



# University of South Florida Student Government Statutes

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# Title 1

## System of SG Statutes

# Chapter 100

## Introduction

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### 100.1. Purpose

**100.1.1.** This chapter serves to outline the structure, jurisdiction, and enforcement of these Student Government Statutes.

### 100.2. Structure

**100.2.1.** These Statutes shall be organized into titles and chapters, which may then be further subdivided via a decimal system.

### 100.3. Jurisdiction

**100.3.1.** These Statutes shall identify and describe Student Government entities and accounts, and the processes and procedures applicable to them.

**100.3.2.** These Statutes shall not conflict with any applicable Federal laws, Florida laws, or the Student Body Constitution.

### 100.4. Enforcement

**100.4.1.** These Statutes shall be applicable to and enforceable upon the members of Student Government entities described within them.

**100.4.2.** These Statutes shall contain within them provisions to be used in the event of noncompliance, be it deliberate or unintentional, with corrective measures up to and including removal from office.

## Chapter 101 Amendments

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### 101.1. Purpose

101.1.1. This chapter serves to outline procedures for amending and maintaining SG Statutes.

### 101.2. Amendments

101.2.1. An amendment to any part of SG Statutes may be proposed in the form of a Statutory Bill to the SG Senate.

101.2.2. A Statutory Bill that is passed by the Senate shall become an Act upon the approval of the Student Body President or upon a successful override of a Presidential veto.

101.2.3. All Acts go into effect immediately, except for the following if specified in a motion:

101.2.3.1. Acts amending Statutes chapter 303 – Student Government Transition

101.2.3.2. Acts amending Statutes chapter 306 – Executive Branch Structure

101.2.3.3. Acts amending Statutes chapter 804 – A&S Fee Proviso Language.

101.2.3.4. Acts amending Statutes Title 5 – The Judicial Branch

### 101.3. Distribution

101.4. All Acts shall be digitally shared by the Senate President Pro Tempore within five (5) business days of their successful passage through the legislative process to all Branch leaders, and advising/business offices

101.4.1. There shall be an official record of current and past SG Statutes that is compiled, maintained, and published by the Senate President Pro Tempore.

101.4.2. This official record shall include all statutory amendments presented to the Senate dating back from at least the past ten (10) terms.

101.4.3. When SG Statutes are amended, the old version(s) shall be digitally archived, and the new version shall be published by the Senate President Pro Tempore.

## Chapter 102 Symbols

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### 102.1. Purpose

102.1.1. This chapter serves to describe the official symbols of Student Government and the procedures for amending them.

### 102.2. Mission Statement

102.2.1. We, the Student Body, of the University of South Florida, in order to provide effective student representation before all vested bodies of influence, for the purpose of giving guidance and stewardship concerning the allocation and expenditure of our student finances to serve in the best interest of our student body; and to provide ourselves with the highest caliber of enriching and educational activities and services.

### 102.3. Seal

102.3.1. The official Seal for Student Government shall be:



102.3.2. This Seal shall only be used for official Student Government business.



**102.4.** Logo

**102.4.1.** The official Logo for Student Government shall be:



**102.4.2.** This Logo shall appear on anything deemed appropriate.

**102.4.3.** Permissible variations may be found in the SG Logo Style sheet.

**102.5.** Oath of Office

**102.5.1.** The Oath of Office shall be:

**102.5.2.** “As a member of the Student Government of the University of South Florida, I [state full name] do hereby affirm to uphold the office of [state the office], to abide by the Student Body Constitution, to uphold the Statutes incorporated therein, and to represent the Student Body to the best of my ability.”

**102.5.3.** SG Officials shall be required to take the Oath of Office.

**102.5.3.1.** No SG Official shall be required to take any oath which would violate any personally held convictions.

**102.6.** Amendments

**102.6.1.** Changes to the Mission Statement, Oath of Office, Seal, and Logo shall require a supermajority vote of Julene, prior to being voted on in the form of a bill by the Senate.

## Chapter 103

### Acronyms and Terms

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- 103.1.** Purpose
- 103.1.1.** This chapter serves to define acronyms and terms used throughout Statutes that would otherwise be unclear or ambiguous.
- 103.2.** **A&S Fee:** The Activity and Service Fee, established by FL Law and allocated by the Legislative Branch towards activities and services to benefit the Student Body.
- 103.3.** **Academic Semester:** The USF spring, summer, or fall semester.
- 103.4.** **Bill:** An allocation or an amendment to SG Statutes that has been sent to the Legislative Branch but has not fully gone through the Legislative process.
- 103.5.** **Business Day:** An entire weekday, starting at 9 AM and ending at 5 PM, and excluding any days in which the University is closed. This shall be the definition used except where explicitly stated otherwise in the Constitution or Statutes.
- 103.6.** **Conflict of Interest:** A situation in which a member has a direct personal or pecuniary interest not common to the other members of the organization.
- 103.7.** **Disruptive Actions:** Extraneous actions (verbal or otherwise) that stall or prevent an SG Meeting from proceeding normally. This shall include, but not be limited to:
- 103.7.1.** Incompetence in following simple procedural directions
- 103.7.2.** Interrupting others and/or speaking out of order
- 103.7.3.** Abuse of Robert's Rules or other procedures to waste time and/or delay the meeting
- 103.8.** **Due Process:** The conduct of any proceeding wherein there is fair treatment to all parties involved. This includes given notice and an equal opportunity to be heard.
- 103.9.** **Ex-Officio:** Any person that is a member of a body by virtue of their position.
- 103.10.** **Financial Officer:** An individual of an A&S funded entity who is directly responsible and accountable for that entity's A&S budget, transactions and financial operations.
- 103.11.** **Fiscal Year:** The year starting on July 1<sup>st</sup> and ending on June 30<sup>th</sup> the following year.
- 103.12.** **General Body Meeting:** Any meeting that has as its primary purpose to plan future events, to discuss general business of the organization, or to elect officers.
- 103.13.** **Incompetence:** Inability to complete tasks successfully; lacking the skills necessary to fulfill assigned duties.
- 103.14.** **Majority:** More than half.

- 103.15. **Majority Vote**: The affirmative vote of the majority of the present voting members.
- 103.16. **On Campus**: Any University of South Florida owned location.
- 103.17. **Quorum**: The presence of more than half of a body's total number of voting members, except where specified otherwise.
- 103.18. **Rules of Procedure (ROP)**: A document detailing the functionality of a Student Government branch.
- 103.19. **SB Constitution**: The Constitution of the Student Body of University of South Florida.
- 103.20. **SBS**: Student Business Services
- 103.21. **SG**: Student Government
- 103.22. **SG Member**: Any student serving in any of the Branches or Functional Groups of Student Government.
- 103.23. **SG Official**: Any member of SG who is elected by the Student Body, Local Student Body, or appointed by the nominating officer and confirmed by the Legislative Branch
- 103.24. **SG Term**: The year starting Monday after Spring Commencement and ending after the next year's Spring Commencement
- 103.25. **Standard Operating Procedure (SOP)**: A document detailing the inner workings of an SG entity.
- 103.26. **Student Body**: All enrolled students of the University of South Florida
- 103.27. **Local student Body**: All enrolled students of a specific campus of the University of South Florida.
- 103.28. **Supermajority Vote**: The affirmative vote of at least two-thirds (2/3) of the present voting members.

