Student Government
Constitution and Statutes
2018 - 2019
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PREAMBLE

We, the students of the University of North Florida, in order that we may maintain the benefits of constitutional liberty and may create a representative government through which the individual student voice can be heard, and which students can actively participate in this University by promoting cooperation among the Student Body, Faculty, and Administration, do hereby ordain and establish this Constitution of the Student Government of the University of North Florida.

ARTICLE I: THE ORGANIZATION

Section 1: Name

The name of this organization shall be the Student Government of the University of North Florida, hereinafter referred to as Student Government.

Section 2: Branches of Government

The powers of this government shall be divided into legislative, executive, and judicial branches. No person belonging to one branch shall exercise any powers appertaining to either of the other branches unless expressly provided herein.

Section 3: Purpose

The purpose of this government shall be to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students. This shall include but not be limited to the following:

A. The allocation of the Activity and Service Fee Budget, hereinafter referred to as the A&S Fee Budget;

B. The evaluation and establishment of student programs;

C. The support and development of student activities, clubs and organizations, publications, and services;

D. The representation of concerns for student morale, welfare, responsibility, and integrity; and,

E. Other activities as may pertain directly to students.

Section 4: Qualifications

A. Every Student Government member must be an A&S Fee paying student, enrolled in at least one (1) class during the Fall semester and at least one (1) class during the Spring semester at the University of North Florida, maintain a 2.5 institutional grade point average or higher, unless otherwise approved by the Vice President of Student and International Affairs, and not be restricted from participation in Student Government by the University of North Florida’s Student Conduct Office. Students seeking membership to Student Government during their first semester shall be exempt from the GPA requirement during their first semester. Members of Student Government may continue to serve during the summer semester without being enrolled in a class so long as they are still considered students by the University of North Florida.
ARTICLE II: THE LEGISLATURE

Section 1: Composition
The legislative powers of the Student Government shall be vested in the Senate, which shall consist of forty (40) senators.

Section 2: Terms of Senators
A. Elected Senators: Elected Senators shall be elected for terms of one (1) year, and shall be limited to a maximum of six (6) terms.

B. Appointed Senators: If a vacancy occurs, the Senate may appoint a substitute to serve for the remainder of the term as prescribed by law.

Section 3: Senate Officers:
The Senate shall choose its officers in the Spring, which shall include a permanent presiding officer selected annually from its membership, who shall be designated as the Senate President. The Senate shall also annually select from its membership a Senate President Pro Tempore, who shall assume the duties of presiding officer in the Senate President’s absence. All other duties and requirements of the aforementioned officers, and/or creation of additional Senate officers shall be prescribed by law.

Section 4: Apportionment
General Apportionment: The Senate shall consist of forty (40) general seats, numbered one (1) through forty (40), with one (1) senator occupying each seat.

Section 5: Meetings of the Senate
A. Organizational Meeting: Within one (1) calendar month of each Spring general election, the Senate shall convene for the purpose of organization and selection of all officers as prescribed by law.

B. Regular Meeting: A regular meeting of Senate shall convene during each academic semester a minimum of two (2) times each thirty-one (31) day period, excluding the last week of each semester. The Senate can waive this requirement, for only one (1) meeting per semester, by two-thirds (2/3) vote.

C. Special Meeting: The President, by written proclamation, presented to the Senate President, stating a legitimate purpose, may convene, forty-eight (48) hours after the presentation, the Senate in special meeting during which only such legislative business may be transacted as is within the purview of the proclamation, or of a communication from the President, or is introduced by consent of two-thirds (2/3) of the Senate. The President’s power to convene the Senate may be prevented only upon a petition of one-half of the Senate’s membership. The Senate’s power of prevention cannot be general in nature and must apply only to the President’s respective proclamation and order to convene.

Section 6: Definition of Legislation
A. Bills: Bills shall be legislative proposals to appropriate monies, approve Constitutional amendments and revisions, adopt statutory amendments and revisions, and other binding acts.

B. Joint Resolutions: Joint Resolutions shall be resolutions stating the will of Student Government.

C. Simple Resolutions: Simple Resolutions shall be the formal expression of the opinion of the Senate or the legislative vehicle used for the internal regulation of the senatorial policies and procedures.

Section 7: Passage of Legislation

A. The origination and passage of legislation in Senate shall be prescribed by law.

B. The passage of Simple Resolutions that only express the official opinion of the Senate shall require a majority vote and are not subject to the executive veto power outlined in Section 8 of this Article.

C. The passage of Simple Resolutions that amend or revise Senatorial policies and procedures shall require a two-thirds (2/3) vote of Senate and are not subject to the executive veto power outlined in Section 8 of this Article.

Section 8: Executive Approval and Veto

A. Every Bill or Joint Resolution passed by majority vote of the Senate shall be presented, by the Senate President, to the President as prescribed by law, but not to exceed five (5) business days.

B. The Bill or Joint Resolution shall become law if the President approves and signs it, or fails to veto it within five (5) business days after its presentation.

1. If any legislation, except a General Appropriation Bill, is vetoed by the President, a presidential veto shall extend to the entire Bill or Joint Resolution.

2. If a General Appropriation Bill is vetoed by the President, the President may veto any specific appropriation, but may not veto any qualification or restriction without vetoing the appropriation to which it relates. The President may not approve any general appropriation which becomes law or is appropriated after their term of office.

3. If a Joint Resolution is vetoed by the President, it shall automatically return to the Senate as a simple resolution.

C. After a Bill, Joint Resolution, or specific appropriation has been vetoed, the President shall transmit written and/or oral objections to the Senate at the next regular meeting.

D. Once the vetoed legislation is presented to the Senate, the Senate has three options:

1. **Override the Veto:** If any Senator motions to override the vetoed legislation at the next Regular Meeting following the Presidential veto, the vetoed legislation shall be placed on the floor of the Senate and be subject to normal parliamentary motions. It must be passed by a two-thirds (2/3) vote. By overriding the veto, the bill can be reenacted or the specific appropriation be reinstated over which the President shall have no veto authority. Any bill reenacted under this provision shall immediately become law. Any specific appropriation re-
instated under this provision shall be allocated with all reasonable brevity.

2. **Amend the Vetoed Legislation:** Vetoed Bills or specific appropriations that are amended in any way after Senate reconsideration shall become de facto a new piece of legislation and be subject to Presidential veto authority.

3. **No Action Taken:** If no Senator motions to override the veto at the next regular session, the vetoed Bill or specific appropriation cannot be brought back to the floor. This provision applies only to vetoed legislation for the purpose of Senate re-enactment or reinstatement and in no way shall infringe upon the ability of Senate to bring any previously vetoed Bill or specific appropriation back through normal legislative procedures, subject again to presidential veto.

**Section 9: Prohibited Laws**

A. Senate shall not enact a Bill or Joint Resolution that conflicts with or violates any Federal law, State law, Local law or ordinance. This shall include but not be limited to Bills of Attainder and Ex Post Facto laws. The Student Government Judicial Branch shall negate and remove, if presented for Judicial Review, existing Student Government law if it conflicts with this provision.

B. Senate shall not enact a Bill or Joint Resolution which adds any qualification or restriction for membership in the Student Government not already outlined in Article I, Section 4. The Judicial Branch shall negate and remove, if presented for Judicial Review, existing Student Government law if it conflicts with this provision.

**Section 10: Enactment of Student Government Statute**

A. The Senate shall enact under the procedures outlined in Section 7 of this Article, constitutional bylaws to be known as Student Government Statutes, with the exception of bylaws concerning elections, which shall require a two-thirds (2/3) vote of the Senate

B. Enacted Student Government Statutes shall take effect at the start of the next fiscal year, unless the Senate votes to immediately enact the statute.

C. Student Government Statute may be enacted sooner if three-fourths (3/4) of the Senate determines the issue to be of urgency to the wellbeing of Student Government and the Student Body after which it will follow the normal legislative process.

**Section 11: Additional Powers and Duties**

The Senate shall:

A. Approve and allocate the fiscal budget of the Student Government, subject to the provisions of Section 9 of this Article and Chapter 1009.24 of the Florida Statutes.

B. Establish its own meeting times, rules, procedures, and may with two-thirds (2/3) concurrence remove a member due to the excessive accumulation of absence points.
ARTICLE III: THE EXECUTIVE

Section 1: Executive Powers

All Executive Powers of the Student Government shall be vested in the President of the Student Government assisted by the Vice President and such administrative officers as the President shall appoint in accordance with this article. The Student Government President shall hereinafter be referred to as the President, the Student Government Vice President as the Vice President.

Section 2: Terms of the President and Vice President

A. Terms: The President and Vice President shall be elected for terms of one (1) year, and shall be limited to a maximum of two (2) terms.

Section 3: Vacancies

A. If a vacancy occurs in the office of the President, the Vice President shall assume office for the remainder of the term.

B. If a vacancy occurs in the office of the Vice President, the President shall have the power to appoint a new Vice President, subject to majority approval from Senate.

C. If a vacancy occurs in both the office of the President and the office of the Vice President, the Senate President shall assume the office of the President for the remainder of the term.

Section 4: Executive Cabinet

A. The President shall have the power to appoint all Executive Cabinet Officers with majority approval from Senate. The removal of Executive Cabinet Officers shall be prescribed by law.

B. The creation, termination, and/or funding of Executive Cabinet Positions shall be prescribed by law.

C. The President must appoint a qualified individual to the position of Treasurer within the first month of taking office. This position shall be a member of the Executive Cabinet and regularly report to the Senate Budget and Allocations Committee. The appointment, termination, and duties of this position shall be prescribed by law.

Section 5: Additional Duties and Powers of the President

The President shall:

A. Be the chief executive of Student Government;

B. Administer and enforce all laws of Student Government;

C. Co-sign, along with the Student Government Business Manager, on all expenditures from Executive Branch indexes;

D. Call and preside over executive meetings of Student Government and student assemblies when appropriate;
E. Oversee executive agency operations; and

F. Address the Student Body using the most popular media forum at least once every fall and spring semesters respectively.

Section 6: Duties and Powers of the Vice President

A. The Vice President shall assume the duties of the President only in extreme circumstances, such as physical incapacitation, which make it impossible to discharge the duties of the office, or upon their request.

B. The Vice President shall coordinate the efforts of the Executive Cabinet and shall serve as coordinator for the formulation and completion of Executive Cabinet projects.

Section 7: Duties and Powers of the Treasurer

A. The Treasurer shall serve as the executive liaison to the Student Body on all matters pertaining to A&S Fee procedures.

B. The Treasurer shall work with the Senate Budget and Allocation Committee, Student Government Accountant, and Student Government Business Manager in monitoring all A&S Fee accounts and advising all A & S Fee requesters on proper procedure and regulations.

C. The Treasurer shall fulfill all job responsibilities as well as duties prescribed by law.

Section 8: Duties and Powers of the Attorney General

A. The Attorney General shall be an executive position appointed by the President and confirmed by a majority vote of the Senate.

B. The Attorney General shall be the Chief Executive Prosecutor in all Student Government matters.

C. The Attorney General shall fulfill all job responsibilities as well as duties prescribed by law.

Section 9: Duties and Powers of the Student Advocate

A. The Student Advocate shall be in an executive position appointed by the President and confirmed by a majority vote of the Senate.

B. The Student Advocate shall be the Chief Public Defender in all Student Government matters.

C. The Student Advocate shall fulfill all job responsibilities as well as duties prescribed by law.
ARTICLE IV: THE JUDICIARY

Section 1: Judicial Powers

The Judicial Power of Student Government shall be vested in the Judicial Branch

Section 2: Composition of the Judicial Branch

A. The Judicial Branch shall be composed of nine (9) total justices.

B. A Chief Justice shall be elected annually from within the Judicial Branch to serve as the presiding officer and shall serve a one (1) year term.

C. A Deputy Chief Justice shall be appointed annually from within the Judicial Branch by the Chief Justice and shall assume the duties of the Chief Justice in the event of their absence.

D. Other officers that the Judicial Branch deems necessary shall be chosen according to the Judicial Policies and Procedures.

Section 3: Terms of Justices

Terms: Upon installation, Justices may serve a maximum of six (6) years as long as they remain qualified. Acting Justices may also resign their position at any time for any reason.

Section 4: Installation of Justices

Procedure: When there is a vacancy on the Judicial Branch, the President shall forward a Judicial Nominee to the Government Oversight Committee to be vetted. The Government Oversight Committee will forward the Judicial Nominee to the Senate for majority confirmation. Upon majority confirmation from Senate, the Judicial Nominee shall immediately be installed as an acting Justice.

Section 5: Jurisdiction and Judicial Processes

A. Powers: The Judicial Branch shall have the power of Judicial Review over all matters under the purview of Student Government. This power shall include and be limited as prescribed by law.

   1. The Judicial Branch must negate and remove existing Student Government Statute, appropriation, law, Joint Resolution, Executive Order, and/or Senatorial policy when it conflicts with any provisions of the Student Government Constitution.

   2. Prior to any judgment that negates or removes existing Student Government Statute, appropriation, law, Joint Resolution, Executive Order, and/or Senatorial policy that is being challenged on the grounds that it violates Federal law, State law, Local law or ordinance, or University regulation, the Judicial Branch may consult with the University of North Florida’s General Counsel.

   3. The Judicial Branch may issue a temporary stay against the application of a Student Government Statute, appropriation, law, Joint Resolution, Executive Order, and/or Senatorial policy in time sensitive matters not to exceed ten (10) business days, in order to provide ample time for a judicial hearing and decision. The Judicial Branch shall not issue more than two (2) stays for any one complaint or issue.
4. The Judicial Branch shall serve as the final deciding body for all disputes between Student Government student employees, members, and/or elected officials which involve Student Government law. Judicial relief in such cases shall be prescribed by law but must always be comparable to the judicial power exercised by courts in the United States Federal Court System.

B. General Restrictions: The aforementioned power of the Judicial Branch outlined in Section 5 of this Article cannot be enacted unless an A & S fee paying student files a written complaint. Furthermore, the complainant cannot be a member of the Judicial Branch and any judgment rendered must be within the purview of the complaint.

C. Constitutional Restriction: The Judicial Branch may not change, amend, negate, or remove any provision of the Student Government Constitution at any time for any reason.

Section 6: Administration: Practice and Procedure

A. Quorum for all Judicial Branch hearings shall be set at more than half of the current membership of the Judicial Branch. Membership shall be defined as the total number of Justices, excluding vacant seats and those on a leave of absence.

B. The Chief Justice shall serve as the chief administrative officer of the judiciary, and, in accordance with the Judicial Policies and Procedures, shall be vested with the authority to:

1. Assign duties among the Justices of the Judicial Branch;
2. Conduct and preside over Judicial Branch proceedings;
3. Rule on procedural questions that arise during the course of the judicial proceedings;
4. Report in writing to the Respondent of any complaint filed with the Judicial Branch;
5. Be responsible for administering the “Oath of Office” to all Student Government officers;
6. Inform the Senate of the condition of the Judicial Branch; and
7. Report to the Senate such defects in the laws as may have been brought to the attention of the Judicial Branch and suggest such amendments or additional legislation which is deemed necessary.

C. The Judicial Branch shall establish its own meeting times, rules, and procedures as prescribed by law.

D. The Judicial Branch may, with two-thirds (2/3) concurrence of all active justices, remove a justice due to the excessive accumulation of absence points.

E. The Judicial Branch shall conduct open hearings for all cases.
ARTICLE V: ELECTIONS

Section 1: Organization

A. There shall be an Office of Elections responsible for the unbiased production and maintenance of all Student Government elections.

B. The leadership of the office of Elections shall consist of an Elections Commissioner whose qualifications, purpose, and duties shall be prescribed by law.

Section 2: Eligible Voters

A. Every student currently registered and paying A&S Fees to the University of North Florida shall be entitled to vote in all General and Special Elections.

B. All Students paying A&S fees to the University of North Florida shall be eligible to vote for Senatorial Seats one (1) through forty (40).

C. Student Government will enact no law to this section which adds any additional eligibility criteria or law which unfairly hinders a registered student’s right to vote.

Section 3: Candidacy

A. To qualify as a candidate for Student Government Presidential/Vice Presidential elective office or Senatorial elective office, one must:

1. Be an A&S Fee paying student

2. Be enrolled in at least one (1) class during the semester in which the election is taking place.

3. Currently hold a 2.5 institutional grade point average or higher, and not be restricted from participation in Student Government by the University of North Florida’s Student Conduct Office. A student is exempt from the GPA requirement if this is their first semester with the University.

4. Be capable of fulfilling a full term. A student who is graduating at the end of the semester in which the election is taking place is not qualified for Student Government elective office.

5. All Presidential/Vice Presidential candidates are required to run on a two person ticket, with a clear distinction of which office each individual is seeking.

B. To qualify for Student Government Senatorial elective office, one must:

1. Be an A&S Fee paying student

2. Be enrolled in at least one (1) class during the semester in which the election is taking place.
3. Currently hold a 2.5 institutional grade point average or higher, and not be restricted from participation in Student Government by the University of North Florida’s Student Conduct Office. A student is exempt from the GPA requirement if this is their first semester with the University.

4. A student who is graduating at the end of the semester in which the election is taking place is not qualified for Student Government elective office.

Section 4: Types of Elections

A. General Elections: Elections that will be held exactly once (1) during the fall and spring semesters for the purpose of determining which candidates will assume all Student Government elective offices, with the exception of any Special Election called pursuant to Section 4 of this article.

B. Special Elections: All other elections which are not General Elections.

Section 5: Senatorial Elective Offices

A. Seats one (1) through twenty (20) shall be at-large Senatorial Seats open for election during the fall General Election.

B. Seats twenty-one (21) through forty (40) shall be at-large Senatorial Seats open for election during the spring General Election.

C. The Student body may, upon written petition presented to the Elections Commissioner bearing the names, student N numbers, and signatures of at least ten percent (10%) of the student body call a Special Election for one, several, or all of the seats occupied by appointed Senators or left vacant by elected ones. This Special Election shall be held within twenty (20) business days from the date of the presentation.

D. All further Senatorial election requirements and procedures shall be prescribed by law.

Section 6: Executive Elective Offices

A. The Presidential/Vice-Presidential Election shall be held during the spring General Election.

B. All further executive election requirements and procedures shall be prescribed by law.

Section 7: Validation

In the absence of a legitimate challenge to the validity of the entire General, or Special Elections, the Senate shall validate election results no later than ten (10) business days after the last day of the election if all appeals to the Judicial Branch have been resolved.

Section 8: Installation

A. The installation process shall begin at the next Senate meeting following the validation of either the General, or Special Elections results, as in accordance with Section 6 of this
Article. Upon installation, elected officials shall assume all abilities and responsibilities of their respective office.

B. The swearing in of elected candidates must be held within fifteen (15) business days after the election has been validated by the Senate.

C. Elected candidates shall be sworn into office by the Chief Justice or another member of the Judicial Branch as designated by the Chief Justice, using the following oath:

“I (name of Individual), do hereby swear (or affirm) to uphold the office of (Title), and to abide by the laws of the United States of America, the Constitution of the Student Government of the University of North Florida, and to represent the student body to the best of my ability, so help me God.”

D. If one affirms, they may omit the words, “so help me God.”

ARTICLE VI: AMENDMENT PROCESS

Section 1: Proposal of Amendments

The following shall be the two processes for the proposal of amendments to this Constitution:

A. Amendments to this Constitution shall be proposed by a Constitutional Convention formed and established by the Senate President and the President concurrently no more than once every three (3) years, with equal representation from both branches. The Chief Justice, or any justice designated by the Chief Justice, shall serve as the chair of the committee and shall vote only in the event of a tie. All proposals recommended by majority vote of the Constitutional Convention shall be forwarded to the Senate and must be approved by a three-fourths (3/4) vote of the Senate, or;

B. A written petition presented to the Elections Commissioner bearing the names, student N numbers, and signatures of at least ten percent (10%) of the student body.

Section 2: Procedure after Proposal

A. All proposed amendments shall be published in the major student publication and otherwise made available to the Student Body for ten (10) business days prior to the vote by the Student Body.

B. Proposals made via the Constitutional Convention and approved by Senate or as written petition bearing the names and signature of at least ten percent (10%) but less than twenty percent (20%) of the student body shall be introduced as a constitutional referendum at the next General Election.

C. Proposals made via a written petition bearing the names and signatures of twenty percent (20%) or more of the student body may be introduced, at the discretion of the petitioner(s), as a Special Constitutional Referendum, which shall be voted on by the student body within fourteen (14) business days of its presentation and shall have the following restrictions.

1. Special Constitution Referendums can individually encompass only a singular subject.
2. Special Constitutional Referendums cannot be proposed during the summer semester.

Section 3: Ratification

The proposed amendment shall immediately become part of this Constitution if more eligible students vote “Yea” than “Nay” at the General or Special Election and upon Senate validation of said election.

Section 4: Friendly Amendments

A. Friendly amendments shall be defined as those amendments that do not alter the intent or any possible legal interpretation of our Constitution.

B. Friendly amendments may be made to this Constitution in the form of a Special Joint Resolution. This Joint Resolution must include all the friendly amendments that are to be made and must present them in their full context. In order for any such joint resolution to take effect the following procedure must be adhered to:

1. Senate must pass any such resolution unanimously.

2. The resolution must be signed by the President.

3. The Joint Resolution shall be submitted to the Judicial Branch and prior to the bill taking effect the entire Judicial Branch must meet in order to discuss the proposed changes and determine if there is conflict with the above definition of a friendly amendment.

