case.
- 705.1.2** In all decisions relating to the adjudication of guilt, the burden of proof shall rest with the plaintiff and appellant.
- 705.1.3** All rulings by the Supreme Court in elections cases shall be made within forty-eight (48) hours after the close of the hearing. The Supreme Court will issue the necessary opinions for the case within seventy-two (72) hours of the ruling.

705.1.4 All adjudication shall only be applicable in the context of the elections for the University of South Florida St. Petersburg Student Government. All rulings and decisions made shall have standing only for the purposes of the elections for the University of South Florida St. Petersburg Student Government and shall have no standing in any other judicial or legal entity outside of the jurisdiction of the Student Government at the University of South Florida St. Petersburg.

705.2 Appeal of Point Assessments

705.2.1 Candidates who feel that points were assessed to them incorrectly during an election may appeal these points to the Supreme Court. Multiple point assessments may be handled by the Supreme Court as one singular appeal.

705.2.2 Points assessed by the Election Rules Commission may be appealed to the Supreme Court only on the following grounds:

705.2.2.1 There was a procedural error in the way the Election Rules Commission handled the situation.

705.2.2.2 There was bias within the Election Rules Commission.

705.2.2.3 The point assessment was not applied consistently with the governing documents.

705.2.3 Appeals of point assessment shall follow the Supreme Court trial procedure for appellate jurisdiction as outlined in the Supreme Court Rules of Procedure.

705.2.4 Should a candidate get pointed out by the Election Rules Commission and not have time to appeal the decision prior to the official voting days for a General, Midterm or Run-off Election, then the candidate will continue to campaign. The Supreme Court may invalidate the votes received by the candidate if the point assessment is upheld.

705.2.5 Should the Supreme Court reverse or rescind points due to probable bias of members of the Election Rules Commission, the Supreme Court shall submit a memo to the Senate President Pro Tempore who will call for the creation of a Senate Impeachment Committee.

705.2.6 The Supreme Court shall have the authority to reverse, reduce, or uphold points assessed to any candidate in cases of point appeal.

705.3 Appeal of Financial Sanctions

705.3.1 Candidates who feel they received unjust financial sanctions may appeal these sanctions to the Supreme Court. Multiple sanctions may be handled by the Supreme Court as one singular appeal.

705.3.2 Appeals of financial sanctions shall follow the Supreme Court trial procedure for appellate jurisdiction as outlined in the Supreme Court Rules of Procedure.

705.3.3 The Supreme Court shall have the authority to reverse or uphold the sanctions imposed on any candidate in cases of financial sanction appeal.

705.4 Appeal of Senatorial Disqualification

- 705.4.1 Senatorial Candidates who feel they were unjustly disqualified may appeal this decision to the Supreme Court.
- 705.4.2 Appeals of disqualification shall follow the Supreme Court trial procedure for appellate jurisdiction as outlined in the Supreme Court Rules of Procedure.
- 705.4.3 The Supreme Court shall have the authority to reverse or uphold the decision of the Election Rules Commission in cases of disqualification appeal.

705.5 Appeal of Student Code of Conduct Violations

- 705.5.1 Students who feel that they were not in violation of the Student Code of Conduct may appeal the decision of the Election Rules Commission to the Supreme Court.
- 705.5.2 Appeals of Student Code of Conduct violations shall follow the Supreme Court trial procedure for appellate jurisdiction as outlined in the Supreme Court Rules of Procedure.
- 705.5.3 The Supreme Court shall have the authority to refer the student to the Office of Student Rights and Responsibilities or take no further action.

705.6 Contesting Elections

- 705.6.1 A candidate who feels that there was a problem with how the election was handled may request a contest before the Supreme Court.
- 705.6.2 Elections may only be contested, by a candidate, if it is found that the outcome of the election was consequentially altered by one or more circumstances as stated below.
- 705.6.3 A candidate may request a contest if they believe the Election Rules Commission consistently assessed points incorrectly to them throughout the election. Only the affected campaign ticket or designee may request a contest.

705.7 The candidate may request a contest for unfair point assessment resulting from the following:

- 705.7.1 There was a procedural error in the way the Election Rules Commission handled the situation
- 705.7.2 There was bias within the Election Rules Commission
- 705.7.3 The point assessment was not applied consistently with the governing documents.