## **Title 2**

# **Membership Procedures**

## Chapter 200 Membership

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### 200.1. Purpose

200.1.1. This chapter serves to provide SG membership and remuneration policies

### 200.2. Membership

200.2.1. An SG Member shall be any student serving in any of the Branches or Functional Groups of Student Government.

200.2.2. An SG Official shall be any member of Student Government who is elected by the Student Body, or confirmed by the Legislative Branch.

200.2.3. An SG Employee shall be any student receiving remuneration from Student Government for their work within Student Government.

## Chapter 201 Code of Ethics

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### 201.1. Purpose

- 201.1.1. This chapter serves to protect the integrity of Student Government and the interests of the Student Body against unethical practices.

### 201.2. SG Officials **shall**:

- 201.2.1. Be independent and impartial in all their SG-related decisions.
- 201.2.2. Perform their duties in the interests of their constituents or the Student Body, respective to their office.
- 201.2.3. Follow proper decorum when acting as SG representatives.
- 201.2.4. Comply with SG Governing Documents and the SG Employment Handbook.
- 201.2.5. Report any SG Official or A&S funded entity which practices discrimination.
- 201.2.6. Uphold the truth in an accurate manner.
- 201.2.7. Conduct business professionally.
- 201.2.8. Show respect for others and the opinions they hold, even if they disagree with them.
- 201.2.9. Uphold the rules and regulations outlined in the Student Body Constitution and Statutes.
- 201.2.10. Adhere to the directives of their respective branch heads, be it written, provided they do not conflict with any of their duties outlined in governing document

### 201.3. SG Officials **shall not**:

- 201.3.1. Misuse their power for their personal gain or advantage.
- 201.3.2. Misuse their power for the gain or advantage of any particular entity.
- 201.3.3. Misuse SG property or services.
- 201.3.4. Benefit in a way that creates a conflict with the interests of their constituents or the Student Body, respective to their office.
- 201.3.5. Participate in a decision when they are unable to act impartially.
- 201.3.6. Spread false damaging statements about someone, verbally or in writing.
- 201.3.7. Withhold any information that is pertinent to any SG business
- 201.3.8. Intentionally cause physical or psychological acts of harm, impairment, or detriment.

- 201.3.9.** Offer or accept funds or resources in relation to SG-related decisions.
- 201.3.10.** Condone or induce another to act in violation of SG Governing Documents.
- 201.3.11.** Discriminate based on religion, national origin, personal wealth, race, genetic information, color, marital status, sex, sexual orientation, gender identity, gender expression, disability, age, and/or protected veteran's status as provided by law and/or university policy.

## Chapter 202 Transparency

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### 202.1. Purpose

202.1.1. This chapter serves to outline transparency and public records procedures.

### 202.2. SG Meetings

202.2.1. An SG Meeting is any meeting in which SG Officials conduct SG business.

202.2.2. All SG Meetings shall be open to the public, except for specifically during:

202.2.2.1. Discussion of information protected by University policy or Federal/State Law

202.2.2.2. Deliberations regarding investigations

202.2.2.3. Deliberations of the Supreme Court regarding proceedings

202.2.2.4. Hiring Team deliberations

202.2.3. Disruptive attendees may be asked to leave an SG Meeting by the chair. UPD assistance may be requested in removing noncompliant or disruptive attendees.

### 202.3. Public Notice

202.3.1. Public Notice shall be, at minimum, an email to interested members of the public.

202.3.2. Public Notice shall be sent out at least twenty-four (24) hours before an SG Meeting.

202.3.2.1. This may be four (4) hours' notice in emergencies, with a written justification.

### 202.4. Recordings and Minutes

202.4.1. The audio of the following types of SG Meetings shall be digitally recorded from the Call to Order to Adjournment, except for during recess and private deliberations.

202.4.1.1. Executive Cabinet Meetings

202.4.1.2. Senate Meetings

202.4.1.3. Senate Committee Meetings

202.4.1.4. Supreme Court Meetings

202.4.1.5. Functional Group Meetings

202.4.1.6. Campus Council Meetings

202.4.2. Minutes shall be taken for recorded SG Meetings, and shall include a summary of motions, votes, and vote counts.

202.4.3. Minutes shall be sent to the respective chair of the SG Meeting within ten (10) business days of the conclusion of the respective SG Meeting by a transcriber.

202.4.4. The Minutes shall be distributed upon approval by the Members.



**202.4.5.** Verbatim transcriptions may be made for any SG Meeting.

**202.5.** Public Records

**202.5.1.** Any records related to SG Business that are created or received by SG Officials shall be available to the public upon request, except for:

- 202.5.1.1.** Records protected by University policy or Federal/State Law
- 202.5.1.2.** Personal non-shared notes, or pictures
- 202.5.1.3.** Evidence and testimony relating to *ongoing* Investigations
- 202.5.1.4.** Evidence and testimony relating to *ongoing* Supreme Court Proceedings
- 202.5.1.5.** Hiring Team records relating to *ongoing* hiring

**202.5.2.** SG Officials shall include the following statement in their SG-related emails.

**202.5.2.1.** “USF SG is subject to public records policies. Any emails sent to or from this entity are eligible for public record requests and public disclosure.”

**202.6.** Storage of Public Records

**202.6.1.** Digital Public Records shall be stored indefinitely.

**202.6.2.** Physical Public Records shall be stored until the end of the semester.

**202.6.2.1.** By the end of each semester all physical Public Records shall be converted into digital Public Records.

**202.6.3.** An SG Official may, with the advice of SG Advising Office, modify Public Records without changing the content for more effective storage.

**202.6.4.** No SG Official may destroy or tamper with any Public Record.

**202.6.5.** SG Acts, Executive Orders, and SG Supreme Court Opinions shall be uploaded to a publicly accessible website within fifteen (15) business days of taking effect.

**202.7.** Public Records Requests (PRR)

**202.7.1.** Any USF student may fill out a PRR form and submit it to SG Advising Office.

**202.7.2.** SG Advising Office shall timestamp the form and notify the SG Official possessing the record.

**202.7.3.** The SG Official shall submit the record to SG Advising Office within five (5) business days.

**202.7.4.** The requestor shall be charged:

- 202.7.4.1.** \$0.15 per printed single-sided page
- 202.7.4.2.** \$0.20 per printed double-sided page
- 202.7.4.3.** \$10.00 per hour of labor

- 202.7.4.4. The cost of a data storage device if one isn't provided
- 202.7.4.5. SG Advising Office shall waive charges that are less than \$10.00

## Chapter 203

### Hiring

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#### 203.1. Purpose

203.1.1. This chapter serves to outline procedures for hiring SG Employees.

#### 203.2. Nominating Officers (NO)

203.2.1. The Student Body President shall have the power to nominate students to:

203.2.1.1. The Student Body Vice-President position, when applicable

203.2.1.2. Federal Executive Branch Cabinet positions

203.2.1.3. Federal Executive Branch Department positions

203.2.1.4. Supreme Court Justice positions

203.2.2. The Senate President shall have the power to nominate students to Senate Transcriber positions.

203.2.3. The respective campus Governors shall have the power to nominate students to:

203.2.3.1. Lieutenant Governor (when needed)

203.2.3.2. Local Executive Branch Cabinet positions

203.2.3.3. Local Executive Branch Department positions

203.2.4. The Lieutenant Governor shall have the power to nominate students to Agency Director positions.

203.2.5. The Supervisor of Elections shall have the power to nominate students to positions within the Election Rules Commission.