4. If the changes are approved unanimously by the Judicial Branch the Joint Resolution shall take effect.

ARTICLE VII: IMPEACHMENT

Section 1: Method

Procedural requirements of the impeachment of Senatorial, Executive and/or Judicial Members shall be prescribed by law, pursuant to the following requirements.

A. For a member of the Executive Branch to be impeached, two-thirds (2/3) of Senate and a majority of the Judicial Branch must concur.

B. For a member of Legislative Branch to be impeached, two-thirds (2/3) of Senate and a majority of the Judicial Branch must concur.

C. For an appointed member of the Judicial Branch to be impeached, two-thirds (2/3) of Senate and the President must concur. If the President does not concur, the Senate may still impeach the Justice with a three-fourths (3/4) vote of concurrence.

D. Upon receipt of a petition of 20% of the currently enrolled A & S Fee paying students of the University of North Florida requesting that an elected Student Government official be removed from office, within 60 days after the filing of a petition, a referendum must be held in which a majority vote of the students will remove the officer from their seat. Also, the
grounds for removing a Student Government officer must be expressly contained within the petition and are limited to the following: malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, or conviction of a felony.

Section 2: Removal

Upon fulfillment of the requirements enumerated in Section 1 of this Article, the impeached official shall immediately be removed from office and may not seek appointment for any Student Government Office until after the next General Election.

HISTORY:
SB-96S-917 April 4, 1996
SB-97S-979 February 24, 1997
CA-00S-1325 March 17, 2000
CA-02SB-1567 July 26, 2002
CA-03S-1653 March 13, 2003
CA-05S-1854 NO DATE
CA-05S-1855 NO DATE
CA-05S-1866 February 27, 2005
CA-05S-1867 February 27, 2005
CA-05SB-1930 July 25, 2005
CA-05SB-1932 October 10, 2005
CA-06S-1982 February 13, 2006
CA-06S-1983 April 3, 2006
CA-06S-1984 February 13, 2006
CR-08F-2251 September 15, 2008
CR-08F-2257 September 15, 2008
CR-08F-2263 November 24, 2008
CR-09F-2356 September 28, 2009
CR-10F-2430 August 30, 2010
CR-10F-2448 October 4, 2010
CR-12F-2629B September 24, 2012
CR-12F-2629B(A) September 24, 2012
CR-13S-2680 February 25, 2013
JR-13F-2705 October 21, 2013
CR-13SB-2700 December 6, 2013
CR-14SA-2772 November 17, 2014
CR-14SB-2776 November 17, 2014
CR-15S-2840 March 30, 2015
CR-15S-2845 March 30, 2015
CR-15SA-2862 November 9, 2015
CR-15F-2900 November 9, 2015
CR-16S-2926 March 21, 2016
JR-16SA-3003 June 8, 2016
CR-16F-3045 October 3, 2016
CR-17F-3222 (November 3, 2017)
CR-17F-3223 (November 3, 2017)
CR-17F-3224 (November 3, 2017)
CR-17F-3225 (November 3, 2017)
CR-17F-3226 (November 3, 2017)
CR-17F-3227 (November 3, 2017)
JR-17F-3228 (September 29, 2017)
TITLE I: THE SYSTEM OF STATUTES

Chapter 100: Statute Compliance and Form

100.1 The following shall be the system of the Student Government Statutes observed by the Senate in enacting Statutes, and by the Attorney General in exercising statutory revision.

A. All Student Government officers and all students serving in any capacity whatsoever within Student Government must comply with the Student Government Statutes. Willful and deliberate disregard of these Statutes shall be grounds for noncompliance, removal from office, or impeachment.

B. The following shall serve as the table of contents for the Student Government Statutes:

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<td>I. The System of Statutes (100-199)</td>
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<td>IX. Installation and Eligibility Requirements (900-999)</td>
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<td>XIII. The Government Oversight Committee Statute (1300-1399)</td>
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</tbody>
</table>

C. Each chapter may be subdivided by means of a decimal arrangement, for example: Chapter 100 may be divided into sections such as 100.1, 100.2 and so on, and each of these sections may in turn be subdivided by the use of letters in alphabetical order.

D. Each Statute will have a printed history at the end of it, chronologically listing the bill numbers and dates of any amendments.

Chapter 101: Constitutional and Statutory Authority

101.1 The following shall set forth the hierarchy of authority of the Student Government Constitution, Statutes, policies, procedures, or standing rules.

A. The Student Government Constitution shall be the superseding document of all SG documents, including statutes, policies, procedures, and standing rules. No statute, policy, procedure, or standing rule may override the Student Government Constitution.

B. The Student Government Statutes shall be the superseding document over all SG documents,
not previously superseded by the Student Government Constitution, including policies, procedures, and standing rules. No policy, procedure, or standing rule may override the Student Government Statutes.

C. The Student Government Constitution and Statutes will supersede any policies and procedures set forth by any entity of Student Government (Senate, Judicial Branch, standing committee).

101.2 Procedural Conflicts

A. In the event that a statute, policy, procedure, or standing rule is found different from a document that supersedes it, the superseding document shall be correct in the matter. In case of this event, the Senate standing committee overseeing the statute, policy, procedure, or standing rule may change the document being superseded to become compliant with the superseding document without changing the intent thereof.

B. In the event a Senate standing committee makes any statute, policy, procedure, or standing rule corrections due to superseding documents, changes must be reported at the next Senate meeting immediately following the committee meeting in which changes were made.

HISTORY:
SB-96F-933 (September 17, 1996)
SB-00SA-1337 (May 16, 2000)
SB-04F-1828 (November 29, 2004)
SB-05S-1864 (February 14, 2005)
SB-06SA-2027 (June 19, 2006)
SB-07SB-2138 (July 21, 2007)
SB-13S-2672 (February 25, 2013)
SB-17F-3233 (October 27, 2017)
TITLE II: PARLIAMENTARY AUTHORITY

Chapter 200: Parliamentary Authority

200.1 Parliamentary Procedure

A. The Student Government parliamentary authority shall be the current edition of Robert’s Rules of Order.

B. Robert’s Rules of Order shall be the procedural authority for all publicly noticed Student Government Meetings.

C. Robert’s Rules of Order shall be the authority only over those questions that have not been specified by general law, university regulations, the Constitution and Statutes of the Student Government of the University of North Florida, or the Policies and Procedures from each respective branch of Student Government.

Chapter 201: Membership

201.1 Rights of Membership

A. Members of the Student Government are defined as current officers who meet all of the eligibility requirements for participation in the Student Government of the University of North Florida as prescribed by law.

B. Members of Student Government Committees are appointed as prescribed by law.

C. During a publicly noticed Student Government meeting; a respective member of that meeting has the following rights:

1. The right to attend meetings
2. The right to make motions
3. The right to debate
4. The right to vote

D. The presiding officer must ensure that the rights of members are upheld. The current edition of Robert’s Rules of Order defines the limitations at which a member may practice these rights.

201.2 Ex Officio Members

A. An Ex Officio member shall be defined as a member who serves on a board or committee by virtue of holding an office, and whose rights do not include the full rights of membership.

B. An Ex Officio member of publicly noticed Student Government meetings is expected to provide guidance and pertinent information as related to their position within Student Government.

C. An Ex Officio member of publicly noticed Student Government meetings has the following
rights:

1. The right to attend meetings
2. The right to be recognized by the presiding officer

D. An Ex Officio member of publicly noticed Student Government meetings does not have the following rights:

1. The right to make motions
2. The right to vote

201.2 Professional Staff

A. Professional Staff members have the right to be recognized by the chair of all Student Government meetings.

201.3 Non-members

A. During a publicly noticed Student Government meeting, non-members have the right to attend the meeting and a reasonable opportunity to be heard.

B. During a publicly noticed Student Government Meeting, non-members do not have the following rights:

1. The right to make motions;
2. The right to debate; and
3. The right to vote.

Chapter 202: Statutory Authority

202.1 Statutory Terminology

A. The current edition of Black’s Law Dictionary shall be used in understanding the terms contained within the Statutes. An appeal regarding the definition of a term may be filed with the Judicial Branch; the final determination of usage will continue to rest with the Judicial Branch.

HISTORY:
SB-96F-934 (September 17, 1996)
SB-06SA-2028 (June 19, 2006)
SB-16F-3061 (October 24, 2016)
SB-17F-3234 (October 27, 2017)
Title III: The Executive Branch

Chapter 300: Authority of the Executive Branch

300.1 The power of entities within the Executive Branch is derived from the President’s constitutional investiture of the executive powers of Student Government.

300.2 The Executive Branch shall:

A. Be the administrative arm of Student Government.

B. Be responsible for the enforcement and execution of the Student Government Statutes.

C. Be responsible for the planning and execution of programs, projects, and services provided to the students through Student Government.

D. Be responsible for researching and developing programs to enhance the health, education, safety, and welfare of the Student Body.

Chapter 301: Composition of the Executive Branch

301.1 The Executive Branch shall be composed of:

A. President

B. Vice President

C. Executive Cabinet

D. Executive Staff that the President deems necessary

Chapter 302: The Executive Branch

302.1 The President has sole power of appointment within the Executive Branch and may dismiss at their discretion, any appointment at any time with the exception of Treasurer, Attorney General, and Student Advocate.

302.2 The President shall be ultimately responsible for all job duties/responsibilities of all Executive Branch members with the exceptions of Treasurer, Attorney General, and Student Advocate.

302.3 Administrative Authority

A. The President may organize the Executive Branch, as they deem necessary and proper within the limits imposed by the Student Government Constitution and Statutes.

B. The President must establish the Executive Policies and Procedures prior to the first day of classes of the fall semester.
C. If a new Executive Branch position is created, the President must notify the Senate President through an Executive Order within five (5) business days of its creation.

D. The Vice President shall assume the duties of the President in their absence under extreme circumstances, such as physical incapacitation, which make it impossible to discharge the duties of the office, or at the President’s request.

Chapter 303: The Executive Cabinet

303.1 There shall be an Executive Cabinet to advise the President and Vice President on general matters and to assist in the coordination of the Executive Branch.

303.2 The President shall have the power to appoint any member of the Executive Branch to the Executive Cabinet.

303.3 The Executive Cabinet is the Executive Branch’s Senior Advisory Body. It may not, however, issue any binding resolution or act.

303.4 The President shall serve as the Chairperson of the Cabinet or may appoint a member of the executive branch to do so.

303.5 Individuals holding Cabinet level positions may be referred to hereinafter as Executive Cabinet Members.

303.6 The Executive Cabinet must consist of:

A. Attorney General

B. Treasurer

C. Student Advocate

Chapter 304: Treasurer

304.1 The Treasurer is responsible for ensuring financial accountability and serving as the executive liaison to the student body on all matters pertaining to A&S Fee monies.

304.2 The Treasurer shall:

A. Enforce all fiscal policies of Student Government as set forth in this title, in the provisionary language of the current year’s A&S Fee Budget, and in the Policies and Procedures established and enacted by the Senate;

B. Periodically check the A&S Fee accounts to correlate with language and expenditures set by the current year’s budget;
C. Submit a proposed balanced A&S Fee Budget during the Annual Budget Process;

D. Serve as a fiscal advisor to the Senate and the Budget and Allocations (B&A) Committee;

E. Advise and aid RSOs on fiscal policies set by Student Government and meet bi-weekly with the Club Alliance Director to review all fiscal matters relating to RSOs;

F. Assist the Business and Accounting Office in facilitating the procedural workshops for funded departments and agencies;

G. Meet regularly with the B&A Chair, the Director, the Business Manager, the President, and Senate President to review fiscal matters pertaining to all accounts;

H. Inform the B&A Committee of all transfers;

I. Assist the Accounting Associate(s) and Business Manager in auditing all A&S Fee accounts;

J. Report all A&S Fee account errors, inappropriate expenditures, and other activities that are in violation of state, local, or Student Government rules or regulations to the B&A Committee and Senate; and

K. Advise all entities that request A&S Fee money on all state, local, and Student Government rules and procedures.

304.3 The Treasurer is appointed by the President, subject to confirmation by the Senate.

**Chapter 305: Attorney General**

305.1 The Attorney General is the Chief Executive Prosecutor for Student Government and as such shall serve to represent the interests of the Student Body at Large in all Student Government legal proceedings.

305.2 The Attorney General shall:

A. Be responsible for issuing, upon the receipt of a written request by any member of the Student Body, an interpretation of any question relating to the Student Government Constitution, System of Statutes, or subsequent Policies and Procedures. The Attorney General’s interpretation shall be considered binding unless negated upon Judicial Review. All interpretations issued by the Attorney General shall be reviewed by the Judicial Branch within five (5) business days. The Judicial Branch shall then render a final and binding opinion in accordance with Title V.

B. Be responsible for periodically reviewing the Constitution and Statutes for mistakes, conflicts or contradictions. Any such resulting revisions shall be submitted to the Constitution and Statutes Committee.

C. Act as Chief Prosecutor of all allegations of Election Code violations.
305.3 The Attorney General may give legal advice concerning any matters under the purview of Student Government to any member of Student Government at any time.

305.4 The Attorney General may act as an advisor to the Elections Commissioner.

305.5 The Attorney General is appointed by the President, subject to confirmation by the Senate.

Chapter 306: Student Advocate

306.1 The Student Advocate shall:

A. Be responsible for representing the interests of the Student Body, as expressed through the President, to the faculty and administration on all major academic related programs or initiatives of the University.

B. Serve as a student liaison through the Student Government to assist students with problems, concerns, and complaints, such as those involving academics and the administration, through informal means such as counseling, negotiation, and mediation.

C. Be responsible for researching and developing programs for the President that improve the University of North Florida campus and affect students on a daily basis.

D. Serve as the Chief Public Defender for Student Government barring a conflict of interest, and shall, upon request, provide defense counsel to any party concerning matters under the purview of Student Government.

306.2 The Student Advocate is appointed by the President, subject to confirmation by the Senate.

Chapter 307: Executive Staff

307.1 The Executive Staff derives its authority from the President and has no authorization, power or authority to act unless specifically granted by the President or Vice President.

307.2 The Executive Staff are appointed by the President, and are not subject to confirmation by the Senate.

Chapter 308: Presidential Appointment and Dismissal Powers

308.1 Candidate Search

A. No position requiring Senate confirmation may be filled until the position has been thoroughly and effectively advertised, with the exception of a vacancy in the Office of the Vice President.

B. Advertisements must run during the candidate search time period in order for a position to be considered thoroughly advertised. In addition, the advertisements must be visible for a
reasonable amount of time, and they must be placed so as to attract the attention of the UNF Student Body.

C. The President is responsible for the handling of advertising and ensuring the UNF Student Body’s awareness of vacancies.

D. The Judicial Branch may review the President’s performance in advertising, subject to Chapter 507 “Judicial Complaint.” Those advertisements which the Judicial Branch finds unqualified shall not satisfy the requirement stipulated in Paragraph A of this Section.

308.2 Appointment to Executive Branch Positions

A. The President shall appoint all non-elected members of the Executive Branch.

B. Any Individual appointed to an Executive Cabinet position shall require confirmation by a majority vote of the Senate.

C. Any individual appointed to an Executive Cabinet position who has yet to have been confirmed shall be referred to as an acting member of the executive branch and will receive compensation until said individual can be forwarded to the Senate for confirmation. Acting members of the Executive Branch shall come before Senate for confirmation at the next Senate meeting following their appointment, unless an extraordinary circumstance prevents them from doing so, and may not serve longer than thirty (30) days without confirmation. The President must report any Acting Executive Branch member’s first official day of work to the Senate President.

D. The terms of all presidentially appointed positions will end with the term of the President, with the exception of the Elections Commissioner and Associate Justices.

308.3 Appointments to the Judicial Branch

A. The President shall appoint members to the Judicial Branch when a vacancy occurs.

B. Once a vacancy occurs, the President shall have thirty (30) business days to appoint a member to the Branch.

C. In the event that there are no adequate applicants, the President shall forward all applicants on file to the Chief Justice and request for an extension up to thirty (30) business days.

1. The amount of extensions granted shall be within the purview of the Chief Justice.

D. If the extension is not granted, the President will have five (5) business days, from the time the Chief Justice gives their decision, to appoint a Judicial member.

308.4 Documentation of Appointments for Confirmation
A. The President must forward all documents relevant to an appointment to the Government Oversight Chair and the Senate President. These documents must be sent to the voting members of the Government Oversight Committee, as well as all voting members of the Senate, at least two (2) business days prior to their respective meetings of the confirmation process. The President must also forward a written statement advocating on the appointee’s behalf; the President may waive this requirement by personally advocating for each appointee at the confirmation hearings.

B. Relevant documents are those pertaining to the selection of the appointee. Such documents may include, but not be limited to, the appointee’s resume, answers to questionnaires, and submitted works.

C. All documents that are protected or whose visibility is restricted by some other law or policy shall be subject to such laws, and this Section will not apply to such documents.

Chapter 309: Vacancy in the Office of Vice President

309.1 Vice President Vacancy

A. The President shall forward a name to the Government Oversight Committee.

B. If forwarded from the Government Oversight Committee, a majority vote of the Senate is required for confirmation.

Chapter 310: Powers of the President-elect

310.1 The President-elect shall have the power to designate members of their upcoming administration. Such members shall be referred to using their titles followed by the word designee (i.e. Chief of Staff Designee).

310.2 The President-elect shall have the power to dismiss any designee.

310.3 Upon swearing in of the President-Elect, all Designees shall become acting Executive Branch members and assume all duties, rights, responsibilities, and compensation corresponding to their positions and shall, at this point, be subject to Chapter 308.

Chapter 311: Executive Transition Period

311.1 The transition period begins upon the validation of election results by the Senate and concludes after the first Senate meeting of the term.

311.2 During this transition period, the outgoing administration must transfer all records and files regarding Student Government to the newly elected administration.

311.3 The outgoing administration shall provide the President-elect and their staff adequate space and resources for the purpose of conducting business relating to the transition.
311.4 All signature authority for Student Government shall be automatically transferred upon the
swearing-in of the new administration.

Chapter 312: External Affiliations

312.1 The President shall be responsible for leading the UNF delegation to the Florida Student
Association (FSA) and will either serve as the UNF representative on the FSA Board of
Directors or will appoint a designee to do so.

312.2 The President shall serve as the primary Student Government representative to community
organizations including, but not limited to, the Student Alliance of Jacksonville.

HISTORY:
SB-96F-948 (October 15, 1996)
SB-00SA-1345 (July 6, 2000)
SB-01S-1412 (April 12, 2001)
SB-03S-1669 (April 3, 2003)
SB-05S-1886 (March 29, 2005)
SB-06SA-2029 (June 19, 2006)
SB-06SB-2042 (June 30, 2006)
SB-07S-2084 (March 6, 2007)
SB-07S-2092 (March 6, 2007)
SB-07S-2140 (July 21, 2007)
SB-07SB-2144 (August 5, 2007)
SB-08S-2223 (May 14, 2008)
SB-08F-2274 (December 8, 2008)
SB-09F-2355 (September 28, 2009)
SB-09F-2360 (September 29, 2009)
SB-10S-2391 (April 15, 2010)
SB-10F-2433 (September 27, 2010)
SB-12SA-2600 (June 11, 2012)
SB-12SB-2620 (July 23, 2012)
SB-12F-2627 (September 24, 2012)
JD-14SA-0001 (May 16, 2014)
OB-14SA-2771 (June 9, 2014)
SB-15S-2830 (February 9th, 2015)
SB-15F-2891 (October 26th, 2015)
SB-16S-2946-A (April 11th, 2016) followed by JD-16SU-003
SB-16F-3028 (September 12th, 2016)
SB-16F-3032 (October 13th, 2016)
SB-16F-3057 (October 28th, 2016)
SB-17F-3235 (October 27th, 2017)
TITLE IV: THE LEGISLATIVE BRANCH

Chapter 400: The Authority of the Legislative Branch

400.1 The powers and duties within the Legislative Branch, herein referred to as the Senate, are derived and defined from the Student Government Constitution and Statutes.

400.2 The Senate shall:

A. Represent the student body in all University-wide matters and to develop and promote activities of practical value and interests to students.

B. Maintain communication with the student body and the President on matters of concern to students.

C. Enforce, follow, and adhere to all laws, policies, and guidelines set forth in the Student Government Constitution and System of Statutes.

D. Be responsible for composing and voting on the approval of Student Government Constitutional Amendments and the enacting of Student Government Statutory revisions.

E. Consider all legislation for the operation of the Student Government.

F. Have the ability to override a Presidential veto of any legislation by a two-thirds (2/3) vote of those members in attendance of the Senate meeting and voting.

G. Serve as the validating body for all Student Government elections.

H. Approve, by a two-thirds (2/3) vote, all Senate appointments made by the Government Oversight Committee.

I. Under no circumstances vote by paper balloting.

J. Through a written and signed petition of eight (8) or more senators, freeze any action of a committee until such a time that the Senate may take up the issue and may choose to overturn the Committee’s decision by two-thirds (2/3) vote.

K. Be responsible to update and follow the Senate Policies and Procedures, which is a living document that can only be changed through a Standing Rule, over which the President has no authority.

Chapter 401: Senate Absences

401.1 The Student Government Senate Policies and Procedures will dictate the guidelines and procedures for absences in the Senate.

401.2 Every senator may request either a summer leave of absence or a three-week leave of absence
in the fall or spring semester. Requests must be submitted to the Senate President. Special exceptions may be granted by the Constitution and Statutes Committee by two-thirds (2/3) vote.

Chapter 402: Senate Sessions

402.1 Fall Session: The Fall Session of the Senate shall begin within the first five (5) business days of fall classes and terminate at the end of the Fall semester.