705.8 Contesting of elections shall follow the Supreme Court trial procedure for original jurisdiction as outlined in the Supreme Court Rules of Procedure.

705.9 In cases of a contest the Supreme Court may institute the following remedies:

- 705.9.1 Reverse, reduce, or uphold points that were assessed to a campaign ticket
- 705.9.2 If necessary, call for an Expedited Election.

- 705.10 Should the Supreme Court reverse or rescind points due to probable bias of members of the Election Rules Commission, the Supreme Court shall submit a memo to the Senate President Pro Tempore who will call for the creation of a Senate Impeachment Committee.

Chapter 706

Special Elections

706.1 Expedited Elections

706.1.1 Only the Supervisor of Elections and the SG Supreme Court can call for Expedited Election.

706.1.2 Upon announcement of an Expedited Election, the officers of the Election Rules Commission will meet to draft a plan for the specifics of the election.

706.1.3 All paperwork submitted by candidates to the Election Rules Commission shall remain in effect.

706.1.4 An Expedited Election may call for a Presidential/Vice Presidential race, a Senatorial race, or both.

706.1.5 Officers of the Election Rules Commission may be subject to impeachment for decisions made during an Expedited Election.

706.1.6 No part of an Expedited Election may be held during Spring Break, Winter Break, or any University Holiday.

706.1.7 An Expedited Election must be completed by the last day of Spring classes.

706.2 Interim Elections

706.2.1 The Senate may only call for an Interim Election through a supermajority vote of the Senate.

706.2.1.1 The Senate may not hold an Interim Election unless the total number of filled Senate seats falls below seventy-five (75) percent of the total number of allotted seats.

706.2.1.2 The total number of vacant seats shall be determined by the Senate President Pro Tempore in conjunction with the Senate President.

706.2.1.3 Upon announcement of an Interim Election, the officers of the Election Rules Commission will meet to draft a plan for the specifics of the election.

706.2.1.4 An Interim Election may only call for a Senatorial Election

706.2.1.5 The officers of the Elections Rules Commission may be subject to impeachment for decisions made during an Interim Election.

706.2.1.6 No part of an Interim Election may be held during Spring Break, Winter Break, or any University Holiday.

706.3 Recalls

706.3.1 A Recall election may be called at any time during an academic semester.

706.3.2 Any student enrolled at the University of South Florida St. Petersburg can initiate a recall petition in accordance with the Student Body Constitution.

706.3.3 The Recall election shall be held no later than two (2) weeks after the individual recalling the officer has submitted all appropriate materials necessary to hold a recall election to the Elections Rules Commission.

706.3.4 The official ballot shall state the name of the Student Government Officer of the official in question followed by, in no more than 200 words, the reasons for demanding recall of the Officer as set forth in the recall petition.

706.3.5 The official ballot shall also include a rebuttal from the Officer being recalled. This rebuttal shall not be longer than 200 words.

706.3.6 The reasons for the recall and the rebuttal from the officer being recalled shall be made public and accessible to all students prior to the Recall Election.

706.3.7 A majority of the Electorate voting in the Recall Election shall lead to the removal of the Officer.

706.3.8 The Elections Rules Commission shall be responsible for certification of the election within twenty-four (24) hours of the close of the election.

706.4 Initiatives and Referendums

706.4.1 Any member of the Student Body at the University of South Florida St. Petersburg can call for an Initiative and Referendum in accordance with the Student Body Constitution.

706.4.2 Should a student acquire the necessary signatures to get the Initiative on the ballot then a Referendum Election shall be held.

706.4.3 A Referendum Election may be called at any time during an academic semester and will be handled by the Elections Rules Committee.

706.4.4 The Referendum Election shall be held no later than two (2) weeks after the individual calling the referendum has submitted all appropriate materials necessary to hold a Referendum Election to the Elections Rules Committee.

706.4.5 The official ballot shall state the Initiative which was submitted by the student and approved by the Electorate.

706.4.6 The official ballot shall also include a statement explaining the reason for bringing forth the Initiative.

706.4.7 The Initiative as well as the reason for bringing forth the Initiative shall be made public and accessible to all students at least one (1) week prior to the Referendum Election.