#### 203.3. Advertising

203.3.1. An open position's NO shall determine when to start advertising for that position.

203.3.2. The NO shall prepare a job application, job description, and job qualifications.

203.3.3. The open position shall be advertised for at minimum five (5) business days via advertisements on social media, the SG website, and the USF employment website.

#### 203.4. Hiring Team Formation

203.4.1. The NO shall form a Hiring Team for the open position and appoint a chair.

203.4.2. Standard Hiring Teams shall be formed unless specified otherwise.

203.4.3. Standard Hiring Teams shall be formed for:

203.4.3.1. Federal Executive Branch Cabinet positions

203.4.3.2. The Supreme Court Chief Justice position

- 203.4.3.3. The Supreme Court Associate Justice positions
- 203.4.4. Local Hiring Teams shall be formed for:
  - 203.4.4.1. Local Executive Branch Cabinet positions
  - 203.4.4.2. The Deputy Supervisor of Elections positions for Sarasota-Manatee and St.Pete campuses.
  - 203.4.4.3. Agency Director positions
- 203.4.5. Agency Hiring Teams shall be formed for Agency AD and Coordinator positions.
- 203.4.6. If the Hiring Team Composition includes a position that is vacant, the NO shall appoint another SG Official in place of the vacant position.
- 203.4.7. If the Hiring Team Composition includes an SG Official that fulfills more than one of the Hiring Team positions, the NO shall appoint an additional SG Official.
- 203.5. Hiring Team Composition
  - 203.5.1. Standard Hiring Teams shall be composed of, at minimum:
    - 203.5.1.1. The nominating officer as chair
    - 203.5.1.2. The Chief of Staff or designee
    - 203.5.1.3. One (1) member of the Senate
    - 203.5.1.4. One (1) additional SG Official as appointed by the NO
    - 203.5.1.5. A member of SG Advising Office as a non-voting member
  - 203.5.2. Local Hiring Teams shall be composed of, at minimum:
    - 203.5.2.1. The nominating officer as chair
    - 203.5.2.2. The local Chief of Staff or designee
    - 203.5.2.3. One (1) other member of the Executive Branch
    - 203.5.2.4. One (1) member of Campus Council
    - 203.5.2.5. A member of SG Advising Office as a non-voting member
  - 203.5.3. Agency Hiring Teams shall be composed of, at minimum:
    - 203.5.3.1. The Agency Director as chair
    - 203.5.3.2. The Deputy Financial Officer or designee
    - 203.5.3.3. One (1) member of the Legislative branch
    - 203.5.3.4. One (1) other member of the Agency
    - 203.5.3.5. A member of SG Advising Office as a non-voting member
  - 203.5.4. If any required officials have not been hired yet the nominating officer may nominate another official in their absence.
  - 203.5.5. Any designee shall come from the respective office for which they are substituting.

## **203.6. Hiring Team Procedures**

**203.6.1.** The Hiring Team shall interview a minimum of three (3) applicants per job title, given that there are at least three (3) applicants.

**203.6.1.1.** In the case that the advertised position has been open for at least ten (10) business days, the nominating officer may move forward with the hiring, or reposting of the position, regardless of the number of applicants.

**203.6.2.** The Hiring Team shall conduct effective reference and employment checks.

**203.6.3.** The Hiring Team shall recommend a candidate to the NO based on the qualifications of the candidate as set forth by the position Job Description.

## **203.7. Nomination**

**203.7.1.** The NO shall make the final nomination to the open position.

**203.7.2.** The NO shall send the open position's Job Description, the nominee's Appointment Memo, Resume, and Hiring Team Summary to the Senate Ethics Chair, or Campus Council Chair at the local level, within two (2) business days of the nomination being given.

**203.7.2.1.** The Hiring Team Summary shall include a vote count, any other information used to select or rate the nominee and a summary of the hiring team process.

**203.7.2.2.** The information presented in the Hiring Team Summary shall conform to HR guidelines.

**203.7.3.** The nominee may perform the open position's duties pending Confirmation.

## **203.8. Confirmation**

**203.8.1.** Nominees are subject to confirmation by the Senate Ethics Committee at the federal level, or Campus Council at the local level.

**203.8.2.** The Senate Ethics Committee at the federal level, or Campus Council at the local level, shall confirm or reject nominees within fifteen (15) business days of their nomination.

**203.8.2.1.** This timeline shall be paused when the Senate is out of session.

**203.8.2.2.** The Committee's failure to confirm or reject shall be deemed confirmation.

**203.8.3.** Nominees to the following positions are subject to confirmation by the Campus Council.

**203.8.3.1.** Local Executive Branch Cabinet positions

**203.8.3.2.** Director positions within SG Agencies

**203.8.3.3.** Director positions within SG Departments

- 203.8.3.4. Deputy Supervisor of Elections positions at Sarasota-Manatee and St.Pete campuses.
- 203.8.4. Nominees to the following positions are subject to confirmation by the Senate following their confirmation by the Senate Ethics Committee.
  - 203.8.4.1. Supreme Court Justice positions
  - 203.8.4.2. Executive Branch Cabinet positions
- 203.8.5. The Senate shall confirm or reject applicable nominees within twenty (20) business days of their nomination.
  - 203.8.5.1. This timeline shall be paused when the Senate is out of session.
  - 203.8.5.2. The Senate’s failure to confirm or reject shall be deemed confirmation.
- 203.8.6. The NO may appeal a rejection by the Senate Ethics Committee to the Senate, which may overturn the Senate Ethics Committee rejection via:
  - 203.8.6.1. A supermajority vote for the positions outlined in 203.8.3.
  - 203.8.6.2. A majority vote for other positions.
- 203.8.7. The NO may appeal a rejection by the Campus Council to the Senate Ethics Committee, which may overturn the Campus Council rejection via:
  - 203.8.7.1. A supermajority vote for the positions outlined in 203.8.3.
  - 203.8.7.2. A majority vote for other positions.
- 203.9. Appointments
  - 203.9.1. Certain positions may be appointed without a formal hiring team or confirmation process, as outlined in this section.
  - 203.9.2. The Student Body President shall have the power to appoint students to positions as outlined in the SB Constitution.
  - 203.9.3. The Governors shall have the power to appoint students to positions as outlined in the SB Constitution.
  - 203.9.4. The Chief Justice shall have the power to appoint students to be the Judicial Clerk.
  - 203.9.5. The Senate President shall have the power to appoint students to the Parliamentarian and Sergeant-at-Arms positions.
  - 203.9.6. Agency Directors shall have the power to appoint students to positions within their respective Agency.