402.2 Spring Session: The Spring Session of the Senate shall begin within the first five (5) business days of spring classes and terminate at the end of the Spring semester.

402.3 Summer Session: The Summer Session of the Senate shall begin within the first five (5) business days of the first week of classes of the earliest academic term and shall terminate at the end of the summer academic term.

402.4 Each new academic year the Senate may adopt its own Policies and Procedures in accordance with the Student Government Constitution and Statutes.

Chapter 403: Officers of the Senate

403.1 The Officers of the Senate shall be:

   A. The Senate President;
   B. The Senate President Pro Tempore;
   C. The four (4) Standing Committee Chairs;
   D. The Senate Secretary;
   E. The Parliamentarian; and
   F. The Sergeant-At-Arms

Chapter 404: Senate President

404.1 The Senate President shall:

   A. Be selected from within the Senate;
   B. Be elected in the Spring by majority vote of the Senate;
   C. Be the Chief Legislative Officer of Student Government;
   D. Perform duties as provided by the Senate Policies and Procedures;
E. Enforce all rules, policies, and procedures of the Senate; and

F. Be responsible for the duties of all vacant Senate Officers.

Chapter 405: Senate President Pro Tempore

405.1 The Senate President Pro Tempore shall:

A. Assist the Senate President in performing duties as provided by the Senate Policies and Procedures; and

B. Serve as the Chair of the Constitution and Statutes Committee.

Chapter 406: Senate Secretary

406.1 The Senate Secretary shall:

A. Be appointed by the Senate President and serve at their discretion; and

B. Perform duties as provided by the Senate Policies and Procedures and as directed by the Senate President.

Chapter 407: Parliamentarian

407.1 The Parliamentarian shall:

A. Be appointed by the Senate President and confirmed by the Senate; and

B. Give advice on Parliamentary procedure upon request.

Chapter 408: Sergeant-At-Arms

408.1 The Sergeant-At-Arms shall:

A. Be appointed by the Senate President;

B. Attend Senate during its meetings and maintain order under the discretion of the Senate President or Presiding Officer; and

C. Enforce the rules relating to the privileges of the chamber.

Chapter 409: Calling of Senate Meeting, Quorum, and Voting

409.1 The Senate President shall be empowered to call Senate meetings, and shall call a meeting if petitioned by a majority of the members of Senate holding office at the time the petition is presented, or if requested by a majority vote of the Senate. The Senate Secretary shall
notify Student Senators of all meetings.

409.2 Quorum shall be more than half of the membership of the Senate. Membership shall be defined as the total number of Senators entitled to vote, with the exception of Senators on leaves of absence. Quorum shall be more than half of voting members of a committee.

409.3 “Majority” and “Two-Thirds” Votes: A majority vote shall be more than half of the votes cast by Senators entitled to vote, excluding abstentions, at any properly called meeting at which quorum is present. A two-thirds vote shall be at least two thirds of the votes cast by Senators entitled to vote, excluding blanks or abstentions, at any properly called meeting at which quorum is present. In both cases “entitled to vote” refers to Senators actually voting, not all Senators formally eligible to vote.

**Chapter 410: Senate Committees**

410.1 There shall be four (4) standing committees within the Senate. Each of the four (4) standing committees shall perform the duties and follow all procedures as set forth in the statutes and Senate Policies and Procedures. The four standing committees shall be as follows:

A. The Budget and Allocations Committee, herein after referred to as the B&A Committee;

B. The Constitution and Statutes Committee, herein after referred to as the C&S Committee;

C. The University and Student Affairs Committee, herein after referred to as the USA Committee;

D. The Government Oversight Committee, herein after referred to as the GO Committee;

410.2 Committee Membership

A. The Senate President shall make all reasonable efforts to insure that there are an equal number of senators on each committee.

B. There must be a minimum of three (3) Senators on each committee including a chair for that committee to hear business.

C. In the event that a committee cannot establish quorum all business for that committee shall be forwarded to senate unless prohibited by another statute.

D. Standing Committee Chairs shall be elected in the spring by a majority vote of the Senate.

**Chapter 411: The Legislative Cabinet**

411.1 The Legislative Cabinet shall make recommendations for the standing committees of the Senate.

411.2 Any member of the Legislative Cabinet, excluding the Senate Secretary who serves at the discretion of the Senate President, can be removed from office as provided by the Senate
Policies and Procedures.

411.3 The Senate shall have the ability to place any of the Legislative Cabinet positions, excluding the Senate Secretary, up for a reelection of the position with a three-fourths (3/4) vote, which shall follow the election process outlined in the Senate Policies and Procedures.

411.4 The Senate President may dismiss any member of the Legislative cabinet at any time if he or she feels it is in the best interest of the Student Body. The Senate may override the Senate President by a two-thirds (2/3) vote at the next regularly-scheduled Senate meeting.

411.5 Legislative Cabinet elections shall occur upon the convening of the new Senate in the spring semester, as outlined in the Senate Policies and Procedures.

411.6 The Legislative Cabinet shall consist of the following officers:

A. The Senate President

B. The Senate President Pro Tempore

C. The Senate Secretary

D. The four (4) Standing Committee Chairs

Chapter 412: Forms of Legislation

412.1 Forms of Legislation include:

A. Joint Resolutions

B. Simple Resolutions

C. Bills

D. Constitutional Referendums

412.2 Joint Resolutions

A. Must be passed by majority vote of the Senate and approved by the President to become effective.

412.3 Simple Resolutions

A. Must be passed by majority vote and are not subject to the Executive Veto power.

B. The passage of Simple Resolutions that amend or revise Senatorial policies and procedures shall require a two-thirds (2/3) vote of Senate and are not subject to the Executive Veto power.
412.4 Bills

A. Must be passed by appropriate vote of the Senate and approved by the SG President to become effective.

412.5 Constitutional Referendums

A. Amendments to the Constitution are proposed by the Constitutional Convention as outlined in Article VI, Section 1.

B. All proposals recommended by majority vote of the Constitutional Convention shall be forwarded to Senate and the C&S Committee, and must be approved by a 3/4 vote of the Senate.

C. Be subject to normal parliamentary motions.

D. Be signed by the Senate President and forwarded directly to the Elections Commissioner to be placed on the ballot during the next general election.

412.6 This chapter only defines the manner in which amendments to the Constitution can be proposed. Article VI details all other ways amendments to the Constitution may be made.

Chapter 413: Composition of Bills and Resolutions

413.1 Each Bill and Resolution shall contain the following:

A. Title and Subject

B. Legislative Intent

C. Enacting Clause

D. Effective Date

E. Senate Sponsor

413.2 Title and Subject

A. The subject of each bill shall be briefly expressed in its title.

B. If a bill embraces more than one subject, it shall be defined as an Omnibus Bill. A majority vote shall be required by the Senate Committee(s) to pass an Omnibus Bill, and a two-thirds (2/3) vote shall be required by the Senate for final passage.

413.3 Legislative Intent

A. The legislative intent of the bill shall be included in the body of the bill or resolution.
B. The legislative intent shall state the purpose and intent of that bill or resolution.

413.4 Enacting Clause

A. There shall be an enacting clause on every bill or resolution proposed by the Senate

413.5 Effective Date

A. Effective dates for all statutory revisions shall be governed pursuant to Article II.

B. All resolutions shall be exempt from having an effective date.

413.6 Senate Sponsor

A. All bills, resolutions, or Constitutional Referendums shall have a Senate Sponsor, who shall be from within the Senate.

Chapter 414: Procedure for Approval of Bills

414.1 Summation of Bills

A. Upon receipt of a proposed Bill, Constitutional Referendum, or Resolution the Senate President must submit it to the Senate within a two (2) week period.

B. The Senate President shall transmit any legislation passed by the Senate to the President within five (5) business days except in the case of Constitutional Referendums.

414.2 Action by the President

A. Upon receipt of a Bill:

1. The President shall have five (5) business days to approve or veto a bill.

2. The President shall then submit the bill to the Senate President.

3. The Senate Secretary shall post the bill if approved. The bill shall be sent back to the Senate if vetoed.

4. If vetoed, the President shall transmit written and/or oral objections for vetoed legislation to the Senate at the next regular meeting.

5. If approved, the Senate President shall inform the Senate at the next meeting.

B. In cases where a bill is vetoed by the President the bill may be amended and sent back to the President as an alternative action on the veto. In this case, amended bills may be vetoed again by the President.
Chapter 415: Publications of Senate Notices

415.1 The Senate shall make available to any UNF student who so requests, copies of any and all proposed Senate Resolutions, all enacted Resolutions, proposed amendments to the Constitution, and minutes of Senate meetings.

Chapter 416: Terms of Office

416.1 Senate members shall take office upon installation. The term of office shall last from the election from Fall/Spring semester to the following Fall/Spring semester.

416.2 Senators shall terminate office at the installation of their successors or when they are no longer qualified to hold office. Those Senators who run in the election and do not get re-elected will have their term expire upon installation of the new Student Senators. Any current senator whose name is on the validation bill, regardless of whether they have been re-elected or not, must abstain from the validation vote.

Chapter 417: Legislative Transition Period

417.1 The Transition Period begins upon the conclusion of Senate Officer Elections by the Senate and concludes after one week.

417.2 During this transition period, the outgoing administration must transfer all SG records and files, including a transition binder (a folder containing all procedures, forms, etc.), regarding the Senate to the incoming administration.

417.3 The incoming and outgoing administrations shall share all office space allocated to the legislative branch for purposes of conducting business relating to the transition.

417.4 All signature authority for the Senate shall be automatically transferred upon the swearing-in of the new Senate President.

Chapter 418: Maintenance of Legislative Records

418.1 The Senate President shall be ultimately responsible for the complete and accurate records of the actions and proceedings of the Senate and its four standing committees.

418.2 These records shall include any of the following: agendas of Senate and committee meetings, minutes of Senate and committee meetings, records of attendance for all Senate and committee meetings, records of legislation passed by the Senate, and any audio recordings of Senate or committee meetings.

418.3 Requests for copies of any of the above documents can be made through the following process:

A. The request must be made in writing to the SG Advisor.

B. The SG Advisor shall fulfill the request in a reasonable amount of time as dictated by Florida Public Records Law, Chapter 119.
418.4 Legislative Records

A. All records of the Legislative Branch, including but not limited to voting records, attendance records, bills, and minutes shall be made available online within five (5) business days of becoming effective.

HISTORY:
SB-96F-961 (November 25, 1996)
SB-97S-982 (March 13, 1997)
SB-97S-988 (March 27, 1997)
SB-00SA-1346 (June 9, 2000)
SB-02SB-1568 (September 19, 2002)
SB-03S-1662 (April 4, 2003)
SB-03SB-1698 (Spring, 2004)
SB-04F-1847 (December 17, 2004)
SB-05SA-1918 (June 20, 2005)
SB-05SA-1919 (June 20, 2005)
SB-06S-1988 (February 13, 2006)
SB-07SA-2132 (July 3, 2007)
SB-07SB-2139 (July 23, 2007)
SB-09SA-2339 (June 25, 2009)
SB-09F-2372 (January 10, 2010)
SB-10SA-2417 (July 9, 2010)
SB-10SB-2435 (August 31, 2010)
SB-10F-2441 (September 1, 2010)
SB-11S-2479 (February 14, 2011)
SB-11SA-2532 (July 11, 2011)
SB-11F-2551 (October 24, 2011)
SB-12S-2594 (May 9, 2012)
OB-12F-2625 (September 10th, 2012)
SB-13S-2681 (March 11, 2013)
OB-14SA-2771 (June 9, 2014)
OB-14F-2818 (November 24, 2014)
SB-15S-2859 (April 27, 2015)
SB-16S-2928 (February 8, 2016)
OB-16S-2944 (April 11, 2016)
SB-16SA-3009 (July 6, 2016)
SB-16SB-3025 (July 20, 2016)
SB-16SB-3031 (July 20, 2016)
SB-17F-3236 (October 27, 2017)
TITLE V: THE JUDICIAL BRANCH

Chapter 500: Authority of the Judicial Branch

500.1 In accordance with the Constitution, the Judicial Branch shall have the power of Judicial Review over all Executive and Legislative Acts. This power shall include and be limited as prescribed by law.

500.2 The Judicial Branch shall be responsible for the Judicial Policies and Procedures. The Judicial Policies and Procedures is a living document, which may only be changed through a simple majority vote of the Judicial Branch.

Chapter 501: Composition of the Judicial Branch

501.1 The Judicial Branch shall be composed of:

A. Chief Justice

B. Deputy Chief Justice

C. Seven (7) Associate Justices

501.2 The chain of command shall consist of the Chief Justice, the Deputy Chief Justice, and the Associate Justices in order of tenure.

501.3 The Chief Justice may create a volunteer position to assist the Judicial Branch with clerical tasks. This volunteer position’s title and duties shall be outlined in the Judicial Policies and Procedures. This position will exist at the discretion of the Chief Justice and may be dismissed at any time.

Chapter 502: Chief Justice

502.1 The Chief Justice shall be elected by the Judicial Branch during the spring semester to a term of one (1) year as outlined in the Judicial Policies and Procedures.

502.2 The Chief Justice, with majority approval of the Judicial Branch, shall be able to remove from a case any Justice whom they deem to have a conflict of interest.

502.3 If the Chief Justice is unavailable to fulfill his or her duty of administering the “Oath of Office,” it may be administered by another Justice of the Judicial Branch or by the Senate President

502.4 The Chief Justice may dismiss the Deputy Chief Justice at any time for any reason. The Judicial Branch may override the Chief Justice by a two-thirds (2/3) vote at the next regularly scheduled Judicial Branch meeting.
Other responsibilities of the Chief Justice shall be outlined in the Judicial Policies and Procedures.

**Chapter 503: Deputy Chief Justice**

503.1 The Deputy Chief Justice shall be appointed by the Chief Justice and confirmed by the Judicial Branch as outlined in the Judicial Policies and Procedures.

503.2 The Deputy Chief Justice shall assume the duties of the Chief Justice in the event of their absence.

503.3 All Duties of the Deputy Chief Justice shall be outlined in the Judicial Policies and Procedures.

**Chapter 504: Appointment to the Judiciary**

504.1 Any individual interested in joining the Judiciary shall fill out an application form and submit it to the President or proper designee.

504.2 In the event of a vacancy on the Judiciary, the President shall forward a qualified nominee to the Government Oversight Committee and the Senate.

504.3 The nominee shall present themselves at the next Government Oversight Committee Meeting and Senate meeting, to receive majority approval of the aforementioned bodies. If appointed, the new justice shall be installed as outlined in Chapter 902 of these Statutes.

**Chapter 505: Jurisdiction of the Court**

505.1 In accordance with Article IV, Section 5 of the Constitution the power of Judicial Review shall extend to cover the actions of organizations operating under Student Government, a Student Government Officer, any person seeking office within Student Government or any legislative act enacted by Student Government.

505.2 In accordance with Article VI, Special Joint Resolutions that propose friendly amendments to the SG Constitution shall be submitted to the Judicial Branch prior to the bill taking effect. The Judicial Branch shall meet to discuss the proposed changes and determine if there is a conflict with the friendly definition stated in Article VI. If the changes are approved unanimously by the Judicial Branch, the Special Joint Resolution shall take effect.

505.3 Any and all judgments rendered in response to a legal and proper petition must be within the purview of the complaint.

**Chapter 506: Judicial Review**

506.1 The Judicial Branch shall conduct hearings in response to petitions for Judicial Review.

506.2 General Judicial Review
General Judicial Reviews may be filed when there is a discrepancy in Executive or Legislative action in which a student wishes the Judicial Branch to investigate further, issue a binding interpretation of appropriate Student Government Law, and/or reverse, or negate any official decision made by any Student Government official(s).

A. Petitions of General Judicial Review shall be filed with the Chief Justice and shall contain a case brief to be disseminated to the Justices immediately upon the Chief Justice receiving the petition.

B. All cases shall be reviewed by the Chief Justice and a decision for merit be issued within three (3) business days with the exception of an interpretation by the Attorney General. Any member of the Judicial Branch may petition to hold a vote within two (2) business days after the merit decision is issued to overrule the Chief Justice’s decision on merit. The Judicial Branch needs a simple majority to overrule the Chief Justice’s decision.

C. Upon a finding of merit, the Chief Justice shall call a designated hearing before the Judicial Branch to occur within fifteen (15) business days of the original filing of the petition.

D. Judicial Review Hearings shall include a Public Remarks section. Time allowances will be at the discretion of the Chief Justice.

E. Further General Judicial Review procedures may be outlined in the Judicial Hearing Guidelines.

Chapter 507: Judicial Complaint

507.1 Judicial Complaints may be filed when an alleged violation of Student Government law has occurred.

507.2 The student alleging that the violation occurred shall bring their complaint to the attention of the Attorney General before filing with the Court. At this point, the Attorney General shall determine whether this complaint is an issue involving the Student Body at Large or the interests of Student Government. If the Attorney General determines that the complaint holds interest for the Student Body at Large or the Student Government, then the Attorney General may file and prosecute the complaint. If the Attorney General does not find the abovementioned factors in the complaint, the Attorney General may leave it up to the student as to whether or not they wish to file and prosecute the complaint.

507.3 In the event the Attorney General is unable to prosecute a Judicial Complaint, the A&S fee-paying student who files the Judicial Complaint will become the petitioner of the Complaint. The complainant will have the option to appoint any willing A&S fee-paying student to assist them in proving their complaint.

507.4 For Judicial Complaints, the Judicial Branch shall be separated into two courts, the Primary Court and the Supreme Court. The Chief Justice will assign justices as defined in the Judicial Branch Policies and Procedures.
The Primary Court

A. The Primary Court shall be composed of the Deputy Chief Justice and a majority of all active Associate Justices appointed by the Chief Justice. All violations will be reviewed for merit and adjudicated by this court.

B. The Deputy Chief Justice shall review the complaint for merit within three (3) business days of receiving the complaint. The Deputy Chief Justice shall decide if the complaint has merit on three grounds:

1. The complaint must be concerning a matter under the purview of Student Government,
2. The complaint must be alleging a violation of an actionable part of Student Government law,
3. The petitioner must have followed proper procedure when submitting the complaint.

C. The Deputy Chief Justice must inform the Court of their decision and reasoning, in writing. Any member of the Primary Court may petition to hold a vote within two (2) business days after the Deputy Chief Justice makes a determination on the merit of the Judicial Complaint to overrule the Deputy Chief Justice’s decision on merit. The Court needs a simple majority to overrule the Deputy Chief Justice’s decision.

D. Upon a finding of merit, the Deputy Chief Justice shall call a designated hearing before the Primary Court to occur within fifteen (15) business days of the original filing of the complaint.

E. The plaintiff(s) and corresponding defendant(s) may elect student legal counselor. If so, they must notify the Primary Court upon the designation of a hearing date. Counselors shall serve at the discretion of the parties directly involved, and as such may be dismissed in writing to the Deputy Chief Justice at any time, for any reason.

F. Should the Primary Court choose to recommend Articles of Impeachment as punitive action against a Student Government member, the recommendation is automatically sent as a matter to be reviewed by the Supreme Court for a majority vote in accordance with Article VII §1.

The Supreme Court

A. The Supreme Court shall be composed of the Chief Justice and the remaining Associate Justices not serving on the Primary Court.

B. A student has the ability to request that the Supreme Court review the decision of the Primary Court. A student choosing to request an appeal must do so in writing to the Chief Justice within three (3) business days of the released decision. Supporting documentation should accompany all appeal requests.
C. All appeals shall be reviewed by the Chief Justice for merit within three (3) business days. The Chief Justice shall decide if the appeal has merit on three grounds:

1. Errors in the Primary Court hearing proceedings that substantially affected the outcome of the hearing.

2. The sanction(s) is (are) extraordinarily disproportionate to the violation committed.

3. New information that was not available at the time of the Primary Court hearing that substantially affected the outcome of the hearing.

D. The Chief Justice must inform the Court of their decision and reasoning, in writing. Any member of the Court may petition to hold a vote within two (2) business days after the Chief Justice makes a determination on the merit of the appeal to overrule the Chief Justice's decision on merit. The Court needs a simple majority to overrule the Chief Justice's decision.

E. Upon finding of merit, the Chief Justice shall call a designated hearing before the Supreme Court to occur within ten (10) business days of the original filing of the appeal. The Associate Justices assigned to the Supreme Court may under no circumstance have presided over the original case at the Primary Court level.

F. On appeal, the burden of proof rests with the plaintiff to clearly demonstrate the validity of their appeal on the grounds for which they filed. The plaintiff may elect student counsel. If so, they must notify the Supreme Court upon the designation of a hearing date. Counselors shall serve at the discretion of the parties directly involved, and as such may be dismissed in writing to the Chief Justice at any time, for any reason.

G. The Supreme Court may affirm, modify, reverse the original hearing decision, or order that a new hearing will be held. Upon completion of the hearing, the Supreme Court shall release their decision within five (5) business days. All Supreme Court decisions are final and cannot be appealed further.

507.7 Formal Hearing Guidelines shall be established by the Judicial Policies and Procedures and shall govern the proceedings of all complaint cases.

Chapter 508: Procedural Matters

508.1 The procedure for all Judicial Review processes shall be defined with the Judicial Policy and Procedures, as well as the Judicial Formal Hearing Guidelines.

Chapter 509: Judicial Decisions

509.1 Upon completion of the hearing, the Judicial Branch, Primary Court, or Supreme Court shall release their decision within five (5) business days.