706.4.8 A majority of the Electorate voting in the Referendum Election shall lead to the Initiative becoming law. The Student Body President does not have the authority to veto an Initiative which has been approved by the Electorate.

706.4.9 The Elections Rules Committee shall be responsible for certification of the election within twenty-four (24) hours of the close of the election.

706.5 Executive Referendum

706.5.1 The Student Body President may initiate a Referendum during any academic semester in accordance with Title III of Statutes.

706.5.2 The Executive Referendum shall follow the same procedure as a student initiated Referendum.

706.6 Constitutional Amendments

706.6.1 A constitutional amendment may be proposed to the Student Body in any Interim Election held within the Fall and Spring academic semesters.

706.6.2 Constitutional Amendments shall be published, with an explanation of what is being proposed, at least one week prior to being voted on by the Electorate.

706.6.3 The official ballot shall state the proposed change and/or addition to the Student Body Constitution to be voted on by the Electorate.

706.6.4 The online voting software shall allow any student the option to vote on the constitutional amendment.

706.6.5 A supermajority of the Electorate voting on the Constitutional Amendment shall lead to adoption of the amendment.

706.7 Selection of Last Resort

706.7.1 If the processes aforementioned in Title VII cannot select an official and sworn Student Body President and Student Body Vice President within ten (10) academic days prior to Spring Commencement, then the Student Senate of the previous term shall select from the original pool of certified Campaign Tickets, a joint Presidential and Vice Presidential ticket to be the Student Body President and Vice President.

706.7.2 The Selection of Last Resort shall occur, even if there is pending litigation or dispute.

706.7.3 If the Student Body President and Student Body Vice President have been selected by Selection of Last Resort, then they shall be subject to a Student Body vote of confidence on the second Monday of the Fall semester.

706.7.4 Should the Student Body President and Student Body Vice President be removed by a vote of confidence, the Order of Succession shall determine the new officers.

Title 8

Finance Code

Chapter 800

Activity and Service Fee Monies

- 800.1** "The purpose of Activity & Service Fees is to provide University of South Florida St. Petersburg students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance mind, body, spirit and the overall University experience."
- 800.2** All uses of Activity and Service (A&S) Fee money shall be subject to, and governed by, the Constitution and Statutes of the Student Government of the University of South Florida St. Petersburg, and where applicable state and federal laws, the rules and regulations of the University of South Florida, and the University Board of Trustees.
- 800.3** The Student Government Senate will allocate A&S money by strictly following the purpose as set forth in Statutes. Any variation from this purpose will be considered a misappropriation of funds and will not be allowed. A 3/4ths vote of Senate will be required to change the purpose as set forth in Statutes.

Chapter 801

Activity and Service Fee General Regulations and Guidelines

- 801.1** All monies deposited into A&S Fee accounts shall be subject to the rules and regulations of the University of South Florida St. Petersburg Student Government and the State of Florida.
- 801.2** All capital outlay purchases, not previously outlined in the A&S funded entity's respective budget, must be approved by the Student Body President.
- 801.3** All one time expenditures over twenty thousand (\$20,000) dollars (including, but not limited to, contractual services, capital outlay, production costs or products) must receive no less than three (3) bids from three (3) different vendors or sources. All entities must purchase the bid that is the most economical, but not necessarily the least expensive.
- 801.4** All one time expenditures requiring an open bid (of over twenty thousand [\$20,000] dollars) must be approved by the Student Body President. All bids must be presented alongside with the expenditure request.
- 801.5** Any A&S account may be frozen by a simple majority vote of the Senate or the Student Body President in conjunction with the CFO for a period of five (5) academic days.