## Chapter 204 Investigations

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### 204.1. Purpose and Jurisdiction

- 204.1.1. This chapter serves to outline procedures for SG Investigations.
- 204.1.2. SG Investigations serve to determine compliance with SG Statutes, ROPs, or SOPs.
- 204.1.3. Any SG Official or A&S funded entity or service may be subject to SG Investigation.
- 204.1.4. Any USF student may call for an SG Investigation.
- 204.1.5. The filing for an SG Investigation shall not incur prejudice or retaliation.

### 204.2. Investigation Request Form (IRF)

- 204.2.1. Any USF student may complete an IRF as found at the end of this chapter.
- 204.2.2. The completed IRF shall consist of:
  - 204.2.2.1. The name of the filer
  - 204.2.2.2. The name of the entity or service filed against
  - 204.2.2.3. The date and time of the alleged noncompliance
  - 204.2.2.4. A statement describing the noncompliance
  - 204.2.2.5. Relevant clauses within SG Statutes, ROPs, or SOPs

### 204.2.3. The completed IRF shall be submitted to the Ethics Chair and the Senate President.

- 204.2.3.1. If the investigation is regarding the Ethics chair or the Senate President, the IRF shall be submitted to the director of the Advising office

- 204.2.3.1.1. The Ethics Chair shall return incomplete forms to the filer.

### 204.3. Pre-Investigation Procedure

- 204.3.1. The Ethics Chair shall timestamp any submitted completed IRF
- 204.3.2. A member of SG Advising Office shall sign the IRF for record-keeping.
- 204.3.3. The Ethics Chair shall produce a physical master copy.
- 204.3.4. The Ethics Chair shall provide the completed IRF to the entity or service filed against at minimum forty-eight (48) hours prior to the hearing.
- 204.3.5. The Ethics Chair shall prepare a folder for the Senate Ethics Committee. This folder shall contain:
  - 204.3.5.1. A copy of this chapter
  - 204.3.5.2. A copy of the submitted IRF

**204.3.6.** The Ethics Chair shall add an Investigation Hearing to the agenda of the next meeting of the Senate Ethics Committee.

**204.3.6.1.** If the IRF is submitted less than forty-eight (48) hours before this meeting, the Investigation Hearing shall instead take place at the next meeting.

**204.3.6.2.** If the IRF is submitted within ten (10) business days of the end of the Semester, the Investigation Hearing shall instead take place within the first three (3) meetings of the next semester.

**204.3.6.3.** If the IRF is submitted within ten (10) business days of the end of the term, the Investigation Hearing shall instead take place within the first three (3) meetings of the next term.

**204.3.7.** In the Investigation Hearing, the Senate Ethics Committee shall determine whether the matter presented by the IRF is worthy of an Investigation.

**204.3.7.1.** The Ethics Chair shall record for consistency the Committee's reasons for deciding whether to investigate.

#### **204.4.** Investigation Procedure

**204.4.1.** If the Ethics Committee established that a matter is worthy, the Committee shall conduct a thorough investigation in accordance with the Committee SOPs.

**204.4.2.** The Ethics Committee may call entities to submit testimonies or evidence.

**204.4.3.** The Ethics Committee may call entities to appear before the committee.

**204.4.4.** The Ethics Committee may conclude its investigation as per the Committee SOPs.

#### **204.5.** Post-Investigation Procedure

**204.5.1.** Upon the conclusion of the Investigation, the Ethics Committee may recommend a Course of Action (COA) for the Senate.

**204.5.2.** This COA may include items such as:

**204.5.2.1.** Notice of Noncompliance

**204.5.2.2.** Censure Resolution (Censure)

**204.5.2.3.** Impeachment

**204.5.2.4.** Amendments to SG Statutes, ROPs, or SOPs

**204.5.2.5.** Freezing of an Entity's A&S Account

**204.5.2.6.** Other specific actions that are within the power of the Senate to enforce

**204.5.3.** Censure or Impeachment shall only be recommended for the following types of offenses:

**204.5.3.1.** Malfeasance – Committing a wrongful or improper act

**204.5.3.2.** Misfeasance – Committing a proper act through improper methods or motives



- 204.5.3.3.** Nonfeasance – Failing to fulfill an obligation or requirement
- 204.5.3.4.** Incompetence – Inability to complete tasks successfully; lacking the skills necessary to fulfill assigned duties.
- 204.5.4.** The Ethics Committee shall prepare the necessary documents for the COA.
- 204.5.5.** The Senate shall hear the recommended COA at the next scheduled Senate meeting.
  - 204.5.5.1.** If the COA is submitted less than forty-eight (48) hours before the aforementioned meeting, it shall instead be heard at the next meeting.
  - 204.5.5.2.** The Senate may table a COA via a supermajority vote.
- 204.5.6.** The Senate shall either proceed with the recommended COA or request a different COA from the Ethics Committee



UNIVERSITY OF SOUTH FLORIDA  
STUDENT GOVERNMENT



– INVESTIGATION REQUEST FORM –

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NAME OF FILER

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NAME OF ENTITY OR SERVICE FILED AGAINST:

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DATE AND TIME OF ALLEGED NONCOMPLIANCE:

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STATEMENT OF NONCOMPLIANCE:

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RELEVANT CLAUSES WITHIN SG STATUTES, ROPS, OR SOPS:

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OFFICIAL USE ONLY

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TIMESTAMP:

SG ADVISING OFFICE:

DATE:

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## Chapter 205

### Sanctioning Policies

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#### 205.1. Purpose

205.1.1. This chapter serves to outline SG disciplinary policies.

#### 205.2. Point System

205.2.1. Each Branch may use a branch-specific point system to remove **inactive** members and may provide incentives, such as positive points, for going above and beyond.

205.2.2. Members thus removed may appeal their removal to the Supreme Court.

#### 205.3. Notice of Noncompliance (Notice)

205.3.1. A Notice serves as a written notification that the recipient is in violation of the SB Constitution, SG Statutes, and/or other applicable governing documents.