509.2 Repeal or reprieve of illegal actions
A. The Judicial Branch has the power to repeal any legislation or action that has been deemed unconstitutional or against statute.

B. The Judicial Branch has the power to reverse from any action that is in violation of the Student Government Constitution, Statute, or Policies and Procedures.

509.3 Freezing of A&S funds

A. The Judicial Branch has the authority to freeze any and all use of A&S fee funds for the duration of an investigation after the successful initiation of a Judicial Review Process if the Chief Justice rules such an action relevant. The Chief Justice’s decision may be appealed to the Judicial Branch.

B. Cases in which the proceedings involve an RSO or an individual acting on behalf of such an organization may result in the freezing of said organization’s A&S Fee funds.

509.4 The Primary Court and Supreme Court shall have the power to make recommendations to the Senate for senate action against the accused or the complaint in question.

509.5 Both the Primary and Supreme Courts may impose reasonable punitive action against individuals found in violation of the Student Government Constitution, Statutes, and/or any of the Policies and Procedures, or any other governing document established therein.

Chapter 510: Appearance of Witnesses

510.1 Notice to Appear

A. The Chief Justice, Deputy Justice, and/or designee shall notify all parties designated by the Primary Court or Supreme Court of the occasion, time, and place of the proceedings and shall:

B. Direct all student parties to appear before the Court at the time and place specified.

C. Request all non-student parties to appear before the Court at the time and place so specified.

510.2 Failure by a student party to comply with the directive to appear before the Court, without reasonable cause, shall result in the initiation of non-compliance.

Chapter 511: Student’s Rights

511.1 Power of the Court

A. No right guaranteed by the Constitutions of the United States of America or the State of Florida or by the Constitution of the University of North Florida shall be abridged by any judicial proceeding.

511.2 Any party appearing before the Court shall have the following rights:
A. To be given notice and explanation, both oral and written, of pertinent procedures, specific alleged violations, punitive measures that may result there from, and all rights guaranteed by Statutes.

B. To present witnesses and evidence at said hearings.

C. To cross-examine all witnesses involved in the proceedings.

D. To receive a written explanation of the Court’s decision and the rationale for the recommendation pursuant thereto.

**Chapter 512: Partisanship**

No member of the Judicial Branch shall actively or passively campaign or support any candidate for elective office, or act in any partisan manner. Members of the Judiciary may vote in Student Government elections.

**HISTORY:**
SB-96F-962 (November 25, 1996)
SB-03S-1662 (April 3, 2003)
SB-04F-1827 (November 29, 2004)
SB-05S-1868 AA (May 16, 2005)
SB-05SA-1916 (June 20, 2005)
SB-07S-2088 (March 6, 2007)
SB-07S-2091 (March 6, 2007)
SB-07SB-2139 (July 23, 2007)
SB-07SB-2142 (August 5, 2007)
SB-10S-2380 (February 1, 2010)
SB-11SA-2532 (July 11, 2011)
SB-11SA-2526A (July 11, 2011)
SB-12S-2564 (January 30, 2012)
SB-12SB-2622 (July 23, 2012)
SB-14S-2742 (February 3, 2014)
OB-14SA-2771 (June 9, 2014)
JD-14SA-0002 (June 10, 2014)
SB-14S-2782 (September 15, 2014)
SB-15S-2831 (February 9th, 2015)
SB-16F-3062 (November 21, 2016)
SB-17F-3237 (October 27th, 2017)
OB-18SA-3301 (June 26th, 2018)
Chapter 600: Introduction

600.1 In accordance with Florida Statutes (Title XLVIII Chapter 1004.26), “Each student government shall be organized and maintained by students and shall be composed of at least a president, a student legislative body, and a student judiciary. The president and the student legislative body shall be elected by the student body; however, interim vacancies and the student judiciary may be filled in a manner other than election as prescribed by the internal procedures of the student government.” Therefore, the University of North Florida Student Government will hold General, and/or Special, Elections occurring during the fall and spring semesters to elect a President, Vice President, and Student Senators.

600.2 The Student Government of the University of North Florida shall hold elections based on a system of declaration, where an individual student, who meets the constitutional requirements of candidacy may, with minimal barriers, avail themselves to the electoral process.

600.3 All students actively involved in the Student Government System of Elections agree to uphold the Election Code and by extent the Election Policies and Procedures.

600.4 The Government Oversight Committee shall be responsible for approving amendments to the Election Policies and Procedures.

600.5 Amendments to the Election Policies and Procedures shall be subject to a special legislative process as follows:

A. All amendments must be proposed by the Elections Commissioner and forwarded to the Government Oversight Committee.

B. The aforementioned proposal must receive two-thirds (2/3) approval from the Government Oversight Committee, and then;

C. Be sent to the Senate President in the form of a Joint Resolution confirming legislative action, and then;

D. Be forwarded to the President for executive action.

600.6 A statute of limitation shall exist forbidding the adoption of amendments to the Election Code and/or the Election Policies and Procedures within ten (10) weeks of the nearest upcoming election.

Chapter 601: The Office of Elections

601.1 There shall be an Office of Elections responsible for the production and maintenance of all Student Government Elections.

601.2 The Office of Elections shall be an independent office of Student Government set apart from any one branch and free from political pressures.
601.3 The purpose of this office shall be to conduct the unbiased service of upholding the democratic process through elections.

601.4 The Office of Elections shall consist of the Elections Commissioner, who must:

A. Be appointed by the Student Government President, and;

B. Be subject to confirmation by the Government Oversight Committee and the Senate requiring a majority vote, and;

C. May serve a term of two (2) years and be subject to reconfirmation after the first year by majority vote of the Government Oversight Committee, and;

D. Have the power to form Ad-Hoc committees, and;

E. Be responsible for proposing changes to the Election Policies and Procedures to the Government Oversight Committee, when necessary, and;

F. Update the Senate, and the Government Oversight Committee upon request in regards to matters concerning the Office of Elections, and;

G. Make public an election timeline, containing all important dates, deadlines, and statutes of limitation prior to the start of each semester as they pertain to the upcoming General Election, and;

H. Forward all witnessed and reported violations of the Election Code and Election Policies and Procedures to the Attorney General against the accused candidate(s) within the constraints of the Election Policies and Procedures.

601.5 The Office of Elections shall consist of a Deputy Elections Commissioner, who must:

A. Be appointed by the Elections Commissioner, and;

B. Be subject to confirmation by the Government Oversight Committee and the Senate requiring a majority vote, and;

C. Serve a term of two (2) years and be subject to reconfirmation after the first year by majority vote of the Government Oversight Committee, and;

D. Assume the duties of the Elections Commissioner in the event of their absence.

E. Assist the Elections Commissioner in overseeing the completion of initiatives related to elections.

601.6 The Office of Elections shall consist of other members (at the discretion of the Elections Commissioner) who may act as Elections Assistants, as defined in the Elections Policies and Procedures.
Chapter 602: Elections Policies and Procedures

602.1 Creation

A. There shall be Election Policies and Procedures formed to govern the production and maintenance of Student Government elections, and;

B. They shall be formatted in such a way that they may be easily distributed to, and understood by, the Student Body, and;

C. The Election Policies and Procedures shall serve as an extension of statute, bearing full authority, and;

D. The Election Policies and Procedures shall not appear in full within statute, and;

E. The Election Policies and Procedures shall be outlined within statute for the purposes of continuity and the establishment of principles held paramount to our elections process, and;

F. All policies and procedures dictated in statute may not be superseded by the Elections Policies and Procedures.

602.2 Purpose

A. The Election Policies and Procedures shall serve as the binding guidelines for both the Office of Elections and all prospective candidates for election.

B. The Election Policies and Procedures shall dictate the manner and scope in which this government applies restriction, resolution, and restitution in all election related matters.

602.3 Election Code of Ethics

A. There shall be an Election Code of Ethics that all students involved with the system of elections must agree to uphold.

B. The Election Code of Ethics shall exist as an accord established between all individuals participating in the system of election and the Student Government Association, and furthermore, the Student Body.

C. An Election Code of Ethics shall be provided within the Election Policies and Procedures and shall include, but are not limited to, the following provisions:

1. No person shall misrepresent any material fact(s) through any campaign material(s) or action(s).
2. No person shall misrepresent any campaign material(s) or action(s) as being the property or undertaking of any other candidate or political party organization.

3. No person shall condone or authorize the destruction or theft of any candidate’s or political party organization’s campaign material(s).

4. No person shall commit written, printed, or verbal defamation.

5. Candidates and political party organizations are responsible for the actions of other individuals and/or organizations acting on their behalf at the direction of the candidate or political party organizations beyond a reasonable doubt.

602.4 Timeline

A. The Election Policies and Procedures shall maintain a section concerning election timelines.

B. Such a section shall contain, at a minimum, the following applicable provisions:

1. All General Elections, to be held once during the fall semester and once during the spring semester, shall be held between the eighth (8th) and the twelfth (12th) week of the semester.

2. All General Elections shall last for at least two (2) business days held in succession from the hours of 9:00 AM to 6:00 PM, at a minimum.

602.5 Candidacy

A. The Election Policies and Procedures shall maintain a section concerning candidates.

B. Such a section shall contain, at a minimum, the following applicable provisions:

1. Any student who meets the constitutional requirements for candidacy shall be able to avail themselves as a candidate for any election through the submission of a Candidate Declaration of Intent.

2. Candidate Declarations of Intent shall include:

   a. An agreement on the part of the candidate to abide by the Elections timeline published by the Elections Commissioner.

   b. An agreement on the part of the candidate to abide by and uphold the Election Code of Ethics.

   c. An agreement on the part of the candidate to submit a Candidate Financial Statement, as dictated under the Election Policies and Procedures.

   d. An agreement on the part of the candidate to indicate his or her chosen Student Government political party affiliation, whereas “Independent” is an option.
e. An agreement on the part of the candidate to the SG Authorization and Release form to allow verification of records.

f. An agreement on the part of the candidate to submit a conduct form to the Director of Student Government.

g. An agreement on the part of the candidate to attend one of the mandatory candidacy meetings.

3. Candidacy may be withdrawn up to the time at which the ballot may no longer be changed by presenting a written and signed Statement of Withdrawal to the Elections Commissioner.

C. The following Student Government Positions must resign from their office once they declare candidacy or obtain a position of leadership within a political party during an election season due to a conflict of interest:

1. Elections Commissioner

2. Attorney General

3. Student Advocate

4. Government Oversight Chairman

5. Supreme Court Justices

D. Members of the Government Oversight Committee must be removed from the committee by the Senate President once they declare candidacy or obtain a position of leadership within a political party organization.

E. Party Chairs shall notify the Elections Commissioner of all individuals who have a position of leadership within a political party organization.

F. A position of leadership in a political party organization shall be defined in the Elections Policies and Procedures. The Elections Commissioner shall have the final authority in identifying positions of leadership.

602.6 Political Party Organizations

A. The Election Policies and Procedures shall maintain a section concerning political party organizations hereinafter referred to as PPOs.

B. Such a section shall contain, at a minimum, the following applicable provisions:

1. PPOs shall be registered with the Office of Elections.
a. PPOs shall need only file a Party Declaration of Intent containing the signatures of two (2) currently enrolled student members to become registered.

b. PPOs shall, by registering with Student Government, agree to operate under the laws of Student Government.

2. PPOs shall select a chairperson.

   a. The two (2) currently enrolled student members must consent to place the name of the party chairperson on the Party Declaration of Intent and verify it with their signatures.

3. PPOs shall be able to file joint campaign finance reports.

   a. Political party organizations shall designate at the time of formation whether or not they intend to file a joint campaign finance report.

4. There shall be reasonable naming restrictions for PPOs.

5. The submission of a Declaration of Intent for a PPO shall render the party registered for a full year from the date of submission. Once an annual registration expires, a new Party Declaration of Intent must be filed every year for four years.

6. The active period of a PPO shall begin the semester of the first registration and end after the PPO has operated for a maximum of four (4) years. After the PPO has operated for a maximum of four (4) years, then the two (2) year retirement period shall begin immediately. The Elections Commissioner reserves the right to retire a PPO’s name early should their registration lapse.

7. The Retirement period shall be a period of two (2) years in which the PPO shall be kept on record but shall not be used. After the retirement period, the PPO may be eligible to be reinstated within the active period.

   a. Retired PPO names are afforded the same naming protections as active PPOs.

602.7 Campaigning

A. The Election Policies and Procedures shall maintain a section in regard to campaigning.

B. Such a section shall contain, at a minimum, the following applicable provisions:

   1. There shall be restrictions on campaign signage location and duration of placement.

   2. There shall be restrictions regarding the manner in which a person may campaign.

C. All campaign materials must be approved and on file with the Elections Commissioner.
1. Campaign materials are defined as all publicly presented items that contribute to a candidate’s campaign. Campaign materials include but are not limited to posters, signs, fliers, digital media, and food items.

602.8 The Ballot

A. The Ballot shall serve as the vehicle for the democratic process, carrying the will of the Student Body on all Constitutional and statutorily granted affairs.

B. The Election Policies and Procedures shall maintain a section concerning ballots.

C. Such a section shall contain, at a minimum, the following applicable provisions:

1. Each ballot produced for a Student Government election shall be created and formatted by the Office of Elections.

2. The ballot must be made public by the Elections Commissioner five (5) business days preceding the nearest upcoming election.

3. Absentee ballots shall be made available by the Office of Elections.

4. All proper Constitutional Referenda and Plebiscites shall be placed on the ballot.

5. Candidates’ names shall be placed on the ballots in a randomized manner.

6. Unopposed candidates shall be declared the winner by acclamation. No election for the respective seat shall be held.

7. There shall be no select all option on the ballot. Instead, voters must only have the ability to select candidates one at a time.

8. There shall be a presentation of all candidates’ platforms to be available to the individual voter upon viewing of the ballot. Such platforms shall be regulated by the Election Policies and Procedures.

9. No changes shall be made to an election ballot within two (2) business days of the election.

10. Further format regulations may be established by the Elections Policies and Procedures if they do not conflict with those statutorily mandated.

602.9 Polls

A. The Election Policies and Procedures shall maintain a section concerning the polls.

B. Such a section shall contain, at a minimum, the following applicable provisions:

1. There shall be at least two (2) polling stations provided by Student Government made available to the Student Body during an election.
2. A protected polling region shall exist surrounding all Student Government polling stations not to be less than fifty (50) feet and not to exceed seventy-five (75) feet within which all applicable Election Policies and Procedures shall be strictly monitored and enforced.

3. There shall be poll workers who meet the requirements dictated within the Election Policies and Procedures who are selected and overseen by the Elections Commissioner.

Chapter 603: Enforcement

603.1 Disqualification

A. On the third (3) business day following the candidate submission deadline the Elections Commissioner shall issue all notifications of disqualification to candidates that have failed to meet the constitutional requirements for candidacy.

B. The Elections Commissioner shall contact all candidates who are disqualified and make known all candidates who do qualify.

C. Candidates will be disqualified and no longer eligible to run in the election cycle if they do not participate in a Mandatory Candidacy Meeting.

603.2 Violations of the Elections Code

A. All complaints alleging violation of the Election Code and or the Election Policies and Procedures shall be handled as Judicial Complaints.

B. Violations of this Statute shall be designated as either a Major or Minor Offense.

C. Major Offenses are any offense that aim to cause a major effect on the outcome of an election such as, but not limited to:

1. Tampering with election machinery;
2. Casting multiple ballots;
3. Falsification of facts or information;
4. Intentionally causing another candidate to incur violations;
5. Involvement with an effort to falsify the election in any way;
6. Material violation of the Code of Ethics agreement; and
7. Accruing five minor violations and,
8. Any other offense deemed inappropriate by the Supreme Court to the level that said
individual acts in a way unbecoming of his/her desired office (i.e. conviction of a felony, discrimination etc.)

D. Minor offenses shall include but not be limited to:

1. Any violation of the campaign guidelines document;

2. Failure to submit a Candidate Expense Statement by the deadline. Each day late shall be considered a single offense; and

3. Spending an excess of the campaign finance limit. Each percentage over the limit shall be considered a single offense.

603.3 Penalties

A. Refer to Judicial Hearing Guidelines

B. The confirmation by the Judicial Branch of one major violation against a candidate and/or PPO shall constitute immediate disqualification of a candidate and/or PPO.

C. Accumulating five minor violations equates to one major violation, and subsequent immediate disqualification.

603.4 Invalidation

A. Any Activity and Service Fee paying student may file a special Judicial Complaint with the intent to invalidate an election within two (2) business days of the conclusion of said election.

B. The Elections Commissioner and the Attorney General shall have a reasonable amount of time following the conclusion of each election to forward and file, respectively, elections-related Judicial Complaints, not to exceed five (5) business days.

C. A special Judicial Complaint is subject to special provisions outlined in the Judicial Policies and Procedures.

603.5 Special Election

A. In the event of the invalidation of an election, the Elections Commissioner must call a special election within three weeks or before the end of the semester, whichever comes first.

B. If invalidation occurs more than three weeks before the Tuesday of regularly scheduled elections, the special election may adopt the schedule of the general election.

C. A special election shall adhere to all guidelines set forth by Title VI and the Elections Policies and Procedures, excluding only scheduling guidelines that would become irrelevant in the event of a special election.
D. The same ballot must be used for this election; exceptions are limited to candidates who wish to or are required to be removed from the ballot and any plebiscite the Senate chooses to add to the ballot.

1. These plebiscites are still subject to the Election Policies and Procedures.

603.6 Statute of Limitations

A. No election may be invalidated once it has been validated.

603.7 Assumption of Office

A. Election Results

1. Election results shall be released by the Office of Elections in accordance with the Election Policies and Procedures.

2. The Elections Commissioner shall prepare elections results in accordance with the Election Policies and Procedures and present them in the form of a Senate Bill to the Senate on second (2nd) read with the sponsorship of the Government Oversight Committee Chairperson.

3. In the event that the election goes uncontested, a Bill of Acclamation shall be created thus confirming the candidates for acclamation into the Senate.

4. All elections results bills must be forwarded to the Senate no later than ten (10) business days following the close of the election if all pending elections related Judicial Complaints have been resolved.

5. The Senate must vote to validate the election by majority approval of the bill.

6. If the Senate validates the election, all newly elected candidates shall be installed.

B. Installation

1. All Senatorial candidates shall be installed at the first Senate meeting following the validation of the election or confirmation of acclamation of candidates into the Senate.

2. Presidents and Vice Presidents-elect shall be sworn in as dictated by Article V.

HISTORY:
SB-96F-959 (November 13, 1996)
Original SB-97S-985 (March 27, 1997)
SB-97S-986 (March 27, 1997)
SB-97S-987 (March 27, 1997)
SB-97F-1008 (October 10, 1997)
SB-97F-1012 (October 27, 1997)
SB-97F-1028 (December 2, 1997)
SB-97F-1039 (December 18, 1997)
SB-97F-1040 (December 18, 1997)
SB-09S-2305 (March 3, 2009)
SB-09S-2349 (August 23, 2009)
SB-09F-2344 (January 4, 2010)
SB-10S-2392 (March 3, 2010)
SB-10S-2393 (July 9, 2010)
SB-10S-2418 (July 9, 2010)
SB-11S-2481 (January 10, 2011)
SB-10F-2472 (January 31, 2011)
SB-11SB-2539A (September 26, 2011)
SB-12S-2566 (January 9, 2012)
SB-12S-2567 (January 30, 2012)
SB-12S-2575 (February 13, 2012)
SB-12S-2579 (February 20, 2012)
SB-12S-2594A (May 9, 2012)
SB-12SA-2598A (July 23, 2012)
SB-12F-2628 (September 24, 2012)
SB-12F-2652 (November 19, 2012)
SB-13S-2667 (January 28, 2013)
SB-13S-2671 (February 25, 2013)
SB-14S-2743 (January 15, 2014)
OB-14SA-2771 (June 9, 2014)
SB-15SB-2886 (July 20, 2015)
SB-16S-2948 (April 11, 2016) Based on Attorney General Interpretation F-2015-4
SB-16SB-3017 (July 20th, 2016)
SB-17SA-3204 (July 17th, 2017)
SB-17F-3238 (October 27th, 2017)
SB-17F-3257 (November 3rd, 2017)
SB-18SA-3296 (July 1st, 2018)
SB-18F-3333 (November 30, 2018)
TITLE VII: THE ENFORCEMENT STATUTE

Chapter 700: Enforcement

700.1 Enforcement of the Student Government Constitution and System of Statutes as well as all policies, procedures, Legislative acts, Judicial Decisions, and Executive Acts created within their bounds shall be accomplished under the provisions of this title.

700.2 Noncompliance shall be defined as the failure or refusal to comply, whether intentional or not, with the Student Government Constitution and by extent the System of Statutes, and/or any policy, procedure, Legislative act, Judicial Decision, or Executive Acts created within their bounds. An issue of noncompliance shall constitute grounds for a Judicial Complaint to be filed in the matter.

700.3 Subpoena shall be defined as an order issued by the Legislative Branch as prescribed by law compelling the attendance of any person(s) and/or the production of documents or other materials in question at a proceeding for questioning.

700.4 Those subject to enforcement under this Title are:

A. All Student Government funded entities and members thereof, and;
B. All Student Government Committees, and members thereof, and;
C. All elected and appointed members of Student Government.

Chapter 701: Subpoena

701.1 The authority to issue a Legislative Subpoena shall be vested in the following offices:

A. The Senate President, by order.
B. The B&A Committee, through unanimous consent.
C. The GO Committee, through unanimous consent.
D. Any eight (8) Senators, by order.