- 801.5.1** Student Organization accounts may be frozen by the Senate, with the approval of the Student Body President, for an extended period of time, beyond five (5) academic days.
- 801.6** Any A&S account may be frozen for an indefinite time by the Student Senate, after consultation with the Student Body President and CFO, by a 3/4ths vote at a regular meeting.
- 801.7** Any A&S account may be unfrozen by the Senate with a simple majority at a regular meeting.
- 801.8** A&S accounts may only be frozen for of the following reasons:
- 801.8.1** Violation of Finance Code
 - 801.8.2** Violation of Senate Committee on Appropriations proviso
 - 801.8.3** Violation of University Regulations or Policy
 - 801.8.4** Violation of Student Body Constitution or Student Government Statutes
 - 801.8.5** Violation of Florida Statutes
 - 801.8.6** Fiscal Irresponsibility as determined by definition
- 801.9** All A&S Fee funds must be spent for the direct benefit of the Student Body.
- 801.10** All events or services funded by A&S fees must be opened to all students, free of admission, dues or service charges.
- 801.10.1** Only Student Government sponsored events and services may charge students. All events of the Harborside Activities Board and the Homecoming Committee are considered Student Government Sponsored events. All other events must receive sponsorship from the Executive Branch or a majority vote of Senate to be considered a Student Government Sponsored Event or Service.
- 801.11** All A&S Fee funded events should be held on campus unless reasonable accommodations are made to assist in the transportation of students to off campus events. No Student Organization may hold an A&S Fee funded event off campus unless receiving explicit permission from the Senate Committee on Appropriations.
- 801.12** No A&S Fee funded event may have the presence of any controlled substance.
- 801.12.1** Excluding any prescribed medication required by an attendant.
 - 801.12.2** Excluding alcohol served at the Bayboro Tavern.
- 801.13** All events or services provided by A&S Fee funded agencies and entities, excluding Student Organizations, must display the Student Government Logo on all promotional items and at a visible location at the event or facility itself.
- 801.14** All t-shirts purchased by A&S Fee funded entities, excluding Student Organizations, must display the Student Government Logo.

- 801.15** All Student Organizations must have at least one (1), but no more than two (2) Financial Officers.
- 801.15.1** All Financial Officers of Student Organizations must be registered students at the University of South Florida St. Petersburg.
- 801.15.2** All Financial Officers must meet with the CFO within one (1) week of taking such a position. The CFO shall familiarize all Financial Officers, on a yearly basis or as needed, on the rules and guidelines of A&S Fee funds.
- 801.15.3** All Financial Officers are responsible for maintaining their own financial records of their respective Student Organization's activities.
- 801.16** Any monies collected in conjunction with charging at an A&S funded event or service held or conducted by a Student Organization, up to the initial A&S cost of the event, must be deposited into the organization's respective A&S account. All funds must be deposited in the form of a bill of credit.
- 801.17** All A&S property must be accounted for by the Office of Management and Budget, and must be housed in a location on campus. All property purchased by A&S Fee funds are the sole property of the University of South Florida St. Petersburg Student Government and the State of Florida.
- 801.17.1** The use of all A&S property shall be in accordance with Student Government Statutes and Senate Committee on Appropriations policy and procedure.

Chapter 802

Funding Eligibility

- 802.1** A&S Fee money shall not be allocated to entities that discriminate based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law; consistent with University Policy.
- 802.2** No entity which requires a loyalty oath for application of membership, oral or written, professing any particular belief, creed, or ideology, shall be eligible to apply for A&S Fee funding, except for those entities listed in the Student Body Constitution. A&S Fee money shall not directly be allocated to entities which are not within the Division of Student Affairs and Enrollment Services, Student Government, or a student organization. Any request from an entity outside Student Affairs must be made through the Student Government Special Projects account, should it exist.
- 802.3** No entity that requires mandatory dues for membership (local or national) shall be eligible to apply for A&S Fee funding.
- 802.4** No student organization that withholds or denies membership privileges for any enrolled student shall be eligible to apply for A&S Fee funding.
- 802.5** Any organization seeking to request A&S funding must not be deactivated, must have a Constitution, and must be registered on Blackboard prior to being allowed to request or apply for monies.

- 802.6 In order to be considered an active organization, all A&S funded student organizations must have submitted an officer listing to the Department of Student Life. This list shall contain the following:
- 802.6.1 President
 - 802.6.2 Vice President
 - 802.6.3 Treasurer
 - 802.6.4 Two (2) additional students
 - 802.6.5 Advisor
- 802.7 The total number of students on the list must be at least five (5).
- 802.8 In order to be a registered organization, all A&S Fee funded Student Organizations must have an active membership that contains 100% currently enrolled students. Non-USF students will not be considered part of the active membership. As inactive members, non-USF students cannot vote, hold office, or direct the activities of the organization.