205.3.2. A Notice may only be issued within twenty (20) business days of the violation.

205.3.3. A Notice may be issued by any of the following:

205.3.3.1. The Student Body President

205.3.3.2. The Senate President

205.3.3.3. The Attorney General

205.3.3.4. The Legislative Executive Committee (via a majority vote)

205.3.3.5. The Chief Financial Officer (regarding A&S Fee allocation/expenditure)

205.3.3.6. The Governors (regarding their respective campuses)

205.3.3.7. The Campus Council Chairs (regarding their respective campuses)

205.3.3.8. The Deputy Financial Officer (regarding A&S Fee allocation/expenditure on their respective campuses)

205.3.4. The issuer of the Notice shall distribute the Notice to the following:

205.3.4.1. The recipient of the Notice (the accused group/individual)

205.3.4.2. The Director of the SG Advising Office

205.3.4.3. The Student Body President

205.3.4.4. The Senate President

205.3.4.5. The Attorney General

205.3.4.6. The Senate Ethics Chair

205.3.4.7. The accused group/individual's direct supervisor

205.3.4.8. The Governors (regarding their respective campuses)

205.3.4.9. The Campus Council Chairs (regarding their respective campuses)

205.3.4.10. The Deputy Financial Officer (regarding A&S Fee allocation/expenditure on their respective campuses)

- 205.3.4.10.1.** Each recipient shall distribute the non-compliance to their members.
- 205.3.5.** If the recipient continues to be in violation or repeats their violation after receiving the Notice, they shall be suspended for one (1) week from their membership in SG.
- 205.3.6.** The recipient may appeal their Notice to the Supreme Court. This shall place any ongoing suspension on hold until the appeal's conclusion.
- 205.4.** Censure Resolution (Censure)
- 205.4.1.** A Censure serves as a written reprimand by the Senate in the format of a resolution, in lieu of Impeachment.
- 205.4.2.** The Senate may proceed with a Censure only via a COA.
- 205.4.3.** A Censure shall be upgraded to an Impeachment if:
- 205.4.3.1.** The recipient receives two (2) Censures for the same type of offense
- 205.4.3.2.** The recipient receives three (3) or more Censures in one (1) SG Term
- 205.5.** Impeachment
- 205.5.1.** Impeachment serves to begin the process of Removal from Office.
- 205.5.2.** The Senate may proceed with impeachment only via a COA or repeat Censure.
- 205.5.3.** The Senate may impeach an SG Official via a supermajority vote.
- 205.5.4.** If the Senate impeaches an SG Official, the Senate President shall send a memo to the Supreme Court outlining the impeachment within forty-eight (48) hours.
- 205.6.** Removal from Office
- 205.6.1.** The Supreme Court shall try all cases of impeachment brought by the Senate.
- 205.6.1.1.** Impeached Justices shall be tried by a Judicial Review Committee per the Student Body Constitution.
- 205.6.2.** The Supreme Court may remove an impeached SG Official via a supermajority vote.
- 205.7.** Poor Standing with Student Government
- 205.7.1.** Students in poor standing with Student Government shall not be eligible to hold any position within Student Government for the duration of this status.
- 205.7.2.** These shall be:
- 205.7.2.1.** Former impeached SG Officials who were removed from office or those who resigned after being impeached, but prior to being removed from office, permanently

- 205.7.2.1.1.** This shall exclude impeachment on grounds of incompetence which excludes the officer from the position held at the time of impeachment but permits the said person to hold office in another position for which the said person may be qualified in the following term.
- 205.7.2.2.** Former SG Officials who were removed via the Point System, for the current term.
- 205.7.2.3.** Students who refuse to comply with a subpoena, for one (1) calendar year
- 205.7.2.4.** Students who owe a fine to SG and refuse to pay it, until the fine is addressed

**Title 3**  
**The Executive Branch**

## Chapter 300

### Composition and Authority

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#### 300.1. Purpose

**300.1.1.** This chapter serves to outline the membership of the Executive Branch and its authority as established in the SB Constitution.

#### 300.2. Authority

**300.2.1.** The Executive Branch shall contain the executive powers of the Student Body, which shall be vested in the Office of the Student Body President.

#### 300.3. Composition

**300.3.1.** The Executive Branch shall be composed of the:

**300.3.1.1.** Student Body President

**300.3.1.2.** Student Body Vice-President

**300.3.1.3.** Governors

**300.3.1.4.** SG Departments, Agencies, and Executive branch appointees

#### 300.4. Order of Succession

**300.4.1.** If the President position is vacant, the order of succession shall be:

**300.4.1.1.** Vice President

**300.4.1.2.** Senate President

**300.4.1.3.** Senate President Pro Tempore

**300.4.1.4.** Attorney General

**300.4.2.** If any other position in the Executive Branch is vacant, they can be filled in accordance with the SG hiring process outlined in Title 2.

#### 300.5. Termination

**300.5.1.** The President may recommend termination of employment of Federal Department Employees, in accordance with HR policy.

**300.5.2.** The Governor may recommend termination of employment of their local Department or Agency Employees, in accordance with HR policy.

**300.5.3.** All Executive Branch appointments expire at the end of their respective SG Term.

**300.5.3.1.** Executive Branch SG Employees may be hired to successive SG Terms.

## Chapter 301 Branch Officers

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### 301.1. Purpose

301.1.1. This chapter serves to outline the powers, duties, and responsibilities of the Officers of the Executive Branch.

### 301.2. Student Body President

301.2.1. The President shall have the power to:

301.2.1.1. Represent the USF Student Body in an official capacity

301.2.1.2. Oversee the SG Cabinet, and SG Federal Departments

301.2.1.3. Establish the Executive Branch Structure as outlined in Title 3

301.2.1.4. Establish the SG Departments as outlined in Title 3

301.2.1.5. Establish Task Forces as outlined in Title 3

301.2.1.6. Issue Executive Orders as outlined in Title 3

301.2.1.7. May recommend termination of Executive Branch SG Employees as outlined in Title 3

301.2.1.7.1. This shall not include Governor/Lieutenant Governor

301.2.1.8. Nominate students to SG Employee positions as outlined in Title 2

301.2.1.9. Nominate students to University-wide Committees as outlined in Title 6

301.2.1.10. Propose amendments to the Executive Code

301.2.1.11. Propose legislation for consideration by the Legislative Branch

301.2.1.12. Sign or Veto legislation as outlined in the Student Body Constitution and Title 1

301.2.1.12.1. This shall include the power to line-item veto for fiscal business if funding standards were not met.

301.2.1.13. Call ASRC to order as outlined in Title 6 and Title 10 respectively

301.2.1.14. Call for SG Referenda as outlined in Title 7

301.2.1.15. Oversee the campus Governors

301.2.1.16. Delegate any of these powers to other entities within the Branch

301.2.1.17. Attend Florida Student Association and Board of Trustees meetings

301.2.1.18. Hold monthly meetings with the Vice-President, Governors, and Lieutenant Governors.

301.2.1.19. Any other powers specified in the Student Body Constitution or SG Statutes

301.2.2. General Responsibilities:



- 301.2.2.1. Address the Student Body at least one (1) time per academic semester
- 301.2.2.2. Address the Senate at least one (1) time per academic semester
- 301.2.2.3. Any other responsibilities specified in SG Statutes

**301.2.3. Timeline Responsibilities**

- 301.2.3.1. Submit a Branch Structure to SG Advising Office and the Senate President by the last business day of May
- 301.2.3.2. Appoint the entire federal cabinet by the first (1<sup>st</sup>) business day of August
- 301.2.3.3. Nominate a Chief Justice by the last business day of June
- 301.2.3.4. Call an Our Shirt Task Force by the second (2<sup>nd</sup>) Friday of November
- 301.2.3.5. Call applicable Functional Groups to order by their respective deadlines
- 301.2.3.6. Any other responsibilities specified in SG Statutes

**301.2.4. Reactive Responsibilities**

- 301.2.4.1. If the President Vetoes legislation, they shall publish a memorandum explaining the reasoning within five (5) business days
- 301.2.4.2. If the Legislative Branch fails a nomination, the President shall submit a new nomination within thirty (30) business days

301.2.4.2.1. This timeline may be extended via a supermajority vote of the Senate.

- 301.2.4.3. If there is a vacancy in the Supreme Court, the President shall nominate a new Justice within thirty (30) business days