701.2 Subpoenas must be issued allowing at least five (5) business days for the subject to comply.

701.3 All subpoenas shall adhere to the following format regulations:

A. Be issued to a specific person(s) via email and in print, and;
B. Be issued in the form of a memorandum, and;
C. Begin with the phrase, “By order of (insert authority/issuer) you are hereby subpoenaed to appear before (insert name appropriate of committee/court/tribunal) on (insert date) at
(insert time) in reference to your involvement in/with (insert brief description of issue in question). If you cannot comply due to a confirmed conflict with a class you are currently enrolled in, reasonable accommodation will be provided to you. If you cannot comply due to an extenuating circumstance, reasonable accommodation will be provided to you, subject to approval by the Senate President.”

701.4 Issuance of a subpoena shall be limited in scope to a single matter in question.

701.5 Subpoenas shall require only that a person(s) attend or present materials at a meeting to participate in a Subpoena Hearing.

A. Subpoena Hearings shall abide by the following agenda and may be held as items of new business within other agendas:

1. Opening statement given by the presiding officer.
2. Opening statements given by person(s) subpoenaed.
3. Reasonable time given for questioning of the subpoenaed by members of the presiding body.
4. Reasonable time for students to question the subpoenaed may be provided if so ordered within the subpoena.
5. Hearing closed by presiding officer and floor opened for motions.

701.6 Refusal to comply with a subpoena shall constitute noncompliance against Title VII. Hearings may take place without the subject if the subject refuses to comply.

Chapter 702: Grounds for Removal of a Student Government Officer

702.1 Grounds for removal of a Student Government Officer shall be limited to the following as stated in Article VII of the Student Government Constitution:

A. Malfeasance, which shall be defined as “a wrongful, unlawful, and/or dishonest act committed” by an elected or appointed member of Student Government.

B. Misfeasance, which shall be defined as “a lawful act performed in a wrongful manner” by an elected or appointed member of Student Government.

C. Neglect of duty, which shall be defined as nonfeasance, is "the failure to act when a duty to act existed”.

D. Incompetence, which shall be defined as “The state or fact of being unable or unqualified to do something”.

E. Permanent inability to preform official duties.
F. Conviction of felony within the justice system of the United States of America.

Chapter 703: Impeachment

703.1 In accordance with the Student Government Constitution, Article VII Section 1, any member of Student Government shall be removed from office through impeachment if Articles of Impeachment are enacted, according to law, against them.

703.2 Articles of Impeachment shall:

A. Be addressed concerning a single individual beginning with the phrase, “By order of (insert appropriate authorities) the following Student Government member, (insert name of member being impeached along with their title) is hereby impeached from office under the following articles:”

B. Contain a section enumerating the grounds on which the Student Government member is being impeached, and;

C. Contain a section summarizing the charges levied that constitute grounds for removal along with any evidence brought forward, and:

D. Conclude with an enactment clause that resolves the decision of the proper authorities as outlined under Chapters 703.3, 703.4, and 703.5 allowing the Articles to take effect immediately.

703.3 Impeachment of an Executive Branch member:

A. The Judicial Branch may choose to recommend that the Senate pass Articles of Impeachment against a member of the Executive Branch convicted under a Judicial Complaint as part of their sentencing measures.

   1. If Articles of Impeachment are recommended by the Judicial Branch, the recommendation shall be forwarded to the Senate to be placed on the agenda of the next upcoming Senate meeting, if possible. The Senate President shall subpoena the convicted to appear before the Senate when the recommendation is heard to answer to the charges held against them therein.

   2. The Senate shall hold the Subpoena Hearing within the next upcoming meeting, if no confirmed class conflict exists for the accused officer, after which a motion to approve Articles of Impeachment may be made. Passage may only occur by two-thirds (2/3) vote.

   3. If the Articles of Impeachment are passed by the Senate, the impeached officer shall be removed from office immediately.

B. Any Senator may choose to present Articles of Impeachment against a member of the Executive Branch before the full Senate.
1. If Articles of Impeachment are presented the presiding officer shall immediately call for a motion to hear the Articles, then;

2. If the motion to hear the Articles passes by majority vote, the Senate President shall subpoena the accused to appear before the Senate when the Articles are to be heard to answer to the charges alleged against them therein, then;

3. The Senate shall hold the Subpoena Hearing within the next upcoming Senate meeting, if no confirmed class conflict exists for the accused officer, after which a Senator may motion to approve the Articles of Impeachment. Passage may only occur by two-thirds (2/3) vote.

4. If the Articles of Impeachment are adopted by the Senate, they shall be forwarded to the Judicial Branch. The Court shall hold a Judicial Review Hearing to review the Articles. The accused must appear before the Court when the Articles are to be heard. The Judicial Review Hearing shall occur during or before the next upcoming Judicial Branch meeting following the passage of the Articles of Impeachment by the Senate. Reasonable accommodation shall be made for the accused officer.

5. Following the Judicial Hearing, a Justice may motion to adopt the Articles of Impeachment. Adoption may occur by majority vote.

6. If the Articles of Impeachment are adopted by the Judicial Branch, the impeached officer shall be removed from office immediately.

C. Executive Staff members may be dismissed by the President at any time, for any reason

703.4 Impeachment of a Legislative Branch member

A. The Judicial Branch may choose to recommend that the Senate pass Articles of Impeachment against a member of the Legislative Branch convicted under a Judicial Complaint as part of their sentencing measures.

1. If Articles of Impeachment are recommended by the Judicial Branch, the recommendation shall be forwarded to the Senate to be placed on the agenda of the next upcoming Senate meeting, if possible. The Senate President shall subpoena the convicted to appear before the Senate when the recommendation is heard to answer to the charges held against them therein.

2. The Senate shall hold the Subpoena Hearing, after which a Senator may motion to approve the Articles of Impeachment. Passage may only occur by two-thirds (2/3) vote.

3. If the Articles of Impeachment are passed by the Senate, the impeached officer shall be removed from office immediately.

B. Any Senator may choose to present Articles of Impeachment against a member of the Legislative Branch before the full Senate.
1. If Articles of Impeachment are presented the presiding officer shall immediately call for a motion to hear the Articles, then;

2. If the motion to hear the Articles passes by majority vote, the Senate President shall subpoena the accused to appear before the Senate when the Articles are to be heard to answer to the charges alleged against them therein, then;

3. The Senate shall hold the Subpoena Hearing within the next upcoming Senate meeting, if no confirmed class conflict exists for the accused officer, after which a Senator may motion to approve the Articles of Impeachment. Passage may only occur by two-thirds (2/3) vote.

4. If the Articles of Impeachment are passed by the Senate, they shall be forwarded to the Judicial Branch. The Court shall hold a Judicial Review Hearing to review the Articles. The accused must appear before the Court when the Articles are to be heard. The Judicial Review Hearing shall occur during or before the next upcoming Judicial Branch meeting following the adoption of the Articles of Impeachment by the Senate. Reasonable accommodation shall be made for the accused officer.

5. Following the Judicial Subpoena Hearing, a Justice may motion to adopt the Articles of Impeachment. Adoption may occur by majority vote.

6. If the Articles of Impeachment are adopted by the Judicial Branch, the impeached officer shall be removed from office immediately.

703.5 Impeachment of a Judicial Branch Member

A. Any Senator may choose to present Articles of Impeachment against a member of the Judicial Branch before the full Senate.

1. If Articles of Impeachment are presented the presiding officer shall immediately call for a motion to hear the Articles, then;

2. If the motion to hear the Articles passes by majority vote, the Senate President shall subpoena the accused to appear before the Senate when the Articles are to be heard to answer to the charges alleged against them therein, then;

3. The Senate shall hold the Subpoena Hearing within the next upcoming meeting, after which a Senator may motion to approve the Articles of Impeachment. Passage may only occur by two-thirds (2/3) vote.

4. If the Articles of Impeachment are passed by the Senate, they shall be forwarded to the President for approval or veto within five (5) business days.

5. If the Articles of Impeachment are approved by the President, the impeached officer shall be removed from office immediately.

6. If the President vetoes the Articles of Impeachment, they shall return to the Senate and be placed on the agenda of the next upcoming Senate meeting.
7. The Senate may, by three-fourths (3/4) vote, choose to override the President’s veto and pass the Articles of Impeachment.

8. Should the Senate override the President’s veto and pass the Articles of impeachment by three-fourths (3/4) vote, the impeached officer shall be removed from office immediately.

B. The President may choose to submit Articles of Impeachment against a member of the Judicial Branch to the Senate President.

1. If the President submits Articles of Impeachment to the Senate President, her or she shall subpoena the accused to appear before the Senate at the next upcoming Senate meeting, if no confirmed class conflict exists for the impeached officer, then;

2. The Senate shall hold the Subpoena Hearing within the next upcoming meeting, if possible, after which a Senator may motion to approve the Articles of Impeachment. Passage may only occur by two-thirds (2/3) vote.

3. If the Articles of Impeachment are passed by two-thirds (2/3) vote of the Senate, the impeached officer shall be removed from office immediately.

HISTORY:
SB-96F-955 (October 29, 1996)
SB-00SA-1353 (August 7, 2000)
SB-00F-1361 (September 8, 2000)
SB-02SB-1568 (September 19, 2002)
SB-04F-1827 (November 29, 2004)
SB-04F-1846 (December 17, 2004)
SB-04F-1849 (December 17, 2004)
SB-05S-1865 (March 7, 2005)
SB-05SA-1917 (June 20, 2005)
SB-07S-2085 (March 6, 2007)
SB-07S-2117 (April 11, 2007)
SB-07S-2118 (April 11, 2007)
SB-08S-2212 (March 27, 2008)
SB-08S-2213 (March 27, 2008)
SB-08F-2281 (June 26, 2008)
SB-08F-2287 (December 1, 2008)
SB-09S-2306 (February 23, 2009)
SB-11S-2505 (April 4, 2011)
SB-11SA-2528A (October 24, 2011)
OB-14SA-2771 (June 9, 2014)
SB-14F-2786 (September 15, 2014)
OB-14F-2818 (November 24, 2014)
SB-17F-3239 (October 27th, 2017)
OB-18SA-3301 (June 26th, 2018)
## TITLE VIII: THE FINANCE CODE

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Chapter 800: Introduction

800.1 The Student Governments of the Florida State University System are charged, by Florida Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity and Service (A&S) Fee portion of tuition and fees paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida Student Government has established as an objective of self-governance.

800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute A&S Fee money.

800.3 The Finance Code governs the budgeting and expenditures of all A&S Fees, including revenue generated through the use of A&S Fees.

800.4 The standing committee of the Student Government Senate of the University of North Florida assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code shall be known as the Budget & Allocations (B&A) Committee. Said updates shall be approved by the Senate.

800.5 The A&S Fee may be increased or decreased annually by an amount recommended by the Student Fee Assessment Committee and approved by the University President and Board of Trustees.

800.6 The A&S Fee revenue shall be deposited into the A&S Fund at the University of North Florida.

Chapter 801: Definitions

801.1 Academic Session – A period of time defined by the university when courses are in session, excluding university sanctioned holidays and breaks.

801.2 Agency – An administrative division of the Executive Branch created to provide support, entertainment, and/or education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.

801.3 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday 8:00 A.M. – 5:00 P.M.) during academic sessions. Academic Sessions include spring, summer, and fall semesters only.

801.4 Business Manager – the professional staff member who is responsible for overseeing the operations of the Business and Accounting Office, as well as acting as a fiscal adviser to members of Student Government.

801.5 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.
801.6 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least $200,000 to meet liabilities at the beginning of the fiscal year.

801.7 Centralized – An A&S Fee funded entity whose budget is managed by the Business and Accounting Office.

801.8 Centralized Budget Transfer Form – Authorization form for transfers between indexes or between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized indexes. The form requires the signatures of the B&A Chair, Treasurer, appropriate Accounting Associates(s), Business Manager, Senate President, and the President. The Chief of Chief Officer of Student Affairs or designee must sign on transfers over $1000.

801.9 Closed RSO – An RSO that restricts membership or attendance to events from the entire student body. Restrictions include, but are not limited to, dues, grade point average, or majors.

801.10 Consumable Good – Any item or unit of items purchased through the A&S Fee, which can be dissipated, and once used cannot be reasonably re-utilized. Examples include food, plates, napkins, cutlery, paper, paperclips, staples, pens, and post-it notes.

801.11 Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and overseen by the Business and Accounting Office.

801.12 Department – A budgetary subunit within the University.

801.13 Durable Good – Any item purchased through the A&S Fee that cannot be dissipated, and that can be re-utilized an indefinite number of time by a reasonable person. Examples include office equipment, furniture, software, machinery, and tools.

801.14 Encumbrance – Funds set aside within an index and/or line that are earmarked to pay for planned and upcoming expenditures.

801.15 Encumbrance Rollover- Funds withdrawn from the General Reserve in order to pay for previous year’s outstanding encumbrances, so as not to impact the budget of the current fiscal year.

801.16 Entity – Any department, agency, or student organization partially or fully funded by A&S Fees. Entity also applies to the Business and Accounting Office and staff, the B&A Committee and Officers. Individual students requesting funding from the Student Travel Index shall also be considered entities and are subject to the same applicable statutes, policies, and procedures as other entities.

801.17 Fiscal Year – The financial year of the Student Government of the University of North Florida shall be from July 1 to June 30.

801.18 Fund Balance – An accumulation of money generated through excess tuition hours and unexpended budget allocations. The Fund Balance includes the Scholarship Reserve, the Cash Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance is considered part of the annual A&S Fee Budget.
801.19 General (Equipment) Reserve – The portion of the Fund Balance after all other reserves and restrictions are met.

801.20 Major Offense – Any action taken by a funded entity that is considered to be a criminal offense, fraudulent in nature, or in direct violation of University fiscal rules and regulations, Title VIII, or Provisionary Language.

801.21 Non-Standard Contracts - contracts that consist of changes, additions, or modifications to the UNF Standard Contract.

801.22 Normal Legislative Process – The process followed by all travel and special requests, as stipulated in Chapters 840 through 843.

801.23 Open RSO – A Registered Student Organization that accepts membership from all students regardless of ability to pay dues, meet a GPA requirement, or other qualifications.

801.24 Other Capital Outlay: Any technological item or equipment (such as software or computers) with a value of $1000 or greater. Note that any purchase of a computer, regardless of cost, will be transferred to the University for inclusion on the fixed assets list.

801.25 Personal Expenditures: An expense or proposed allocation that bears no reasonably discernable relation to the purpose of the A&S Fee as defined by this title.

801.26 Property – Any item costing more than $1,000 per unit.

801.27 Registered Student Organization – a student club or organization at the University of North Florida that is registered with Club Alliance. RSOs must comply with Title VIII, Provisionary Language and the Club Alliance RSO Handbook in order to be eligible to receive A&S Fee funding.

801.28 Salary Reserve – The portion of the A&S Fee Budget that is reserved to pay for salary increases in the event that the Federal or State minimum wage increases during a fiscal year. Special Requests for new or increased wages and benefits may also be drawn from the Salary Reserve.

801.29 Scholarship (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least $400,000 for the purpose of generating interest to provide funds for annually awarded Student Government Scholarships.

801.30 Special Request – Preapproved revenue authorized to be spent out of the general reserve and can be requested throughout the fiscal year by Registered Student Organizations, Student Government Branches and Agencies, or University Departments for expenses, events, projects, wages and benefits, or equipment purchases not previously budgeted.

801.31 Standard Contracts - Contracts that have been approved for use by the University President,
appropriate University Vice President, the Office of the General Counsel, and the Procurement Services. They can be obtained from the Office of General Counsel web-site.

801.32 Travel Request – Money requested throughout the fiscal year by RSOs or individual A&S Fee paying students for events taking place off of the UNF campus, which is not previously budgeted.

Chapter 802: Uses and Purpose of the Activity & Service Fee Budget

802.1 All uses of the Activity & Service Fee (A&S Fee) Budget shall be subject to and governed by the laws of the United States of America, the State of Florida, the rules and regulations of the University of North Florida, the UNF Board of Trustees, the Constitution and Statutes of the Student Government of the University of North Florida, all applicable SG Policies and Procedures, and the Provisionary Language stated in the current fiscal year budget.

802.2 The A&S Fee Budget shall be expended by Student Government for lawful purposes to benefit the student body, in general. It may support activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida students.

802.3 The A&S Fee Budget may be used to support lobbying efforts of Student Government as it relates to issues that affect the student body. However, A&S Fees may not be expended to support in whole or in part a candidate for political office, as provided by Florida law.

802.4 The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.

802.5 No Student Government official may deny or withhold signature from any distribution or proposed distribution of A&S fees because they do not personally agree with the ideology of the distribution.

802.6 In the event a Student Government official denies or withholds signature from any distribution of A&S fees, the official must provide the requestor their reasoning for the denial in writing.

802.8 The A&S Fee shall not be used to:

A. Support activities or purchase materials that solely benefit non-UNF students.

B. Donate to philanthropic organizations.

C. Fund construction, permanent structural improvements or remodeling unless approved by the Senate or previously allocated for such purposes in the A&S Fee Budget.

D. Fund enrollment in academic courses, or other academically related activities, requirements, projects, or trips, except for test forms, scantrons, and testing booklets.
E. Purchase alcoholic beverages.

F. Reimburse travel, event, or programming costs above the amount actually expended.

G. Fund indirect travel expenses such as excess baggage charge, valet service, or trailer hitches.

H. Fund scholarships except for those funded by interest revenue earned on the A&S Fee Fund Balance.

I. Fund entertainment that is not open to the student body, in general.

J. Rent automobiles except through the approved travel reimbursement process.

K. Purchase items that will be resold.

L. Fund activities for which an admission fee is charged to students, except for Student Government sponsored concerts.

M. Fund monetary prizes, gift certificates, or raffles.

N. Purchase prizes in excess of thirty-five dollars.

O. Pay for personal expenditures.

P. Reimburse travel costs related to vehicle mileage, unless reimbursing mileage would cost less than renting a vehicle, with the exception of travel by the Lend-a-Wing Pantry for their internal operations.

Q. Reimburse travel costs related to mileage, where the distance traveled is less than fifty miles round trip.

R. Reimburse travel related fuel costs, unless the vehicle used is rented from a university approved provider.

Chapter 803: Funding Eligibility

803.1 A&S fees shall not be allocated to entities that engage in discrimination, as defined in Chapter 1002 of the Student Statutes, unless to fund an event which is open to all students.

Chapter 810: Budget & Allocations (SG B&A) Committee

810.1 The B&A Committee is one of four (4) standing committees of the Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.
810.2 Non-voting ex officio members shall include the chairs of the standing Senate Committees, and the Senate President.

810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A Committee. The B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved, the request shall be forwarded to the Senate in the form of a bill, with the exception of travel requests as outlined in Section 841.4. If approved by the Senate, all legislation concerning the allocation of A&S Fee money must then be presented to the President as prescribed by Article II Section 8 and Title IV.

810.4 The B&A committee shall hear all travel requests. If approved, all Travel Requests concerning the allocation of A&S Fee money must then be presented to the President as prescribed by Title VIII Chapter 841.

810.5 The oversight of the A&S Fee Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriations to the A&S indexes found to be improperly expended.

810.6 The B&A Committee shall only hear requests if the Student Travel Index, the Special Requests Index, the Salary Reserves Index, or under appropriate circumstances, the General Reserve Fund have sufficient available balances to fund that request.

If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Senate. The Business Manager shall consult with the University administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.

**Chapter 811: B&A Committee Chair**

811.1 The Senate shall elect a Senator as Chair of the B&A Committee each spring for a term of one year.

811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.

811.3 The B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.

811.4 The B&A Chair shall report at every Senate meeting and B&A Committee meeting the index balances for Special Requests, Student Travel, and any changes in Salary Reserves.

811.5 The B&A Chair shall meet with the Business Manager and Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the B&A Meeting at which it will be considered. The B&A Chair shall present to the committee all properly submitted requests with the appropriate documentation of the request.

811.6 The B&A Chair, when writing proposed budgetary legislation for submission to the Senate, shall provide an itemized schedule by expenditure category, of all funding requested,
811.7 The B&A Chair and the Treasurer shall collect the Periodic Budget Report from the Business Manager, which is required by the University Budget Office, to review the status of the A&S Fee Budget.

811.8 The B&A Chair may review the Business and Accounting Office financial records of all A&S Fee indexes, which are maintained by the Accounting Associate(s) and Business Manager.

811.9 The B&A Chair shall coordinate and administer procedural workshops, facilitated by the Business and Accounting Office, for funded Departments and Agencies. There may be as many workshops as necessary held at the B&A Chair's discretion.

811.10 The B&A Chair shall upload all properly submitted Fiscal Requests to the “O- Drive.”

811.11 The B&A chair shall notify the B&A committee and the Senate of any newly created line item within the A&S fee budget

811.12 In the event that the position of B&A Chair becomes vacant, the position’s signature authority pertaining to Chapter 840 shall fall to the Senate President.

Chapter 812: B&A Committee Vice-Chair

812.1 The B&A Committee Vice-Chair shall follow all duties outlined in Senate Policies and Procedures.

Chapter 813: SG Business and Accounting Office

813.1 The Business and Accounting Office shall administer the allocation of A&S Fees.

813.2 The Business and Accounting Office shall be staffed by the Business Manager, Accounting Associate(s), the Office Assistant and other personnel necessary to manage the A&S Fee Budget.

813.3 The Business and Accounting Office may correct any computational errors or any vendor price adjustments, within any bill passed by Senate and approved by the President, which does not exceed 10% of the allocation amount so long as original intent of the B&A Committee and Senate is not altered, with approval of the B&A Chair.