Chapter 803

The Application and Funding Procedure

- 803.1 A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title 8.
- 803.2 Submission deadlines for budget requests shall be:
- 803.2.1 Student Life Entities- Third Friday in February
 - 803.2.2 Student Government Entities - Third Friday in February
 - 803.2.3 Student Organizations - First Friday in April
- 803.3 All student organizations are required to submit a performance report as part of their budget request. The performance report shall include, but is not limited to:
- 803.3.1 The organization profile (mission, officer listing and membership).
 - 803.3.2 Individual descriptions of projects, programs, and services.
 - 803.3.3 Information on meetings conducted during the past fiscal year.
 - 803.3.4 Additional items may be requested by a majority vote of the Senate Committee on Appropriations or the CFO.
- 803.4 The CFO will be responsible for the following procedures:

803.4.1 Ensure that each eligible student organization has access to appropriate resources

803.4.2 Verify organization eligibility for A&S Fee funding

803.4.3 Meet with all financial officers of Student Organizations

803.4.4 During Senate Committee on Appropriations deliberations, provide committee members with the appropriate information about the organizations' financial history, overall budget status, and other pertinent information.

803.5 The Senate Committee on Appropriations shall review proposed budgets in a four-step process:

803.5.1 Read through each budget request, noting any exceptions to Proviso.

803.5.2 Contact, and if possible, meet with organizations to discuss their budget requests prior to making recommendations concerning their budget.

803.5.3 Review each budget request and amend the request according to Proviso, taking into consideration the organization's past year's performance and the funds available for allocation during the next fiscal year.

803.5.4 Allocate a period of time for organizations to review their allocation and, if necessary, submit an appeal of any cuts to the budget (mock budget). Appeals shall be presented to the full Senate by the Appropriations Chair, CFO and appealing organization.

803.6 The Senate Committee on Appropriations shall report to the Senate their recommendations and the Official Executive Budget Proposal in the form of a bill no later than the fourth Monday in March, unless a new deadline is approved by a supermajority vote of the Student Government Senate.

803.6.1 If the budget is not approved by the Student Government Senate, the CFO, under the direction of the Student Body President, will revise the budget taking into consideration the concerns of the Senate. The CFO will re-present the revised budget in the form of a bill to the Senate. This process shall be repeated until the bill is passed by Senate.

803.7 The approved budget will then be forwarded to the Student Body President, who shall approve or veto the budget within ten (10) academic days.

803.8 The Student Government Senate shall have the power to override a presidential veto by supermajority.

803.9 The approved budget shall be submitted to the Regional Chancellor through the Division of Student Affairs and Enrollment Services within two (2) academic days of passage. The Regional Chancellor shall approve or veto the budget within five (5) days of being presented the budget.

803.9.1 If the Regional Chancellor returns the budget for any reason, the Senate President will call a special Senate Committee on Appropriations meeting to act upon any areas of disagreement. A new budget must be approved and resubmitted within ten (10) academic days of being returned by the Regional Chancellor.

Chapter 804

Activity and Service Fee Proviso Language

- 804.1** The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2010-2011.
- 804.2** Rules and Regulations for all A&S funded programs, services and activities:
- 804.2.1** All A&S funded programs, services and activities that benefit the Student Body must be submitted with detailed justification for each item.
- 804.2.2** The Senate Committee on Appropriations and CFO shall set aside an abeyance of projected, adjusted net revenue as determined by the CFO. The abeyance must be at least 5% and no greater than 10% of projected fee collections. The abeyance account shall be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the Regional Chancellor.
- 804.2.3** No A&S Fee funds shall be used on or in behalf of any political campaign.
- 804.2.4** Political campaigns shall be defined as any person or party running for any position in:
- 804.2.4.1** Student Government Elections/Any Campus Election
 - 804.2.4.2** Local Elections
 - 804.2.4.3** State Elections
 - 804.2.4.4** National Elections
- 804.2.5** A&S Fees shall not be spent to directly benefit non-USF students, excluding the use of A&S monies for the following purposes as defined in this chapter:
- 804.2.5.1** Recognition of USF Faculty, Staff, Advisors, and/or Coaches.
 - 804.2.5.2** Speaker fees and/or honorariums.
- 804.2.6** All A&S funded events shall be opened to all students at no charge with the exception of Student Government sponsored events with the advice and consent of SG Senate.
- 804.2.7** Student Government funded campus-wide activities need the sponsorship of an SG branch or agency in order to be considered a Student Government sponsored event.
- 804.2.8** All A&S funded events shall be held on campus.
- 804.2.8.1** On campus shall be defined as anywhere on the USF St. Petersburg Campus or any venue where a USF sponsored event is being held.
 - 804.2.8.2** The Senate Committee on Appropriations, with the approval of the CFO, can approve off-campus events.