**301.3. Student Body Vice President**

**301.3.1. Duties and Powers**

- 301.3.1.1. Serve as the primary advisor and assistant to the President
- 301.3.1.2. Represent the USF Student Body in the absence of the President
- 301.3.1.3. Represent the USF Student Body in an official capacity to the Alumni Association Board of Directors
- 301.3.1.4. Chair the SG Cabinet meetings
- 301.3.1.5. Schedule at minimum bi-weekly SG cabinet meetings with a meeting agenda and branch updates
- 301.3.1.6. Coordinate hiring of Executive Branch personnel
- 301.3.1.7. Serve as the direct student supervisor for SG Cabinet positions
- 301.3.1.8. Schedule and attend monthly meetings with the President and every Governor and Lieutenant Governor
- 301.3.1.9. Develop an understanding of the Constitution, Statutes, Rules of Procedures, Sunshine Law, Public Records Law, and all other guiding documents

**301.4. Chief Financial Officer**

### **301.4.1. Duties and Powers**

- 301.4.1.1.** Prepare any Executive Branch budget requests
- 301.4.1.2.** Supervise and approve the expenditure of federal Department budgets
- 301.4.1.3.** Evaluate the cost-effectiveness of Department and Agency programs
- 301.4.1.4.** Review one-time expenditures as outlined in Title 8
- 301.4.1.5.** Review and advise on all fiscal bills given to the Student Body President
- 301.4.1.6.** Research ways to optimize budgets and reduce costs
- 301.4.1.7.** Submit formal non-binding recommendations on fiscal matters to relevant committees.
- 301.4.1.8.** Assist with managerial and clerical duties prescribed by the President when the Chief of Staff is unavailable.
- 301.4.1.9.** Assist any SG entity budget their funds or prepare budget requests
- 301.4.1.10.** Collaborate with Governors to ensure all deputy financial officers are following fiscal standards
- 301.4.1.11.** Retain all financial records

### **301.5. Attorney General**

#### **301.5.1. Duties and Powers**

- 301.5.1.1.** Provide legal representation for SG in cases before the Supreme Court.
- 301.5.1.2.** Provide legal representation for the prosecution of in cases of impeachment
- 301.5.1.3.** Provide Non-Binding Legal Opinions to the interpretation of SG Governing Documents
- 301.5.1.4.** Enforce SG Government Documents, including via sanctioning policies
- 301.5.1.5.** Draft legal documents on behalf of the Executive Branch and the President
- 301.5.1.6.** Perform these duties autonomously, without bias or fear of retaliation
- 301.5.1.7.** Draft Memorandums of Agreements between USF SG and on-campus entities
- 301.5.1.8.** Vet Contracts between USF SG and off-campus entities.
- 301.5.1.9.** Review and advise on all Statutory bills given to the Student Body President
- 301.5.1.10.** Assist the President in the drafting of the Executive Code
- 301.5.1.11.** Serve as a standing, ex-officio non-voting member on the Senate Policy Committee to provide non-binding legal advice.
- 301.5.1.12.** Mediate complaints/concerns between two or more SG officials when necessary
- 301.5.1.13.** Conduct an investigation in the instance of a possible noncompliance and issue a notice when necessary
- 301.5.1.14.** Attend Supreme Court General Body Meetings and enforce court rulings
- 301.5.1.15.** Attend Senate General Body Meetings
- 301.5.1.16.** Serve as the head of the office of Legal Affairs

### **301.6. Solicitor General**

**301.6.1. Duties and Powers**

- 301.6.1.1.** Represent the interests of the Student Body in all major academic related programs or initiatives of the University.
- 301.6.1.2.** Serve as a Student Liaison through Student Government to assist students with problems, concerns, and complaints through informal means such as counseling, negotiation, and mediation.
- 301.6.1.3.** Research and develop programs for the Student Body President that improve the University of South Florida campus and affect students on a daily basis.
- 301.6.1.4.** Assist in clarifying Student Government statues and other documents for students when appropriate in conjunction with the Attorney General
- 301.6.1.5.** Provide legal assistance for students in cases before the Supreme Court
- 301.6.1.6.** Provide legal assistance for students filing appeals to the Supreme Court
- 301.6.1.7.** Provide legal assistance for the defense in cases of impeachment
- 301.6.1.8.** Secure legal aid for all campuses in conjunction with the Student Legal Advocates
- 301.6.1.9.** Establish a method for students to file complaints/grievances for all three campuses
- 301.6.1.10.** Ensure Executive Branch documents are properly stored and archived, including but not limited to, memorandums, legal opinions,
- 301.6.1.11.** Perform these duties autonomously, without bias or fear of retaliation
- 301.6.1.12.** Attend Senate General Body Meetings
- 301.6.1.13.** Attend Supreme Court General Body Meetings
- 301.6.1.14.** Oversee the Student Legal Advocates

**301.7. Chief Events Officer**

**301.7.1. Duties and Powers**

- 301.7.1.1.** Responsible for overseeing all aspects of event programming internally and externally
- 301.7.1.2.** Develop SG Cabinet programs that align with administration goals and missions
- 301.7.1.3.** Assist in the execution of events associated with the Student Body President and Vice President’s established initiatives
  - 301.7.1.3.1.** Established initiatives refers to the initiatives the President and Vice President promoted throughout their campaign
- 301.7.1.4.** Monitor program executions and outcomes
- 301.7.1.5.** Collaborate with the Chief Marketing Officer to promote programs and initiatives
- 301.7.1.6.** Assist with creating marketing materials if Chief Marketing Officer as needed

**301.7.1.7.** Collaborate with the Chief Financial Officer to ensure resources are available for programs

**301.7.1.7.1.** Resources refer to monies and any other budget request item needed for the execution of the event/program/initiative

**301.8. Chief Marketing Officer**

**301.8.1. Duties and Powers**

**301.8.1.1.** Manage and create all marketing materials for the Federal Executive branch including all federal programs and initiatives and requests

**301.8.1.2.** Executive marketing and advertising campaigns to enhance administration and Student Government goals and mission

**301.8.1.3.** Coordinate outreach between the Federal branch initiatives and the student body

**301.8.1.4.** Collaborate with Chief Events Officer for programming or event promotional purposes

**301.8.1.5.** Advertise Student Government business to the student body

**301.8.1.6.** Develop and maintain initiatives for the continued marketing of Student Government

## Chapter 302 Branch Divisions

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### 302.1. Purpose

302.1.1. This chapter serves to outline the divisions and offices of the Executive Branch.

### 302.2. Office of the Student Body President

302.2.1. President

302.2.2. Vice President

302.2.3. Governors

302.2.4. Lieutenant Governors

### 302.3. Office of the Chief Financial Officer

302.3.1. CFO

302.3.2. Deputy Financial Officers

### 302.4. Office of Legal Affairs

302.4.1. Attorney General

302.4.2. Solicitor General

302.4.3. Student Legal Advocates

### 302.5. Office of Marketing and Events

302.5.1. Chief Events Officer

302.5.2. Chief Marketing Officer

### 302.6. SG Departments

302.6.1. The number, function, name, and composition of the SG Departments shall be determined as part of the Branch Structure per SG Statutes Chapter 303.