813.4 The Business and Accounting Office shall process all expenditures of centralized indexes.

813.5 All invoices or related correspondence for centralized A&S Fee indexes must be forwarded to the Business and Accounting Office for review and approval. If an entity is unsatisfied with the goods or services as received, the Accounting Associate(s) must be notified to consider withholding payment of invoice until the matter is resolved.

813.6 The Business and Accounting Office shall process all legislated requests for unallocated
funds, including Special Request expenditures, Travel Requests, Salary Reserve Index requests, and General Reserve requests.

813.7 The Business and Accounting Office shall facilitate any budget workshops that the B&A Chair coordinates and administers for funded Departments and Agencies.

813.8 Any negative budget balance, which is the result of a procedural error by the Business and Accounting Office or the University of North Florida Controller’s Office, shall be charged to the Special Request Index, with written notification to the B&A Chair.

813.9 Receipts for reimbursements must be received in the Business and Accounting Office no later than ten (10) business days after the date of the receipts.

Chapter 814: SG Business Manager

814.1 The Business Manager is responsible for assuring that the Finance Code is properly and fully followed.

814.2 The Business Manager shall attend all B&A Committee Meetings and Senate Meetings.

814.3 The Business Manager shall serve as fiscal and budgetary advisor to the B&A Chair, Treasurer, and B&A Committee.

814.4 The Business Manager shall serve as chief liaison between the Senate and the A&S Fee Budget Directors.

814.5 The Business Manager shall monitor all A&S Fee funded indexes.

814.6 The Business Manager shall have approval authority over all indexes. The Chief Officer of Student Affairs has approval control over the SG indexes. The Director must be informed by the Business Manager on all purchases in excess of $5,000 for Other Capital Outlay (OCO) items.

814.7 The Business Manager shall notify departments of Fiscal Year-End procedures and deadlines.

814.8 It is the responsibility of the Business Manager to keep the Director, the B&A Chair, and the Treasurer fully informed of all budget issues as they arise.

814.9 In the event that the position of Business Manager becomes vacant, the position’s signature authority pertaining to Chapter 840 shall fall to the Director.

Chapter 815: Accounting Associate(s)

815.1 The Accounting Associate(s) shall track all A&S Fee indexes for which they are responsible to ensure compliance with Title VIII: The Finance Code, and notify the Business Manager of discrepancies and errors within these Indexes.
815.2 The Accounting Associate(s) are recommended to attend B&A Committee Meetings and Senate meetings as it pertains to indexes for which they have accounting responsibilities.

815.3 The Accounting Associate(s) will act on approved Senate legislation that includes initiating Budget Amendments, transfer of funds, purchase requisitions, and miscellaneous related paperwork.

815.4 The Accounting Associate(s) shall perform accounting functions required to administer the A&S Fee Budget.

815.5 The Accounting Associate(s) shall assist the Business Manager in the compilation of annual operating budget requests.

815.6 The Accounting Associate(s) shall maintain fiscal records and process expenditures for Centralized indexes.

815.7 The Accounting Associate(s) shall assist Decentralized A&S Fee indexes with various accounting services, if needed or requested.

815.8 The Accounting Associate(s) shall provide fiscal training for new Officers and Club Alliance funded clubs.

815.9 The Accounting Associate(s) shall aid in continuous development of the Accounting System and provide input into operating policies and procedures.

815.10 The Accounting Associate(s) shall meet a minimum of biweekly with the Budget Directors, or designee.

Chapter 820: Annual Budget Process

820.1 Each Fall semester, the B&A Chair shall forward Budget Request Forms to the Budget Directors of each index currently funded by the A&S Fee Budget. These Budget Request Forms are also available to any UNF entity not currently funded.

820.2 Funding requests will be heard during the budget hearing process.

820.3 The activates will be available to benefit the students of the University of North Florida as defined by Florida Statute 1009.24. The activities are not the primary responsibility of any other agency or department.

820.4 In order to be heard during the budget hearing process, all completed and signed forms must be returned to the Business Manager no less than fifteen (15) business days prior to the first budget hearing.

Chapter 821: Annual Budget Process/Hearing Process
821.1 In the fall semester, at the first meeting of the B&A Committee, the Chair shall submit a process, with consultation of the Business Manager and the Treasurer, for approval by the B&A Committee.

821.2 During the spring semester, the B&A Committee shall hold the budget hearings. The dates of these hearing will be set by the Treasurer, Business Manager and the B&A Chair and sent with the Budget Request Forms.

821.3 Each Budget Director will be prepared to explain and justify their budget request by providing relevant documentation.

Chapter 822: Annual Budget Process/Balancing Process

822.1 After the Budget Hearings, the Treasurer shall submit a proposed balanced A&S Fee Budget to the B&A Committee to begin the Deliberation and Balancing Process.

822.2 The B&A Committee shall then deliberate on and amend, if necessary, the Treasurer's proposed budget. In order for the balanced budget to be forwarded to the Senate, it must be approved by a two-thirds (2/3) vote of the B&A Committee.

822.3 The B&A approved budget shall be posted within two (2) business days of approval and shall be displayed in public view for a minimum of five (5) business days prior to the Senate meeting in which it will be placed on the agenda. During this period, a campus-wide open forum will be conducted by the B&A Chair to explain the budget process and the B&A recommended budget.

Chapter 823: Annual Budget Process/Approval Process

823.1 The Senate and the President shall approve a balanced budget.

823.2 The B&A Chair, Senate President, President, Treasurer, Business Manager, Director, and Chief Officer of Student Affairs shall sign the budget. The Chief Officer of Student Affairs shall forward the balanced budget to the University President for signature.

823.3 The University President shall have fifteen (15) business days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the fifteen (15) business days. If any line item or portion thereof, within the budget is vetoed, the Senate shall make new budget recommendations for expenditure of the vetoed portion of the fund within fifteen (15) business days. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by A&S Fees.

823.4 Upon approval of the A&S Budget by the University President, the Business Manager shall upon direction of university budget office post the established budget in the University financial system.
823.5 Upon approval of the A&S Budget by the University President, each Budget Director shall be informed in writing of his/her approved budget for the upcoming fiscal year. This will be in the form of an allocation sheet delineated by budget category.

823.6 Provisionary Language, as approved during normal legislative process, may be amended after September 1st for each fiscal year.

Chapter 824: Budget Amendments

824.1 The Annual A&S Fee Budget may be amended, once signed, through a Budgetary Amendment. Budgetary Amendments are limited to the following enactments:

824.2 Centralized Budget Transfers

A. Requests for centralized budget transfers, including transfers between funding categories (operating expenses, OPS wages, salaries, OCO) or indexes, shall be submitted on the Centralized Budget Transfer Form. A Budgetary Amendment will be prepared and processed once all authorized signatures have been obtained. Should any of the required signatures not be obtained, the request may be presented to the B&A Committee and then forwarded to the Senate for approval in the form of a bill.

B. Transfers of funds between line items shall require prior approval from the Treasurer and prior notification to the Business Manager. The Business Manager shall notify, in writing, the B&A Chair of any such changes or requests. If the Treasurer denies the transfer, the request would go to the next B&A Committee meeting.

C. The Budget Director shall have sole authority to request transfers within his/her index.

824.3 Decentralized Budget Transfers

A. Requests for budget transfers in decentralized indexes, including transfers between funding categories (operating expenses, OPS wages, salaries, OCO), shall be submitted in writing to the B&A Committee at least five business days prior to the B&A Committee Meeting. The Budget Director or Designee from the Department must be present at the B&A Committee Meeting and at the Senate Meeting to present the request for a budget transfer which shall be in the form of a bill originating in the B&A Committee.

B. Transfers of funds between line items shall require prior approval from the Business Manager. The Business Manager shall notify, in writing, the Treasurer and B&A Committee Chair of any such changes or request. Any such request denied by the Business Manager can be presented to the B&A Committee and then forwarded to the Senate for approval in the form of a bill.

C. The Budget Director shall have sole authority to request transfers within his/her index.

824.4 Transfers which Create New Budgetary Line Items

A. The creation of all new line items through Centralized or Decentralized Transfers may
occur through approval by the Treasurer and B&A Chair.

B. All Transfers which create new budgetary line items must be presented to the B&A Committee by the B&A Chair.

Chapter 830: Funded Entities Policies

830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:

A. Keeps a non-negative balance in the expenditure categories at all times.

B. Spends within their expenditure categories.

C. Keeps complete financial records for the past five years. (i.e., copies of monthly reports and the supporting expenditure documentation.)

830.2 New indexes shall be classified as centralized, which means that the Business Manager’s signature shall be required for expenditures, unless Senate authorizes with a two-thirds (2/3) vote that the index be classified as decentralized.

830.3 The Business Manager may recommend to Senate to centralize or decentralize funded entities subject to a two-thirds (2/3) vote of the Senate.

830.4 Any Carry Forward Funds and additional revenues up to $150,000 shall be placed in the Special Requests index. In the event that Carry Forward Funds exceed that amount, the excess will be placed in the General (Operational) Reserve portion of the Fund Balance.

830.5 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

830.6 All revenues earned shall be placed immediately into the General Reserve.

830.7 All expenditures shall require prior approval. Failure to do so will result in the purchaser assuming all liability pertaining to the purchase. Approval for centralized entities shall be obtained through the Business and Accounting Office and decentralized entity from the respective Budget Director.

830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by the deadline set by the Business Manager.

830.9 All decentralized indexes must obtain prior written approval from the Business Manager to change any line-item allocation. The Business Manager shall notify, in writing, the Treasurer and B&A Chair of any such changes.
830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the Business Manager, acknowledging that they accept and consent to any and all Student Government Provisionary Language and legislation concerning their Funded Entity as a stipulation of receiving money. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

830.11 If the Federal or State minimum wage increases during a fiscal year, the additional money needed to fund the already paid minimum wage positions, at the same number of hours, shall be funded out of the Salary Reserve Index.

830.12 The Treasurer has the authority to deem any expense or proposed allocation a personal expenditure. The related entity may appeal the treasurer’s decision within five (5) business days through a petition for Judicial Review, as outlined in Title V.

Chapter 831: Funded Departments

831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

831.2 Funded Department Directors or Assistant Directors shall act as custodians of their respective index(es).

831.3 A Budget Director from each Department receiving funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office.

831.4 A Budget Director, or designee, from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

831.5 A Budget Director, or designee, from each Department receiving funding shall meet a minimum of biweekly with Accounting Associate(s) to review fiscal matters.

831.6 Departments funded by A&S fees must have current signature cards on file with Auxiliary Services and Postal Services and establish Banner approval hierarchy through the Procurement Services. Any changes to the approval authority must be reported to the Business Manager.

831.7 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

831.8 Costs associated with search committees to fill administrative and professional positions that are funded by A&S Fees may be funded from the General (Operating) Reserves. Approval from the Chief Officer of Student Affairs, is required through the completion of a Centralized Budget Transfer Form. This amount may not exceed $10,000 per search. A detailed report
must be provided to the Senate by the Treasurer at the next regularly scheduled Senate meeting.

**Chapter 832: Funded Agencies**

832.1 Agencies funded by SG shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

832.2 The Director or Assistant Director from each Agency receiving SG funding must attend a procedural workshops coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office.

832.3 Each Agency Director or Assistant Director shall meet a minimum of biweekly with the Accounting Associate(s) to review fiscal matters.

832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

832.5 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

**Chapter 833: Registered Student Organizations**

833.1 RSOs may be eligible for annual funding in the amount set forth in the A&S Fee Budget Provisionary Language, effective July 1st of each fiscal year.

833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

833.3 RSOs shall not expend or be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or is not in good standing with Club Alliance.

833.4 RSOs requesting funding for special events or for travel shall, upon request, present a two-year background of internal financial statements and A&S Fee expenditures to the B&A Committee and to the Senate.

833.5 RSOs shall elect a financial officer to act as treasurer of the A&S fund allocations and sign all requests and expenditures.

833.6 A president and advisor will be available to countersign for expenditures, when deemed necessary by the Business & Accounting Office. These signatures shall be filed with the Business and Accounting Office.
833.7 Before the allocation of A&S Funds, the financial officer, the president of the organization and the RSO’s advisor shall countersign a statement of financial understanding.

A. The original form will be retained in the Business and Accounting Office for audit purposes.

B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the Business and Accounting Office.

833.8 All RSO expenditures or reimbursements must be processed through the Business and Accounting Office. All itemized receipts for reimbursement must be submitted no later than ten business days (10) from date of receipt. All expenditures shall have prior approval through Student Government Business and Accounting Office in compliance with allocations. Violation of the Finance Code, is punishable as outlined in Chapter 861 and Chapter 863.

833.9 The financial representative of each RSO is required to turn over all financial records to his/her successor at the end of his/her term.

833.10 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

833.11 Prohibited RSO expenditures include but are not limited to the following:

A. Salaries and/or OPS wages, for personnel in support of a RSOs operation.

B. Travel related expenses except for funding allocated in the travel request process in the B&A committee.

C. Academic materials.

D. Internal operational expenses that will be used by a Closed RSO.

E. Travel related expenses that will be used by a closed RSO.

F. Events that are not open to all students.

G. Donations to philanthropic or political organizations.

H. Any funds or expenses that solely fund an organization.
Chapter 840: Policies for Funding Requests

840.1 A properly completed Travel Request shall be submitted to the B&A Chair a minimum of five (5) weeks prior to departure.

840.2 A properly completed Special Request shall be submitted to the B&A Chair a minimum of six (6) business days prior to the next scheduled B&A Committee Meeting.

840.3 The B&A Committee shall hear no request that has not been signed by the B&A Committee Chair, the Treasurer, the Business Manager, and a Senate Sponsor.

   A. The B&A Committee Chair shall only sign funding requests if they are compliant with Chapters 840 through 843 of the SG Statutes, there are funds available in the index the request would withdraw from, and, if the requesting entity is an RSO, Club Alliance communicates in writing that the organization is in good standing and funding eligible.

   B. The SG Treasurer shall only sign funding requests that are compliant with the SG Financial Code and A&S Fee Provisionary Language.

   C. The SG Business Manager shall only sign funding requests that are compliant with University of North Florida policies and procedures, as well as any applicable state, federal, or municipal laws.

   D. The Senate Sponsor shall sign funding requests they deem worthy of being entertained by the B&A Committee.

   E. The Budget and Allocations Chair, SG Treasurer, and Business Manager may not withhold their signatures from a request because they do not agree with the proposed allocation. In the event that any of these parties withhold their signatures, they must identify to the requestor the law or policy the request violates.

840.4 It shall be the responsibility of the B&A Chair, Treasurer, and Business Manager to maintain the continuity of the fiscal request process in good faith. Each shall review fiscal requests for compliance with reasonable expediency: failure to do so shall constitute nonfeasance as outlined in Title VIII.

840.5 After the appropriate signatures have been obtained, the B&A Chair shall supply the request representative with a copy of the completed request. The B&A Chair must supply the committee with copies of the request in order to be heard.

840.6 In order for the B&A Committee to hear a request, the requesting entity or individual must be sponsored by a member of the Senate. That sponsor shall give a brief introduction of the presenter’s request and shall then be seated in his/her assigned seat for both the B&A Committee and Senate Hearings.
840.7 In order for the B&A Committee and Senate to hear a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and Senate Meeting at which the request is presented. The Senate sponsor cannot, under any circumstances, be the entity’s representative.

840.8 If the Senate votes to allocate funding in the form of either a Travel Request (through the B&A Committee) or a Special Request (through the normal legislative process), the requesting entity shall meet with the Accounting Associate(s) within three (3) business days after legislation is approved. The meeting shall consist of an explanation of the internal procedures and funding arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with the Accounting Associate(s) will be given to the SB&A Chair by the Business and Accounting Office. This funding will then be eligible for reallocation by the B&A Committee.

840.9 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Senate in the form of a bill on 2nd read. This bill is then subject to the normal legislative process.

840.10 In the event that the position of Treasurer becomes vacant, the President shall as soon as possible, appoint either the Student Advocate or Attorney General to execute the Treasurer’s signature authority pursuant to this chapter.

Chapter 841: Grant Requests

841.1 RSOs may request funding for operations and events from the Club Finding Index.

841.2 Grant Requests fall under the jurisdiction of the Club Funding Board, outlined in Title XI Chapter 1105.6-1105.7.

Chapter 842: Student Travel Requests

842.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the Student Travel Index.

842.2 Travel Requests fall under the jurisdiction of the B&A Committee and are not subject to Senate approval unless vetoed by the President or brought to the Senate floor as outlined in Title VIII Chapter 840.10.

842.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying students as follows:

A. Individuals requesting travel funding are limited to a total of $500 per Fiscal Year.

B. RSOs requesting travel funding are limited to a total of $2,000 per Fiscal Year, with a cap of $500 per student per trip.
C. No student shall expend, directly or through an RSO, more than $500 from the Travel Request Index throughout the fiscal year.

D. No more than $3,000 may be allocated towards the same travel event per Fiscal Year.

E. Travel reimbursements for fuel are prohibited, unless the vehicle used is rented from a provider approved by the university.

842.4 The legislative process for approving Travel Requests shall be as follows:

A. After being properly submitted and added to the B&A meeting agenda, the request form shall be written into a bill and must receive a two-thirds (2/3) approval vote of the committee to pass.

B. After passage, the bill shall be signed by the Senate President as a confirmation of legislative action.

C. The Senate President shall then forward the bill to the President for executive action as prescribed by law.

1. If the president vetoes the bill, the Senate shall act on the bill in the same manner as it would a bill in accordance with Article II Section 8E.

842.5 Food associated with travel may not be requested, unless included in a registration fee, with no additional cost.

842.6 Receipts related to travel reimbursements must be received by the Business and Accounting Office no later than five (5) business days after the return date listed on the travel authorization.

842.7 All travel arrangements shall be made through the Business and Accounting Office, except for reservations for accommodations.

842.8 All travel sponsored by A&S Fees must adhere to the University Travel Manual published by the University’s Travel Office.

A. A properly completed Travel Request Form shall consist of; Request Form including applicable standard questions, signed by the appropriate advisor, club president, club treasurer, or Budget Director.

B. Total cost and request spreadsheet,

C. Official event schedule/agenda/program,

D. Official business price quotes for accommodations, transportation, and expenses.

E. List of students, N#s, and UNF email address

F. Statement of Travel Guidelines.
Chapter 843: Special Requests

843.1 Any A&S Fee funded Entity may submit a Special Request for funding to the B&A Committee for additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.

843.2 Only the presiding officer or designee of each branch may submit a Special Request for funding to the B&A Committee and shall follow the same procedures as any other entity requesting funding. The request may be only for additional wages, expenses, programs, and/or transfers to that particular branch of SG. However, the advisor signature shall not be required.

843.3 RSOs may submit a Special Request for funding to the B&A Committee for events and operations beyond the purview of the Club Funding Board (CFB).

843.4 No Special Requests will be heard during summer terms unless the amount is below $15,000 and/or a quorum of 15 senators must be present during the time of the legislative proposal.

843.5 A properly completed Special Request Form shall consist of:

A. Request form including applicable standard questions, signed by the appropriate advisor, the club president, the club treasurer or Budget Director.

B. Total request spreadsheet, documenting expenses and/or wages for the project/event.

C. Official supporting documents.

D. Official business quotes.

843.6 All Special Requests must be approved by a majority vote from Senate.

Chapter 844: General Reserve Policies and Process

843.1 During prescreening by the B&A Chair, Treasurer, Business Manager, it may be determined that the request could be considered for funding from the General Reserve. If this occurs, information will be provided to the B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of funded projects.

843.2 The General Reserve shall not be directly requested for funding, except in the case of encumbrance rollovers. All other requests must first be made in the form of a Special Request.

843.3 An encumbrance rollover bill may be only authored by the Treasurer, and may only be sponsored by the B&A Chair.
A. Encumbrance rollovers shall only pertain to those encumbrances that remain outstanding through no fault of the related entity; in all other cases, outstanding encumbrances shall be carried forward in the manner prescribed by law.

843.4 Encumbrance rollover bills shall follow the normal legislative process of a Senate bill, as stipulated in the Senate Policies and Procedures.

843.5 A General Reserve request must be approved by two-thirds (2/3) of the B&A Committee and Senate.

843.6 The Business Manager, Accounting Associate(s), Treasurer, and B&A Chair shall review and make recommendations to the B&A Committee on whether use of the General Reserve is appropriate for the Special Request.

843.7 After recommendations are made by the aforementioned fiscal officers, the request shall proceed through the B&A Committee as a normal bill in legislative process subject to a two-thirds (2/3) vote, or directly to the Senate if sponsored by eight (8) senators after having been defeated by the B&A Committee.

**Chapter 850: University Policies and Procedures**

850.1 Personnel - All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.

850.2 During each budget hearing, the continuation of funded salaried positions shall be evaluated.

**Chapter 851: Contracts**

851.1 Only the University President or person with proper delegated authority is authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one that the University is under no obligation to honor.

851.2 All non-standard contracts are to be reviewed and approved by the Chief Officer of Student Affairs or his/her designee prior to being forwarded to the Vice President for Administration and Finance.

851.3 All contracts must be completed according to University Policies. All non-standard contracts or bids must be submitted six (6) weeks prior to the event. Standard contracts or bids must be submitted twenty-one (21) days prior to the event.

851.4 Contracts are necessary for all entertainment, entertainment support, lectures, vendor services, and contracted software. Entities should seek the Business Manager or Assistant Director for advisement on contract related matters.
851.5 All contracts expending A&S Fees should exclude travel arrangements such as airfare, lodging, and ground transportation.