- 804.2.9** Travel may be funded with proper justification that includes how a trip directly benefits the organization, Student Body, University, and/or State of Florida. Individual travel for students to present papers, posters, or personal academic work, is not considered eligible for "organization funding." Travel for the purposes of "job search/career fair/networking" is strictly prohibited.
- 804.2.10** The Senate Committee on Appropriations has the discretion to deny funding to A&S Fee budget request with proper justification.
- 804.2.10.1** The Senate Committee on Appropriations is not obligated to fully fund any A&S Fee eligible program, service, or activity. All Student Organizations are encouraged to seek outside financial support.
- 804.2.11** At the end of each fiscal cycle, the Senate must either re-approve or amend Title 8.
- 804.2.12** Any deviations from proviso by the CFO or the Senate Committee on Appropriations must be for exceptional circumstances, and must be brought to the senate floor and passed with a supermajority vote prior to being allowed.
- 804.2.13** The following items shall not be funded by A&S Fee Monies:
- 804.2.13.1** Awards of cash value and scholarships
 - 804.2.13.2** Fundraising costs (except when the full costs are recovered at the conclusion of such an event)
 - 804.2.13.3** Personalized clothing (i.e. individual product)
 - 804.2.13.4** Personal items
 - 804.2.13.5** Individual membership
 - 804.2.13.6** Video rental
 - 804.2.13.7** Any controlled substances
 - 804.2.13.8** Food for general business meetings
 - 804.2.13.8.1** General business meetings shall be defined as meetings of an organization occurring more than once per semester.
 - 804.2.13.9** Certificates
 - 804.2.13.10** Door prizes
- 804.2.14** The following items can be funded to a maximum amount at the discretion of the Senate Committee on Appropriations:
- 804.2.14.1** Costume Rental/Purchase: \$500.00
 - 804.2.14.2** Trophies/Plaques: \$150.00

804.2.14.3 Shirts: \$7.00

804.3 Additional rules and regulations for Student Government Branches, entities, and agencies:

804.3.1 The following items can be funded to a maximum amount per year by Activity and Service Fee monies as defined in this chapter:

804.3.1.1 Student Government Banquet: \$15.00 per student (for food).

804.3.1.2 Name tags for Students: \$5.00 per name tag.

804.3.1.3 Business cards maximum one-thousand (1,000) per employee per year, limited to the top two officers of each Branch, Executive Cabinet Directors, Senate Executive Officers, Agency Directors, and their Assistant Directors, the Supervisor of the Election Rules Commission, and full-time Staff Members.

804.4 Additional Rules and Regulations for Student Organizations:

804.4.1 Admission will not be charged to any USF student at any A&S Fee funded Student Organization event, however non-students can be charged with approval from the Office of Management and Budget. All monies raised from an A&S funded event must be deposited into the organization's A&S account.

804.4.2 Student Government shall not fund more than one of each of the following events per organization per semester (Fall & Spring semesters only):

804.4.2.1 End of semester banquet.

804.4.3 Items that shall not be funded with A&S Fees:

804.4.3.1 Media Advertising (With the exception of USF newspapers).

804.4.3.2 Items such as recorded music, books, subscriptions, and videos with the exception of items not already purchased by the USF Library.