### 302.7. SG Agencies

302.7.1. The SG Agencies shall be as outlined in SG Statutes Title 9.

302.7.2. The positions within each Agency shall be as established in Title 9 and the respective Agency SOPs.

### 302.8. Task Forces

302.8.1. Task Forces may be established by the Student Body President to fulfill any advisory or assistive function and shall be composed of any willing students or nonstudents.

302.8.2. Local Task Forces may be established by the Campus Governors to fulfill any advisory or assistive function and shall be composed of any willing students or nonstudents.

**302.8.3.** Task Forces may prepare business or oversee projects/events but lack any executive authority beyond that of its membership.

**302.9. Street Team**

**302.9.1.** Street Team shall be used to provide interested students with volunteer roles, unpaid internships, and opportunities to participate in any part of SG, including, but not limited to, in project/event planning, as legislative aides, or as tabling volunteers.

## Chapter 303

### Administrative Structure

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#### 303.1. Purpose

303.1.1. This chapter serves to outline the managerial components of the Executive Branch.

#### 303.2. Executive Code

##### 303.2.1. Jurisdiction and Enforcement

303.2.1.1. The Executive Code shall detail the internal responsibilities, processes, and systems of the Executive Branch.

303.2.1.2. The Executive Code shall not conflict with any applicable SG Statutes or the Student Body Constitution.

303.2.1.3. The Executive Code shall be applicable to and enforceable upon the members of the Executive Branch.

##### 303.2.2. Amendment

303.2.2.1. Amendments to the Executive Code may be proposed *only* by the President and Vice President and are subject to review and approval by the SG Cabinet.

303.2.2.2. Clerical revisions shall not need to be subject to SG Cabinet approval.

#### 303.3. Executive Orders and Memos

303.3.1. An Executive Order and Memos shall be a written proclamation through which the President, or the Governors at the local level, exercises their power to:

303.3.1.1. Enact a binding, enforceable policy within the Executive Branch

303.3.1.2. Establish a Task Force or Hiring Team, including its composition and timeline

303.3.1.3. Nominate or appoint a candidate to an applicable position

303.3.1.4. Terminate an Executive Branch SG Employee

303.3.2. An Executive Order shall not

303.3.2.1. Conflict with the Executive Code or other applicable governing documents

303.3.2.2. Infringe on the proceedings of the Legislative or Judicial Branches

303.3.2.3. Infringe on the proceedings of any Functional Group

303.3.2.4. Compel any person to abstain, vote for, or vote against any item

303.3.3. A Federal Executive Order may:

303.3.3.1. Be amended by the President, or any subsequent President

303.3.3.2. Be reversed by the President, or any subsequent President

303.3.3.3. Incorporate an expiration date or condition

303.3.4. A Local Executive Order may:

303.3.4.1. Be amended by the Governor, or any subsequent Governor

303.3.4.2. Be reversed by the Governor, or any subsequent Governor

303.3.4.3. Incorporate an expiration date or condition

303.3.5. Local Executive orders shall not contradict Federal Executive orders.

### 303.4. Branch Structure

303.4.1. The Branch Structure shall be a document outlining the roles, reporting structures, and relationships between the following positions:

303.4.1.1. Student employee positions within the Offices of the Student Body President, Chief Financial Officer, and Legal Affairs

303.4.1.2. The SG Federal Department positions

303.4.2. The Branch Structure shall meet the following before it takes effect:

303.4.2.1. Incorporate detailed job descriptions and a managerial structure

303.4.2.2. Demonstrate feasibility within the Executive Branch payroll budget

303.4.2.3. Maintain consistency with HR policy

303.4.2.4. Be established by the President and submitted to the SG Advising Office

303.4.3. Amendment and Termination

303.4.3.1. Amendments to the Branch Structure may be proposed *only* by the President and Vice President, and are subject to review and approval by the SG Cabinet

303.4.3.2. Each Branch Structure shall expire at the end of the applicable SG Term

### 303.5. SG Cabinet

303.5.1. The SG Cabinet shall be composed of:

303.5.1.1. The Student Body Vice-President as the chair

303.5.1.2. The Student Body President as a nonvoting member

303.5.1.3. The Chief Financial Officer

303.5.1.4. The Chief Marketing Officer

303.5.1.5. The Attorney General

303.5.1.6. The Solicitor General

303.5.1.7. Governors

303.5.1.8. Lieutenant Governors

303.5.2. The duties and powers of the SG Cabinet shall be:

303.5.2.1. To advise and report to the President on matters internal and external to SG

303.5.2.2. To meet at least two (2) times per month during the academic semesters

303.5.2.3. To review proposed amendments to the Executive Code and Branch Structure

303.5.2.4. To assist the President and Vice President in distributing information, directives, and updates to the remainder of the Executive Branch



## Chapter 304 Transition Team

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### 304.1. Purpose

304.1.1. This chapter serves to outline the formation and duties of the Transition Team in easing the term transition for the Executive Branch.

### 304.2. Formation and Composition

304.2.1. The President shall call a Transition Team within ten (10) business days of the certification of the results of a Presidential election, consisting of at minimum:

- 304.2.1.1. The Student Body President-elect (President-elect)
- 304.2.1.2. The Student Body Vice President-elect (Vice President-elect)
- 304.2.1.3. The current Attorney General
- 304.2.1.4. The current Chief Financial Officer

304.2.2. During the transition period, the President-elect and Vice President-elect are entitled to remuneration and may utilize some SG resources.

304.2.3. The Transition Team may continue until end the end of the current fiscal year.

304.2.4. The Governors shall call a Transition Team within ten (10) business days of the certification of the results of a Gubernatorial election, consisting of at minimum:

- 304.2.4.1. The Governor-elect
- 304.2.4.2. The Lieutenant Governor-elect
- 304.2.4.3. The current Local Chief of Staff
- 304.2.4.4. The current Student Legal Advocate
- 304.2.4.5. The current Deputy Financial Officer

304.2.5. During the transition period, the Governor-elect and Lieutenant Governor-elect are entitled to remuneration and may utilize some SG resources.

304.2.6. The Transition Team shall continue until Spring Commencement.

### 304.3. Duties and Powers

304.3.1. The Transition team shall assist the incoming Executive Branch in:

- 304.3.1.1. Preparing their Branch Structure
- 304.3.1.2. Preparing a plan for utilizing their budget
- 304.3.1.3. Hiring their Branch Officers
- 304.3.1.4. Hiring a Chief Justice and Supervisor of Elections

304.3.2. The President-elect may call hiring teams and prepare nominations; however, these nominations shall not take effect until after Spring Commencement.

304.3.3. The President-elect may make temporary appointments to aid in their transition.

- 304.3.3.1. These shall not extend beyond the conclusion of the applicable fiscal year.