851.6 All contracts expending A&S Fees should exclude meals and contain a buyout clause for food. If the contracting party is not honoring a food buyout these food requests must be approved by the Business Manager prior to expending A&S Funds.

851.7 If A&S Fees are partially funding the contracted party the additional funds must be authorized and accessible in a University budget index to acquire the Business Manager’s signature on the routing form.

851.8 A standard contract routing form must accompany all standard contracts expending A&S funds. The following signatures are required on the form:

A. Agency Director, RSO President, Department Head or Branch Head,

B. Appropriate Advisor if applicable,

C. Business Manager or his/her designee

851.9 A non-standard contract routing form must accompany all non-standard contracts expending A&S funds. The following signatures are required on the form:

A. Agency Director, RSO President, Department Head or Branch Head,

B. Appropriate Advisor if applicable,

C. Business Manager or his/her designee,

D. President or his/her designee,

E. Chief Officer of Student Affairs or his/her designee,

F. Director of Health, Safety, Insurance, and Risk Management or his/her designee,

G. Office of the General Counsel

H. Vice President for Administration and Finance or his/her designee.

Chapter 852: Audits

852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.

852.2 Upon the request, each Budget Director shall submit in writing to the Business Manager a Report of Budget Status, which will include expenditures to date.

852.3 The University Internal Auditor, President, Senate President, B&A Committee Chair,
Chapter 853: Requisitions and University Processing

853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the Business and Accounting Office.

853.2 After receipt of a processed Requisition by the UNF Procurement Services Department, a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the delivery of goods or services.

853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent to the SG Business and Accounting Office.

Chapter 854: Procedures for Specific Items

854.1 Mailing - A RSO may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the appropriate A&S Fee index.

854.2 Printing - Centralized index requests for printing shall be processed through the Business and Accounting Office for approval.

854.3 Property Control

A. Any Item purchased through A&S Fees (including but not limited to, Property, Consumable Goods, and Durable Goods) is the property of the State of Florida, as administered by the Business and Accounting Office of the University of North Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.

B. When an RSO is declared inactive, all SG inventoried items purchased through A&S Fees shall be relinquished to the Business and Accounting Office.

C. When a student is no longer enrolled concurrently, he/she shall relinquish to the Business and Accounting Office all Student Government inventoried items purchased through A&S Fees.

D. The Business Manager shall verify the inventory and notify the B&A Committee of its condition and make a recommendation of possible future use. All property items deemed by the Business Manager as surplus shall be disposed of through established University procedures, if the disposal is approved by the President.

E. Property purchased through A&S Fees, as administered by the Business and Accounting Office, may be checked out with the following conditions:
1. The Business Manager and President must approve the use of all property that is classified as an Other Capital Outlay (OCO).

2. The Business Manager, President, or the appropriate Agency must approve the use of all property. Agency Advisors will maintain a property log and a check-out and check-in log for items that are maintained by that funded entity. A Property Control Policy from each funded entity shall be provided to the Business Manager.

F. Failure to comply with University or Property Rules and Regulations will be considered a major offense in the management of A&S Fee funds.

**Chapter 860: Assessment and Penalty Process**

860.1 Reassessment of budget lines may be deemed necessary upon any of the following:

A. Violations of the Finance Code occur.

B. Expenditures of funds inconsistent with the original intent of the approved allocations.

C. Projected A&S Fee Revenue is not met.

D. A Budget Transfer request.

**Chapter 861: Freezing of Funds**

861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

861.2 Freezing of indexes can be utilized whenever:

A. Violations of the Finance Code occur.

B. Reassessment of the budget is required.

C. It is deemed necessary by the Business Manager.

D. It is deemed necessary by the Treasurer.

E. Expenditures of funds inconsistent with the original intent of the approved allocations.

F. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.

G. It is deemed necessary by a two-thirds (2/3) vote of the Senate.

861.3 The Treasurer, the B&A Committee, or Senate may freeze the funds of an index for a period of time not to exceed ten (10) business days, or any line item within the index for the remainder of the current fiscal year. The Treasurer, B&A Chair, or the Senate President must notify, in writing, the entity, President, Business Manager, and the Director of the reason(s) for such action and the duration of the freeze.
The entity may appeal the decision to freeze under the normal appeals process (per Title V). If the decision is overturned, the funds will be returned to the entity. If the decision is upheld:

A. The index will be frozen to the end of the ten (10) business day decision, or

B. The line item will be transferred to Special Requests.

**Chapter 862: Budget Deficits**

862.1 No A&S funded entity may overspend their budget allocation without prior approval of the Senate by a two-thirds (2/3) vote.

862.2 Any entity that acquires a deficit in an expenditure category in their index may be placed on probation by the Business Manager or by two-thirds (2/3) vote of the Senate. The probation shall be terminated when deficit is eliminated. While on probation the entity will not be eligible to receive additional funding unless granted by the Senate with a two-thirds (2/3) vote.

862.3 The Business Manager shall give Notice of Probation and Notice of Removal from Probation, in writing, to the entity, the President, the Senate President, and the B&A Chair.

**Chapter 863: Penalty Measures**

863.1 Misuse of A&S fees is an offense against the Student Body punishable by the B&A Committee, Senate, and/or the Supreme Court.

863.2 If an A&S funded entity is found to be in violation of the Finance Code, Provisionary Language, or commits a major offense, the following actions may be taken:

A. On the first (1st) offense, in the same fiscal year, said entity shall again be placed on thirty (30) day probation and written Notice of Probation shall be provided by the Business Manager to the Chief Officer of Student Affairs and President. If said department is not within the Division of Student Affairs, written notice shall also be provided to the appropriate University Vice President.

B. On the second (2nd) offense, in the same fiscal year, decentralized indexes will automatically become centralized. The Business Manager will inform the Senate at the next regularly scheduled Senate meeting. The index shall remain centralized until decentralization is approved by the Senate as per 830.2.

C. If the funded entity violates the Finance Code three (3) or more times in one fiscal year, the B&A Committee shall recommend further penalty measures to the Senate, which may include restructuring, disbanding, or freezing the funded index.

863.3 Upon suspension from Club Alliance due to a major offense, an RSO shall be banned from accessing club funds for the current fiscal year, and shall be further banned from requesting Special Requests and Travel Requests from SG for the next two (2) fiscal years, not including the current fiscal year.
When an A&S funded department or agency is placed on probation, the Budget Director of the index shall abide by the following during the probation period:

A. Monthly reports must be presented to the Senate on the entity’s efforts to comply. The entity’s Budget Director shall make the presentation.

B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the Business Manager.

C. The Budget Director and all officers of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the Business Manager and the B&A Chair.

D. At the end of each month all financial records of the entity shall be submitted to the Business Manager.

HISTORY:

SB-96F-935 (September 17, 1996)
SB-99S-1241 (September 24, 1999)
SB-01F-1453 (June 8, 2001)
SB-02S-1525 (March 8, 2002)
SB-02SB-1568 (September 19, 2002)
SB-03S-1654 (March 13, 2003)
SB-03SA-1674 (May 29, 2003)
SB-03SA-1688 (June 12, 2003)
SB-03SB-1694 (July 24, 2003)
SB-03SB-1697 (July 24, 2003)
SB-03F-1710 (September 18, 2003)
SB-04S-1761 (April 8, 2004)
SB-04F-1829 (November 29, 2004)
SB-04F-1845 (December 17, 2004)
SB-05S-1887 (March 28, 2005)
SB-05SA-1912 (June 20, 2005)
SB-05SA-1914 (June 20, 2005)
SB-05SA-1915 (June 20, 2005)
SB-05SA-1921 (June 20, 2005)
SB-05F-1959 (November 21, 2005)
SB-06S-1997 (February 27, 2006)
SB-06S-2005 (March 8, 2006)
SB-07S-2090 (March 6, 2007)
SB-07S-2119 (March 26, 2007)
SB-07S-2106 (April 9, 2007)
SB-07S-2107 (April 9, 2007)
SB-07SA-2135 (July 1, 2007)
SB-07F-2164 (October 10, 2007)
SB-08S-2198 (January 28, 2008)
SB-08SA-2226 (May 12, 2008)
SB-08SA-2232 (June 26, 2008)
SB-08F-2253 (September 15, 2008)
SB-08F-2262 (September 9, 2008)
SB-09F-2362 (October 13, 2009)
SB-10S-2398 (April 15, 2010)
SB-10F-2437 (October 4, 2010)
SB-11SA-2525 (July 11, 2011)
SB-12S-2568 (January 30, 2012)
SB-12SA-2613 (June 25, 2012)
OB-12F-2625 (September 10, 2012)
SB-12F-2644 (October 29, 2012)
SB-13SA-2691 (July 1, 2013)
SB-14S-2749 (February 27, 2014)
SB-24SB-2778 (July 8, 2014)
SB-14F-2798 (September 29, 2014)
OB-14F-2818 (November 24, 2014)
SB-15F-2913 (November 23, 2015)
OB-16S-2945 (March 7, 2016)
SB-16SA-3000 (June 8, 2016)
SB-16SA-3012 (July 6, 2016)
SB-16F-3036 (September 12th, 2016)
SB-17S-3118 (April 10th, 2017)
SB-17F-3240 (November 3rd, 2017)
SB-18SA-3303 (August 24, 2017)
SB-18F-3332 (November 16, 2017)
Chapter 900: Eligibility

900.1 Requirements

A. All Student Government officials shall be registered students and pay A&S Fees to the University of North Florida, with the exception of the summer term.

B. All Student Government officials shall maintain an institutional grade point average of at least 2.5 on a 4.0 scale according to University of North Florida standards.

1. The Director shall be responsible for verifying grade point averages for all members of Student Government.

2. Only in extenuating circumstances, the Advisor and Director shall meet to determine if a student member's case should be forwarded to the Vice President of Student and International Affairs for review.

3. If the Vice President of Student and International Affairs does not approve the appeal, then that member must resign their position.

Chapter 901: Restrictions

901.1 No student shall hold two (2) major offices of the Student Government concurrently. The following shall be considered major offices:

A. President,

B. Vice President,

C. Executive Cabinet Officers,

D. Directors and Assistant Directors of Agencies,

E. Senators,

F. Justices

Chapter 902: Installation of Student Government Officials

902.1 All Student Government officers shall be required to take the oath of office specified in 903.2.

902.2 The oath shall be as follows:
"I (name of Individual), do hereby swear (or affirm) to uphold the office of (Title), and that to abide by the laws of the United States of America, the Constitution of the Student Government of the University of North Florida, and to represent the Student Body to the best of my ability., so help me God."

902.3 If one affirms, they may omit the words “so help me God.”

902.4 The oath of office shall be administered by the Chief Justice. The Chief Justice may assign this duty to another Justice, or if none are available, the Senate President.

902.4 Upon accepting the oath of office for any position, Student Government officials shall be considered resigned from any other previous elected or appointed Student Government position.

HISTORY:
SB-96F-957 (October 29, 1996)
SB-00SB-1354 (August 7, 2000)
SB-03-0002 (April 14, 2003)
SB-04F-1828 (November 29, 2004)
SB-04F-1850 (December 17, 2004)
SB-06F-2047 (September 14, 2006)
SB-10S-2387 (February 9, 2010)
S-2016-2 (March 3rd, 2016)
SB-16S-2957 (April 11th, 2016)
SB-17F-3241 (October 27th, 2017)
TITLE X: CODE OF ETHICS

Chapter 1000: Rights

1000.1 Student’s Rights

A. Freedom of Speech

1. No branch of the Student Government of the University of North Florida shall hinder nor restrict any students’ freedom of speech.

B. Freedom of Peaceful Assembly and Association:

1. No branch of the Student Government shall restrict any students right to peacefully assemble and freely associate during the open meetings of Student Government as long as decorum is maintained and in accordance with the Policies and Procedures of the branch holding said meeting.

C. Freedom of Press:

1. No branch of the Student Government shall censor the student media of the University of North Florida.

D. Right to Information

1. Every Student shall be able to attend all open meetings of Student Government

2. Upon request, every Student shall be entitled to copies of Student Government documents within a reasonable time frame, which shall include but not be limited to;

   1. Senate Agendas and Minutes
   2. Committee Agendas and Minutes
   3. Legislation
   4. Constitution and Statutes
   5. Policies and Procedures
   6. Activity and Service Fee Budget

1000.5 Due Process

Every student shall be entitled to the same course of formal proceedings that are set out in the Student Government Constitution, Statutes, and Policies and Procedures. The formal proceedings shall include but not be limited to:

1. A&S Travel Requests
2. A&S Special Requests

3. Declaration of Candidacy for Election

4. Appointments Processes

5. Judicial Hearings

Chapter 1001: Code of Ethics

1001.1 Definitions for the Standards of Conduct

A. Benefit - gain or advantage, or anything regarded by the person to be benefited as a gain or advantage, including the doing of the act beneficial to any person in whose welfare (s)he is interested.

B. Conflict or Conflict of Interest - a situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.

C. Student Government Member - One of the individuals of whom an organization or a deliberative assembly consists, and who enjoys the full rights of participating in the organization.

D. Intimidation – A threat or threats made with the purpose of compelling a student government member or members to act against his or her conscience, or to prohibit said member(s) from acting within the discretion of his or her position.

E. Retaliation – The act of inflicting physical or professional harm against a student government member in response to a decision made within the discretion of his or her position.

1001.2 Standards of Conduct

A. Conflict of Interest:

1. No Student Government Member can act in a way that promotes their own personal interest over the interest of the student body.

2. Any Student Government member that participates in any private business, professional activity, or group which would receive a personal benefit from any government action that is performed by Student Government, shall be required to abstain from voting on any aspect of said legislation. The only exceptions being wherein the entire voting body would be affected by said legislation or when salaried officers are voting on final passing of the budget.

B. Misuse of the Student Government Property:

1. No Student Government member shall use or allow the use of Student Government property, facilities, and vehicles with total disregard for their intended use and unnecessarily shortens its expected useful lifespan.
C. Unlawful Compensation:

1. No Senator, executive cabinet member, justice, or employee paid with A&S Fee’s shall accept any form of compensation, monetary or otherwise, for help passing legislation, amending rules, receiving funding, or otherwise coming to an official decision.

D. Inducing to Act:

1. No officer or employee of the Student Government shall aid, advise, procure, or in any way induce another to act in violation of this chapter.

2. No officer or employee of the Student Government shall cover up evidence or misrepresent a fact pertaining to a violation.

3. No Justice shall allow personal interest to influence a vote.

E. Intimidation:

No Student Government officer or employee shall in any way engage in intimidation.

F. Retaliation:

No Student Government member shall in any way engage in retaliation.

G. It is the duty of every Student Government Member to hold themselves to the highest moral and ethical standards in all Student Government matters.

H. No Student Government Member shall commit written, printed, or verbal defamation.

I. Purposely misrepresent any material fact(s) through their speech or actions.

Chapter 1002: Anti-Discrimination Policy

1002.1 Discrimination shall be defined as the differential treatment of a student or student group solely on the basis of his or her gender identity or expression, race, ethnicity, creed, color, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, and any combination thereof, or what is outlined in the University Non-Discrimination, Equal Opportunity, and Diversity Statement.

1002.2 No Student Government officer, employee, Branch, Agency, RSO, or any entity which receives any Student Government funding shall practice discrimination as defined in 1002.1 of the Student Government Statutes.

Chapter 1003: Enforcement of Ethical Standards

A. Failure to observe the ethical standards outlined in this title shall constitute an act of malfeasance as described in Title VII, Chapter 702 §1A.

B. Failure to observe the ethical standards outlined in this title shall be punishable as described
in Title VII, Chapter 703.

**HISTORY:**
SB-96F-958 (October 29, 1996)
SB-02SB-1568 (September 19, 2002)
SB-04F-1828 (November 29, 2004)
SB-04F-1843 (December 17, 2004)
SB-05S-1895 (June 6, 2005)
SB-16S-2955 (April 11th, 2016)
SB-16SB-3024 (July 20th, 2016)
SB-17F-3242 (October 27th, 2017)
TITLE XI: THE EXECUTIVE AGENCY STATUTE

Chapter 1100: Executive Agency Statute

1100.1 Purpose: To clearly define and delineate the nature of the Student Government units known as agencies and to distinguish them from other entities within the Executive Branch.

1100.2 Scope: This statute shall become, upon its enactment, fully binding on all entities defined herein as Agencies.

1100.3 Agency: an Agency is an administrative division of the Executive Branch created to provide support, entertainment, and education for students of the University of North Florida whether it be racial, ethnic, academic, cultural, or philosophical in nature.

1100.4 Legal Basis

A. An Agency is a construct of the University of North Florida Student Government and has no authority or prerogative granted to it as a construct of this Student Government unless so expressly granted through the SG President.

B. An Agency is in no way authorized to represent the University of North Florida or the Student Government in any matter or dealing. Nor is it allowed to sign binding contracts obligating materials or resources that have not been placed into the Agency’s care for that specific purpose prior to the signing of the contract.

Chapter 1101: The Agency Advisory Board

1101.1 The Agency Advisory Board shall be a body with the responsibility of overseeing and advising on Agency matters, so as to ensure each Agency’s continued professionalism and success.

1101.2 The Agency Advisory Board shall be comprised of:

A. The Vice President,

B. The Attorney General,

C. The Chief of Staff, or a designee; appointed by the President,

D. One member from each agency, appointed by the President,

E. The Agency Advisor

1101.3 The Chair of the Agency Advisory Board shall be the Vice President.

1101.4 Agency Advisory Board Meetings

A. The Agency Advisory Board must meet at least once per semester.
B. Either the Vice President or the Agency Advisor may call for a meeting.

C. Meetings must be publicized.

D. A quorum must be present for business to be conducted.

E. Minutes must be taken at each meeting. A file containing past minutes from all meetings must be maintained by the Vice President.

1101.5 The Agency Advisory Board may recommend the removal of an Agency Director or Assistant Director. A two-thirds (2/3) vote is required from the Agency Advisory Board to recommend dismissal to the President.

1101.6 All Agency Directors and Assistant Directors must be selected through the Agency Advisory Board.

A. The President may appoint an alternate member from an agency to replace an agency Board member from that same agency in the event a conflict of interest occurs. The alternate member must receive a majority vote confirmation from the Agency Advisory Board before he or she may serve as a Board member.

B. The Agency Advisory Board will then forward their recommendation to the President.

C. If the President accepts the recommendations, he or she will appoint them to the position of Agency Director or Assistant Director.

Chapter 1103: Operations

1103.1 Student Government Agencies are required to be in compliance with the Student Government Constitution and Statutes, the State of Florida Constitution and Statutes, and the United States Constitution at all times while in operation. Non-compliance with these provisions shall call for remedial action. The President shall take whatever action is deemed necessary and proper to correct any non-compliance.

1103.2 All Agencies shall have a Director

A. The Director may act within their defined powers and duties to achieve maximum execution of the statutory responsibilities of the Agency.

B. The Director shall be responsible and accountable for all actions of the Agency and its personnel.

C. In the case that the Directorate becomes vacant, the Assistant Director should assume his/her duties on an interim basis, until the Advisory Board meets and makes a recommendation to the President on a new director and the candidate is appointed by the President.
D. The director of each Agency is responsible for appointing Agency committee chairs. These appointments shall be subject to approval by the President.

1103.3 All Agencies shall have an Assistant Director

A. The Assistant Director's duties shall be defined in the Agency's individual Chapter.

B. In the event that the Assistant Director position becomes vacant, the Agency Advisory Board shall meet and make a recommendation on a replacement for the position to the President. The candidate shall be the Assistant Director once appointed by the President.

1103.4 The supervision and regulation of the Agencies is the responsibility of the President, who may delegate the responsibility to the Vice President.

1103.5 Agency Directors/Assistant Directors are responsible for the hiring and dismissal of their own staff.

1103.6 The President may ultimately dismiss any Executive Agency staff at any time, for any reason.

1103.7 Pursuant to the A&S Fee Guidelines, the Senate shall have allocation and reversionary authority in all-budgetary matters pertaining to Agencies.

1103.8 All Agency Directors and Assistant Directors are subject to impeachment by the Senate. Board members may be removed from the Agency Advisory Board by a two-thirds (2/3) vote of the Senate.

1103.8 Termination

A. The President shall have the authority to terminate any Agency subject to a two-thirds (2/3) vote of the Senate.

B. Upon termination of an Agency, it will be deleted from the Student Government Statutes, Title XI: The Executive Agency Statute. If an Agency is terminated, its budget will be sent to the B&A Committee for review.

1103.9 Monetary Allocations

A. Agencies will be budgeted by line item during the annual fiscal budgeting process.

B. Agencies must notify the B&A Committee of the Senate in writing to request additional funds at any point during the fiscal year.

C. Each year Agency Budgets shall be zero-based and reviewed by the B&A Committee who shall report their findings and make appropriate recommendations to the Senate.

D. All Agencies must submit a monthly operating report to the Senate highlighting expenses and services rendered to the Student Body. This report is to be submitted at each Senate meeting.
1103.10 The Agencies

The following is a list of all Student Government Agencies and corresponding chapter numbers that appear in Title XI.

A. Chapter 1101- Osprey Productions
B. Chapter 1102 - Club Alliance
C. Chapter 1103 – Lend-A-Wing Pantry

1103.11 Forming an Executive Agency

A. The forming of an Executive Agency, as follows, is a process that can occur only with the express approval of the President by an Executive Order.