804.4.4 Such items can be funded at the discretion of the Senate Committee on Appropriations with the proper justification and at no more than the maximum amounts per year listed below:

804.4.4.1 Office Supplies (with proof of location): \$150.00

804.4.4.2 Food: \$7.00 per student in attendance per event

804.4.4.3 Banners: \$200.00

804.4.4.4 Campus newspaper and/or radio ads: \$100.00

804.4.5 Travel can be funded no more than the maximum amounts per year listed below ("least cost" method will be used):

804.4.5.1 Total travel expenses: Maximum of \$3,000.00 per year

- 804.4.5.2 Airline tickets: \$1,500.00 maximum per year
- 804.4.5.3 Car Rental: \$60.00 per day (exclusive of total gas receipts)
- 804.4.5.4 Rooms: \$30.00 per student per night
- 804.4.5.5 Registration: \$250.00 per student per conference
- 804.4.5.6 Personal Vehicles: as defined by State Statute or University Policy
- 804.4.5.7 Van Rental: \$250.00 per day, per van
- 804.4.5.8 Bus Rental: \$1,500.00 per event
- 804.4.5.9 Food for travel may be provided as defined by State Statutes or University policy:

Chapter 805

Activity and Service Fee Interim Funding

- 805.1 All interim allocations from the Interim Funding Account, excluding the Executive Branch budget, shall be limited by the following percentages:
 - 805.1.1 No more than 60% of the Interim Funding Account may be used for the time period July 1st-December 31st (Fall)
 - 805.1.2 The remainder of the account may be used for the time period January 1st-June 30th (Spring.)
- 805.2 The Executive Branch of Student Government shall be funded for the entire fiscal year through interim funding. In accordance with Title 8, this shall be completed by the administration that will be in office for the fiscal year for which the budget is written
- 805.3 The following items shall be funded by interim funding:
 - 805.3.1 Payroll for all paid positions.
 - 805.3.2 Operating expenses.
 - 805.3.3 Travel.
 - 805.3.4 All programming
 - 805.3.5 Any Operating Capital Outlay (OCO).
 - 805.3.6 Anything else that can statutorily be funded.
- 805.4 Student Organizations shall be eligible for interim funding.

- 805.5** The Senate Committee on Appropriations shall allocate interim fund expenditures under \$200, and shall make a recommendation to the Student Government Senate on all interim fund expenditure requests over \$200. Recommendations shall be read on the Senate floor.

Chapter 806

Executive Branch Budget

- 806.1** The Executive Branch of Student Government shall be funded for the entire fiscal year through interim funding. This shall be completed by the administration that will be in office for the fiscal year of which the budget is written.
- 806.2** The following items shall be eligible for funding by Interim Funding:
- 806.2.1** Payroll for all paid positions
 - 806.2.2** Operating expenses
 - 806.2.3** Travel
 - 806.2.4** All programming
 - 806.2.5** Any Operating Capital Outlay (OCO)
 - 806.2.6** Anything else that can statutorily be funded
- 806.3** The Interim Funding request by the incoming Executive Administration must be submitted to the Senate President within one (1) academic day of the certification of the general election. Should no budget be submitted in one (1) academic day, the current Executive Administration shall submit its own budget proposal.
- 806.3.1** The Executive Budget must be approved and passed by the last Senate meeting of the Spring semester.
 - 806.3.2** If no budget is approved by the Senate, the Executive Branch shall receive monthly pro-rated amounts in a ratio equal to one-twelfth (1/12) of the budget allocated to the Executive Branch the previous year. Upon passage of the Executive Budget by the Senate, funds already spent or encumbered will be deducted from the approved allocation.
 - 806.3.3** This initial interim funding request shall include all payroll and operating expenses for the entire year.
- 806.4** The Senate Committee on Appropriations shall review the recommended budget and shall submit it to the Senate for final review. Should the Student Body President veto the Executive Branch budget bill, the Senate may overturn it with a 2/3rds vote. Should the Senate not overturn the veto, the budget process shall repeat itself as prescribed in this Statute.

Chapter 807

Student Government Signature Events

- 807.1** The Student Government Senate shall sponsor up to ten (10) Student Organization programs per fiscal year. Each program shall be defined as a Student Government Signature Event.
- 807.2** The final budget shall stipulate the total budget for Student Government Signature Events, not to exceed \$20,000. The budget line shall fall under the Executive Branch.
- 807.3** Student Government Signature Events shall be determined by the the Senate Committee on Student Services and Audits, after consultation with the Vice President and CFO.
- 807.4** Any Student Organization may apply for a signature event, so long as the event follows the guidelines outlined in general requirements of Activity and Service Fee events.
- 807.4.1** Student Government Signature Events shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.
- 807.5** Student Organizations that wish to apply for signature events in the Fall must do so no later than the last Friday of August, and the last Friday of November for the Spring.
- 807.5.1** These deadlines may be changed by a majority vote of the Senate Appropriations Committee
- 807.6** Each Request may not exceed \$2,000.
- 807.7** It is required that an event be sponsored by multiple organizations and/or a university entity, office, or department (other than Student Government).
- 807.8** The Student Government Executive Branch shall support and collaborate with signature event sponsors and shall provide additional marketing and logistical support.
- 807.9** Student Government Signature Events must be among the following:
- 807.9.1** Multicultural Event
- 807.9.1.1** Any event which hosts more than one ethnic, social, or cultural dialogue or forum.
- 807.9.2** USF Spirit Event
- 807.9.2.1** Any event which promotes pride for the university within the student body.
- 807.9.3** International or Globalization Awareness
- 807.9.3.1** Any event that highlights international issues.
- 807.9.4** Musical Concert
- 807.9.4.1** Any event with one or more musical act.

807.9.5 Natural Science or Engineering Lecture

807.9.5.1 Any event of scholastic merit pertaining to the fields of Science and Technology.

807.9.6 Humanities, Political or Social Science Lecture

807.9.6.1 Any event of scholastic merit pertaining to the fields in Humanities or Social Sciences.

807.9.7 Arts and Cultural Awareness Event

807.9.7.1 Any event that promotes the fine arts which can highlight cultural exchanges.

807.9.8 Spiritual Awareness Event.

807.9.8.1 Any event pertaining to religious customs or declarations of faith.

Title 9

Student Government Agencies

Chapter 900

Agency Creation

- 900.1 Criteria for a Student Government Agency shall be:
- 900.1.1 Provides goods and/or services to the entire Student Body.
 - 900.1.2 The good and/or service shall be student oriented and shall be available for use by all students.
- 900.2 The process for the creation of an Agency shall be as follows:
- 900.2.1 Submission of a formal Business Plan and a tentative Standard Operating Procedure to the Senate Committee on Judiciary and Ethics.
 - 900.2.2 The Business Plan shall consist of the following items:
 - 900.2.2.1 Mission Statement
 - 900.2.2.2 Scope of Service(s)
 - 900.2.2.3 Description of how the service(s) will benefit the Students at the University of South Florida St. Petersburg
 - 900.2.2.4 Organizational Structure
 - 900.2.2.5 Possible Funding Needed
 - 900.2.3 The Business Plan and tentative Standard Operating Procedure shall be given to the Senate Committee on Judiciary and Ethics members at least two (2) days prior to first reading.
 - 900.2.4 The Senate Committee on Judiciary and Ethics shall review these documents and with a majority vote may approve the Agency creation to proceed to the Senate in the form of a Senate Bill.
 - 900.2.5 The Agency Senate Bill will require a supermajority vote of the Senate.
 - 900.2.6 The new Agency shall be added to Title 9 of the Student Government Statutes.
 - 900.2.7 The minimum staffing requirements for an Agency shall be:
 - 900.2.7.1 One Student Director
 - 900.2.7.2 One Student Assistant Director

900.2.7.3 One Student Staff Member

- 900.3** Upon creation, the Agency shall formalize their Standard Operating Procedure and shall submit it to the Senate Committee on Judiciary and Ethics. The Senate Committee on Judiciary and Ethics may approve the formal Standard Operating Procedure with a supermajority vote in the affirmative.
- 900.4** The Standard Operating Procedure for the Agency shall not be in conflict with the Student Body Constitution or the Student Government Statutes.
- 900.5** The Director of an Agency shall be responsible for all the duties contained in the Student Government Statutes that delineate the agency, be the official representative of the agency before all other entities, prepare the yearly budget for proposal to CFO, serve as the new agency's accountable officer, and develop, implement, and maintain policies, procedures, and programs.
- 900.6** All proposed amendments to the Standard Operating Procedure must be submitted in writing to the Senate Committee on Judiciary and Ethics. The Senate Committee on Judiciary and Ethics may approve the amendments with a majority vote.