B. An Agency proposal must consist of both a budgetary and constitutional component:

1. The budgetary component must outline estimated costs for one fiscal year and can be composed with the assistance of the Business Manager, Treasurer, Agency Advisor, and/or B&A Committee Chair. The B&A Committee shall review and vote on the proposed budget, but refrain from appropriating funds until the formation process has been completed.

2. The Constitution and Statutes Committee will review and vote on the constitutional component, which shall include the entire proposal of inclusion to Title XI, Purpose, Creation, and both the Director’s and Assistant Director’s responsibilities.

C. The Agency proposal shall be submitted to the Senate President and added to the agenda under Legislation considered for 1st Reading for the next regularly scheduled Senate meeting.

D. The proposal’s budgetary and constitutional components are to be forwarded to the B&A Committee and the Constitution and Statutes Committee, respectively, at this Senate meeting.

E. If both components of the agency proposal are passed by the respective committees, the revised proposal shall be added to the agenda under Legislation considered for 2nd Reading for the next regularly-scheduled Senate meeting.

F. The proposal must be passed by the Senate before the budget hearings process begins for the upcoming fiscal year.

1103.12 The Agency proposal requires a two-thirds (2/3) vote of the Senate to pass.

1103.13 If passed, the agency proposal must be signed by the President.

A. The Agency proposal, once properly passed through the legislative process, will officially
create an Executive Agency of Student Government, once budget hearings have concluded, and the new fiscal year has begun.

B. Once formed, the Agency shall be placed on probationary status for two years.

1. During the probationary period, the Agency must follow all statutory rules and send a monthly report to the Budget and Allocations Chair, on budgetary matters, and give a report during Senate meetings.

2. Three successful noncompliance strikes against the newly formed Agency shall result in its termination in accordance with Chapter 1100 Section 1100.6: Termination.

1103.14 Managing Agency Documents

A. Agency documents receive authority directly from the President

1. A document that has not been signed off by the President is invalid and lacks the authority to change agency policy or to be used for agency administration.

2. Agency Directors, the Vice President, and the Agency Advisor are to work closely on refining agency documents to present to the President for approval.

B. Agency Directors are responsible for managing the documents of their respective agency:

1. Agency Directors are to maintain a record of the history of past documents and any changes to those documents.

2. Agency Directors are responsible for creating and editing Agency documents that may be used to empower, hold accountable, or collect personal information from any individual.

3. Upon creation or change, these documents are subject to review by the Vice President and Agency Advisor before being forwarded to the President.

Chapter 1104: Osprey Productions

1104.1 Creation and Purpose

A. Creation: This Statute shall create an Agency of Student Government known as Osprey Productions.

B. Purpose: Osprey Productions plans and produces a variety of entertainment events for the Student Body. Regular programming includes, but is not limited to, outdoor festivals featuring live music and refreshments on the University Green, at the Coxwell Amphitheater, and major concerts in the University of North Florida Arena. Members shall have the opportunity to develop programming ideas for campus entertainment as well as to work in all facets of event planning, promotions, and production.
1104.2 Internal Organization and Structure

A. Interested students may apply to join at any time during the academic year; the rest of the agency is composed of qualified, A&S fee-paying students appointed and approved by Osprey Production's executive staff.

B. Osprey Productions will maintain an up to date Policies and Procedure manual, subject to approval by the President.

1104.3 Powers and Duties of the Director

A. The Director is a paid position that oversees the planning of on campus entertainment.

B. Additional duties include: maintaining the Osprey Productions office, maintaining the Osprey Productions website, and conducting bi-weekly meetings.

C. Keeping records of all financial transactions

1104.4 Powers and Duties of the Assistant Director

A. The Assistant Director is a paid position that assists in the planning of on-campus entertainment.

B. Additional duties include aiding the Director in maintaining the Osprey Productions office, the website, and conducting biweekly meetings.

1104.5 Standing Committees

A. Osprey Productions shall have the right to establish standing committees as the leadership deems necessary.

**Chapter 1105: Club Alliance**

1105.1 Creation and Purpose

A. Creation; This Statute shall create an Agency of Student Government known as Club Alliance (CA).

B. Purpose: Club Alliance shall be responsible for providing support for the functions and activities of RSOs. Such support will include: financial and material resources, educational/developmental activities, coordination of mutual recruitment and entertainment activities, and the holding of regular meetings at which RSOs may conduct common business.

1105.2 Internal Organization and Structure

A. CA shall maintain an up to date Policies and Procedure manual and Club Alliance RSO Handbook subject to approval by the President.
1105.3 Powers and Duties of the Director

A. The Director is a paid position working to provide support services to student clubs. Additional duties include:

1. Maintaining the Club Alliance office.

2. Conducting monthly meetings unless otherwise deemed necessary with the President’s approval.

3. Appointing and overseeing the chair positions of the any standing committees within the agency.

4. Keeping records of all financial transactions of CA.

5. Meeting bi-weekly with the Treasurer to discuss any RSO fiscal matters.

6. Reporting all RSOs suspensions to the Business and Accounting Office.

7. Reviewing Budget & Allocations Committee agendas to report on any RSO request.

1105.4 Powers and Duties of the Assistant Director

A. The Assistant Director is a paid position working to provide support services to student clubs. Additional duties include:

1. Aiding the Director in any task he or she may need assistance with.

2. Maintaining the Club Alliance office in the absence of the Director.

3. Conducting monthly meetings in the absence of the Director unless otherwise deemed necessary with the President’s approval.

1105.5 Standing Committees

A. Club Alliance shall have the right to establish standing committees as its leadership deems necessary.

1105.6 Club Funding Eligibility

A. RSOs may request Student Government funds under the provisions of this chapter and in accordance with Title VIII provided they meet all requirements, regulations, and/or qualifications imposed by the RSO Handbook.

1105.7 Club Funding Process

A. All funding eligible RSOs may request Student Government funding under the provision of a special appropriations committee known as the Club Funding Board, and may receive such
allocations in the form of grants. Funding eligible RSOs can also apply for Travel and Special Requests through the Budget & Allocations Committee.

B. The Club Funding Board

1. The Director of Club Alliance shall establish the Club Funding Board by September 1, which shall consist of five (5) members; including the Club Alliance Director, Club Alliance Assistant Director or designee appointed by the CA Director, Budget & Allocations Chairman, Student Body Treasurer, and one (1) student appointed by the President.

2. The Director of Club Alliance shall serve as the Chair of the Board and shall only vote in the event of a tie.

C. Process

1. The Club Funding Board shall meet bi-weekly or more frequently as deemed necessary by the Chair.

2. Any request approved by the Club Funding Board is subject to the final signature of the President. All actions should be acted upon within five (5) business days or shall become effective absent Executive action.

3. Any decisions regarding requests allocated by the Club Funding Board that are denied by the President may within three (3) business days of the RSO being notified, be appealed to the Club Funding Board, whose decision is final.

D. Grants

1. Any funding eligible RSO may request grants from the Club Funding Board.

2. Grants must be specific to an operation or event, and cannot exceed $1,000 per request.

3. The advisor of an RSO must sign all requests larger than $500.

4. Any request for travel funding, or an amount larger than $1,000 will not be heard by the Club Funding Board. The request will be referred to the B&A Committee and entered into the regular legislative process.

5. Any RSO that receives a grant from the Club Funding Board may be required to report back to the board in order to justify the results of the allocation.

Chapter 1106: Lend-A-Wing Pantry

1106.1 Creation and Purpose

A. Creation: This Statute shall create an Agency of Student Government known as Lend-A-
Wing Pantry.

B. Purpose: The Lend-A-Wing Pantry shall be staffed by UNF students for UNF students; dedicated to serving the basic needs of the students at the University of North Florida. Items may include food and hygienic supplies, provided anonymously and at no cost to the student, through donations. The Pantry shall foster continued academic success and increase retention for students in need.

1106.2 Internal Organization and Structure

A. Interested students shall be able to apply to volunteer at any time during the academic year; the rest of the agency shall be composed of qualified A&S fee-paying students, appointed and approved by the executive staff.

B. Lend-A-Wing Pantry will maintain an up to date Policy and Procedure manual, subject to approval by the President.

1106.3 Powers and Duties of the Director

1. The Director is a paid position that is responsible for maintaining the Lend-A-Wing Pantry and is tasked with ensuring there is a safe place for students in need.

2. The Director is responsible for all operations of the Agency, which may include, but are not limited to, maintaining the Agency website, conducting meetings when deemed appropriate, and keeping records of all financial transactions the Agency is responsible for.

1106.4 Powers and Duties of the Assistant Director

1. The Assistant Director is a paid position that assists the Director in his or her duties.

2. Additional duties may include aiding the Director with coordinating volunteers and maintaining the Lend-A-Green garden plots in Ogier Gardens.

1106.5 Standing Committees

A. The Lend-A-Wing Pantry shall have the right to establish standing committees as the leadership deems necessary.

1106.6 The Foundation Account

A. The Foundation Account may only be used to purchase food, hygienic items, or any other item that supports the purpose of the Lend-a-Wing Pantry.

B. The Foundation account must maintain at least $5,000 at all times.

HISTORY:
SB-02SB-1563A (Summer 2002)
SB-02SB-1568 (September 19, 2002)
SB-03S-1662 (April 4, 2003)
SB-04F-1828 (November 29, 2004)
SB-04F-1826 (December 17, 2004)
SB-04F-1844 (December 17, 2004)
SB-05S-1874A (March 15, 2005)
SB-06SA-2034 (July 18, 2006)
SB-07S-2116 (April 11, 2007)
SB-09S-2327 (March 28, 2009)
SB-08SA-2236 (July 8, 2009)
SB-10SA-2426 (July 8, 2010)
SB-10F-2474 (January 31, 2011)
SB-11S-2513 (March 7, 2011)
SB-11S-2515 (March 7, 2011)
SB-11S-2512 (March 21, 2011)
SB-11SA-2527 (July 11, 2011)
SB-11F-2549 (October 10, 2011)
SB-12SA-2605 (June 11, 2012)
SB-13SA-2693 (July 15, 2013)
SB-14S-2746 (February 11, 2014)
OB-14F-2818 (November 24, 2014)
SB-15S-2836 (February 9, 2014)
SB-15F-2890 (August 24, 2015)
SB-16S-2917 (January 25, 2016)
OB-16S-2945 (March 7, 2016)
SB-16S-2958 (April 11th, 2016)
SB-16S-2959 (April 11th, 2016)
SB-16SB-3019 (July 20th, 2016)
SB-17S-3098 (March 7th, 2017)
SB-17S-3119 (March 31st, 2017)
SB-17S-3243 (October 27th, 2017)
OB-18SA-3301 (June 26th, 2018)
TITLE XII: THE UNIVERSITY & STUDENT AFFAIRS COMMITTEE STATUTES

Chapter 1200: University & Student Affairs Committee

1200.1 The USA Committee is one of the four standing committees of the Senate. The USA Affairs Committee is responsible for acting as a liaison between the University of North Florida's student body, University Administration, and the Student Government; in addition to promoting those programs and activities, locally or nationally, which are in the interests of the University of North Florida.

1200.2 All voting members of the committee will be elected or appointed senators including the Vice Chair. Non-voting ex officio members shall include Constitutions and Statutes Chair, Budget and Allocations Chair, Government Oversight Chair, Senate President, and Senate Pro-Tempore.

1200.3 The USA Committee is responsible for attaining information about pending University-wide developments from its members (voting and nonvoting). The Committee shall have the power to comment on such developments in the form of Simple and Joint Resolutions that are to be forwarded to the Senate. If passed in accordance with the normal legislative process, these Resolutions shall be forwarded to the appropriate University administrators and University-wide committees. Simple and Joint resolutions as a part of the legislative process are further outlined in Chapter 412.

1200.4 The USA Committee is responsible for creating, issuing, discussing and reviewing completed Osprey voice surveys and, when required, incorporating those results in both Simple and Joint Resolutions.

1200.5 The USA Committee shall follow Robert’s Rules of Order.

1200.6 The USA shall have jurisdiction over Title XII.

1200.7 Amendments to Title XII are subject to the normal legislative process.

1200.8 The USA Committee is responsible for organizing events during each fall and spring semester to actively engage the student body.

Chapter 1201: USA Chairperson

1201.1 The Senate shall elect a Senator as Chair of the USA Committee once every spring semester for a one (1) year term.

1201.2 The USA Chair shall follow duties outlined in Senate Policies and Procedures.

1201.4 The USA Chair shall report to Senate every meeting.
1201.5  The USA Chair shall only vote in the event of a tie.

1201.6  The USA Chair will call and set the agenda for meetings of the USA Committee and submit minutes following each meeting to the Senate President.

1201.7  The USA Chair shall keep an updated list of all presidentially-appointed student body members who serve on University-wide committees.

Chapter 1202: USA Vice-Chairperson

1202.1  The USA Committee Vice-Chair shall follow all the duties outlined in the Senate Policies and Procedures.

Chapter 1203: USA Membership

1203.1  All members, voting and non-voting, who sit on University-wide committees shall be responsible for reporting on their assigned University-wide committee meetings and turning them in to both the USA Chair and the Student Body President, or designee, within two (2) business days of their regularly scheduled meeting time. Failure to do so shall result in consequences as outlined in Chapter 1207.

Chapter 1204: Osprey Voice

1204.1  The USA Committee is responsible for conducting Osprey Voice, a brief survey of the student body addressing issues of student interest.

1204.2  Osprey Voice should be conducted at least once (1) a month. At the first Senate meeting of each month, the USA Chair shall distribute a schedule of dates and a sign up form for Osprey Voice.

1204.3  Every Senator must administer at least one (1) Osprey Voice per month. If a Senator fails to attend an Osprey Voice, one (1) absentee point will be assessed.

1204.4  The questions for Osprey Voice shall be drafted by the USA Chair and must be approved with majority vote by the USA Committee. Questions shall pertain to issues that could potentially affect the student body.

1204.5  The USA Chair shall present the results of the Osprey Voice surveys during their Committee Chair Report at the next regularly scheduled Senate meeting. The results shall be distributed to the appropriate branches or individuals who can evaluate the results and gain a better understanding of student opinion.

Chapter 1205: Finals Frenzy

1205.1  The USA Committee is responsible for organizing Finals Frenzy, an event during finals week that provides testing materials and supplies for students.
1205.2 The USA Chair shall distribute a sign up form with the scheduled dates of Final Frenzy.

1205.3 Every Senator must serve at least one (1) one-hour Finals Frenzy shift per each fall and spring semester. If a Senator fails to attend a Finals Frenzy, one (1) absentee point will be assessed.

Chapter 1206: Roundtable

1206.1 The USA Committee is responsible for hosting a Roundtable, a two (2) day event in which Senators engage the student body on various issues of student concern.

1206.2 Roundtable should be held at least once (1) per each fall and spring semester. It shall be scheduled within one (1) week following student government elections.

1206.3 Every Senator must serve at least one (1) one-hour Roundtable shift per each fall and spring semester. If a Senator fails to attend Roundtable, one (1) absentee point will be assessed.

1206.4 The USA Chair is responsible for drafting a medium in which students can express their concerns and issues. Senators are responsible for distributing the medium and collecting the results during the event. At the conclusion of the event the results must be turned into the USA Chair.

1206.5 The USA Committee must review the results and compile a list of the various concerns and issues expressed by the students. The USA Chair shall then present a list of recommendations, voted on by the USA Committee, to the Senate at the next regularly scheduled senate meeting.

Chapter 1207: Enforcement

1207.1 The USA Committee shall have the power to recommend to the President, the removal of any presidentially appointed student body member who is serving on a University-wide committee with a two-thirds (2/3) vote. Reasons shall include, but not be limited to, failure to attend two (2) or more University-wide committee meetings and/or failure to submit a written report to the USA Committee Chair.

SAC HISTORY:
SB-06SB-2043 (July 17, 2006)
SB-08SA-2230 (June 26, 2008)
SB-10F-2434 (August 31, 2010)
SB-12S-2572 (February 20, 2012)
SB-12S-2573 (February 20, 2012)
SB-12SB-2619 (July 23, 2012)
OB-12F-2625 (September 10, 2012)
SB-12F-2630 (September 24, 2012)

UAC HISTORY:
SB-12S-2592 (April 2, 2012)
SB-12SA-2614 (July 9, 2012)
OB-12F-2625 (September 10, 2012)
SB-12F-2626 (September 24, 2012)

USA HISTORY:
OB-13F-2727 (February 3, 2014)
OB-14SA-2771 (June 9, 2014)
SB-14F-2796 (September 15, 2014)
SB-16SB-3023 (July 20th, 2016)
SB-16F-3029 (September 12, 2016)
SB-17F-3244 (October 27th, 2017)
Chapter 1300 Introduction and Formation

1300.1 Establishment

A. There shall be a standing committee of the Senate referred to as the Government Oversight Committee.

B. The Government Oversight Committee may herein be known as the “GO” Committee.

C. The GO Committee shall follow Robert’s Rules of Order during its proceedings.

1300.2 Purpose

A. The GO Committee shall serve as the arm of the Legislature responsible for oversight in all intergovernmental affairs of Student Government.

B. The GO Committee shall preliminarily vet and approve all legislative appointments by two-thirds (2/3) vote, and all other appointments by majority vote, prior to confirmation by the Senate.

C. The GO Committee shall advise the Senate on intergovernmental affairs of Student Government and on the activities of independent offices.

1300.3 The voting members of the committee shall include elected or appointed Senators, as well as the Vice Chair. All Legislative officers shall be non-voting ex officio members.

1300.4 Amendments to Title XIII shall be subject to the normal legislative process. The GO Committee shall have jurisdiction over Title VI and Title XIII.

Chapter 1301 GO Committee Chair

1301.1 The GO Committee shall have a Chair, elected through the Senate Policies and Procedures.

1301.2 The GO Committee Chairperson shall be elected in the spring by a majority vote of the Senate. In the event of a conflict of interest, a fall Senate election shall be held for the GO Committee Chairperson position.

1301.3 The GO Committee Chair shall:

A. Follow duties outlined in Senate Policies and Procedures.

B. Hold all meetings according to Senate Policies and Procedures.

C. Give a report to Senate at every meeting.
D. Only vote in the event of a tie.

E. Call and set the agenda for meetings of the GO Committee and submit minutes following each meeting to the Senate President.

F. Issue, on behalf of the committee, a recommendation of action before the Senate for each appointee during their confirmation hearing.

Chapter 1302 GO Committee Vice-Chair

1302.1 The GO Committee Vice-Chair shall follow all the duties outlined in the Senate Policies and Procedures.

Chapter 1303 Appointments

1303.1 The Senate shall only be allowed to fill vacancies through the process of appointing thoroughly vetted and qualified candidates.

1303.2 The Senate shall fill vacancies for fall or spring seats from the preceding semester before filling current semester vacancies.

1303.3 The qualifications for appointment shall not exceed the constitutional requirements for candidacy.

1303.4 All qualified candidates for Senate appointment shall be required to:

A. Announce intention to seek appointment at a regularly scheduled Senate meeting. The applicant must stay the entire meeting and obtain the Senate President’s signature on the designated page of the Senate Appointment Application.

B. Submit a completed time stamped Appointment Application, following all stated deadlines and directions on the application made available by the GO Committee Chair.

C. Attend two (2) full committee meetings following their announcement, one of which must be a meeting of the GO Committee.

1303.5 Appointment Process

A. Candidates who meet all requirements for appointment shall be placed on the next regularly scheduled GO meeting agenda.

B. The GO Committee shall then interview all candidates and, after reaching a two-thirds (2/3) consensus, forward individual appointments to the full Senate for confirmation.

C. Each appointee shall be placed on the agenda for the next regularly scheduled Senate meeting for a confirmation hearing.

D. The Senate shall, by two-thirds (2/3) vote, reach a consensus to confirm an appointee’s request for a Senate seat.
E. If confirmed, the appointee shall be sworn in as a Senator immediately.

F. If there are still candidates seeking appointment after all vacant seats are filled, those candidates’ applications shall remain active for forty-five (45) days. In the event of an open seat, candidates for Senatorial confirmation will first be selected from the pool of active applications.

G. The decision of forwarding a specific appointee from a pool of active candidate applications shall be made by a two-thirds (2/3) vote at the candidate’s GO Committee interview.

H. If denied by the GO Committee or the Senate, the candidate must repeat the appointment process in order to be reconsidered for a vacant Senate seat. Once denied, the GO Committee shall interview any remaining candidates from the pool of active applications, and forward an appointee by two-thirds (2/3) vote.

I. The GO Committee shall forward no more than one appointee for each vacant seat.

Chapter 1304 Confirmations

1304.1 Confirmation Process for Presidential Appointments

A. The GO Committee shall interview all Judicial and Executive appointments and reach, by majority vote, consensus to forward the candidate to the full Senate for confirmation.

B. The GO Committee Chair shall issue on behalf of the committee before the Senate a recommendation of action for each appointee during their confirmation hearings.

C. The GO Committee Chair must receive written notice of appointee no later than three (3) business days prior to the next regularly scheduled Government Oversight Committee meeting.

1304.2 Special Confirmations

A. The Elections Commissioner shall be subject to reconfirmation after the first year of their two (2) year term by majority vote of the GO Committee.

HISTORY:
OB-14SA-2771 (June 9, 2014)
SB-14F-2811 (October 30, 2014)
SB-15S-2847 (April 27, 2015)
SB-15SA-2869 (July 6, 2015)
SB-15SB-2887 (July 20, 2015)
OB-16S-2944 (April 11, 2016)
SB-16SA-3006 (June 8, 2016)
SB-16F-3071 (November 21, 2016)
SB-17S-3116 (April 10th, 2017)
SB-17F-3245 (October 27th, 2017)