- 304.3.3.2.** These shall be subject to the joint approval of the President and Chief Financial Officer, who shall ensure the budget allows for the additional personnel.
- 304.3.3.3.** The Senate President, Senate Ethics Chair, and SG Advising shall be notified of any such appointments within forty-eight (48) hours of the appointment.
- 304.3.4.** The Governor-elects may make temporary appointments to aid in their transition.
  - 304.3.4.1.** These shall not extend beyond the conclusion of the applicable fiscal year.
  - 304.3.4.2.** These shall be subject to the joint approval of the Governor and Deputy Financial Officer, who shall ensure the budget allows for the additional personnel.
  - 304.3.4.3.** The Senate President, Council Chair, and SG Advising shall be notified of any such appointments within forty-eight (48) hours of the appointment.

## Chapter 305

### Local Branch Officers

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#### 305.1. Purpose

**305.1.1.** This chapter serves to outline the powers, duties, and responsibilities of the Officers of the Local Executive Branches.

#### 305.2. Governors

**305.2.1.** The Governors shall have the power to:

- 305.2.1.1.** Represent their campus student body in an official capacity
- 305.2.1.2.** Oversee the Local SG Agencies, Departments, and Cabinets
- 305.2.1.3.** Establish the Local Executive Branch Structure as outlined in Title 3
- 305.2.1.4.** Establish the Local SG Departments as outlined in Title 3
- 305.2.1.5.** Establish Local Task Forces as outlined in Title 3
- 305.2.1.6.** Issue Local Executive Orders as outlined in Title 3
- 305.2.1.7.** May recommend termination of employment of Local Executive Branch SG Employees as outlined in Title 3
- 305.2.1.8.** Nominate students to Local SG Employee positions as outlined in Title 2
- 305.2.1.9.** Recommend students to the Student Body President for University-wide Committees as outlined in Title 6
- 305.2.1.10.** Recommend amendments to the Executive Code to the Student Body President and Vice President
- 305.2.1.11.** Propose legislation for consideration by the Legislative Branch
- 305.2.1.12.** Advise the Student Body President on all legislation
- 305.2.1.13.** Delegate any of these powers to other entities within their Local Executive Branch
- 305.2.1.14.** Attend Campus Board Meetings and provide updates
- 305.2.1.15.** Attend monthly meetings with Student Body President, Vice President, and Lieutenant Governors
  - 305.2.1.15.1.** Call to order the Local Fee Recommendation Ad hoc upon discretion each term.
- 305.2.1.16.** Any other powers specified in the Student Body Constitution, SG Statutes or deemed necessary by the Student Body President
  - 305.2.1.16.1.** The Student Body President shall not remove any powers of the Governors or create duties that conflict with those outlined in the Student Body Constitution and SG Statutes

#### 305.2.2. General Responsibilities:

**305.2.2.1.** Address the Campus Council at least one (1) time per academic semester

Statutes updated and certified accurate on 5/15/2023

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**305.2.2.2.** Any other responsibilities specified in SG Statutes and ROPS

**305.2.3.** Timeline Responsibilities

**305.2.3.1.** Call applicable Functional Groups to order by their respective deadlines

**305.2.3.2.** Appoint the entire local cabinet by the first (1<sup>st</sup>) day of fall classes

**305.2.3.3.** Any other responsibilities specified in SG Statutes

**305.2.3.4.** The Governor shall call the first meeting of the CAFC to order by the third (3<sup>rd</sup>) week of September.

**305.2.4.** Reactive Responsibilities

**305.2.4.1.** If the Campus Council fails a nomination, the Governor shall submit a new nomination within thirty (30) business days

**305.2.4.1.1.** This timeline may be extended via a supermajority vote of the Campus Council.

**305.3. Lieutenant Governors**

**305.3.1.** Duties and Powers

**305.3.1.1.** Serve as the primary advisor and assistant to the Governor

**305.3.1.2.** Represent the Campus Student Body in the absence of the Governor

**305.3.1.3.** Oversee local Agencies

**305.3.1.4.** Chair the SG Cabinet meetings

**305.3.1.5.** Serve as the direct student supervisor for SG Local Cabinet positions

**305.3.1.6.** Attend monthly meetings with the President, Vice President, and every Governor

**305.3.1.7.** Any other responsibilities specified in SG Statutes and ROPS

**305.4. Deputy Chief of Staff**

**305.4.1.** Duties and Powers are outlined in the Executive Code

**305.5. Deputy Financial Officer**

**305.5.1.** Duties and Powers are outlined in Executive Code

# Title 4

## The Legislative Branch

## Chapter 400

### Legislative Branch Composition and Authority

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- 400.1.** The composition and authority of the Legislative Branch shall be as contained in the Student Body Constitution, Statutes, and further defined within the context of the legislative Rules of Procedures (ROPs).
- 400.2.** The Legislative Branch shall have the authority by a supermajority vote of the Senate to review, investigate, and subpoena any SG Official, SG Employee, or A&S funded entity.
- 400.2.1.** Failure to act in accordance with said Legislative Branch investigation or subpoena shall result in disciplinary action which may include, but is not limited to, any combination of financial sanctions of their respective entity or articles of impeachment

## Chapter 401 General Requirements

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- 401.1.** This Chapter shall consist of the general requirements of the Senate.
- 401.2.** Senators shall be in compliance with the standards for being a member of the Legislative Branch as stated in Article III Section III of the Constitution of the Student Body of the University of South Florida.
- 401.3.** All Senators are required to serve on at least one Standing Committee. Voting rights to be outlined in the Senate Rules of Procedure.
- 401.3.1.** If a Senator is unable to serve on at least one standing committee due to academic commitments, they shall be placed on another SG committee at the discretion of the Senate President.
- 401.4.** All Senators shall be required to complete two (2) audits in the fall and two (2) audits in the spring at least ten (10) business days before the last senate meeting of the spring semester.
- 401.4.1.** The LegEx Committee shall have the discretion to determine audit requirements for all Senators.
- 401.5.** Standing Committees of the Senate shall be outlined in the Legislative Rules of Procedure.
- 401.6.** Senators are expected to attend all Senate Meetings and Standing Committee Meetings for which they are voting Members.
- 401.6.1.** Attendance at these meetings shall be monitored by means of the Senate Point System which is further outlined within the Legislative Rules of Procedure
- 401.6.2.** Additional and alternative attendance requirements may be outlined in the Student Government Legislative Rules of Procedure.
- 401.6.3.** Any senator removed from the Senate for being pointed out may not be eligible to run for or hold a Senate seat for that term.

## Chapter 402 Officers of the Senate

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- 402.1.** The officers of the Student Government Senate shall be as follows:
- 402.1.1.** The Senate President
  - 402.1.2.** The Senate President Pro Tempore
  - 402.1.3.** The Senate Policy Committee Chair
  - 402.1.4.** The Senate Ethics Committee Chair
  - 402.1.5.** The Senate Finance Committee Chair
  - 402.1.6.** The Senate Relations Committee Chair
  - 402.1.7.** The Senate Programming Committee Chair
  - 402.1.8.** Campus Council Chairs
- 402.2.** When a Senate Bill creates a new Senate Officer it shall include an amendment to update Section 403.1.
- 402.3.** All officers of the Senate may be subjected to a vote of confidence as outlined in the Senate Rules of Procedure.
- 402.4.** The terms of all officers shall coincide with their term as a Senator.
- 402.5.** All officers of the Senate shall be Senators in good standing.
- 402.6.** The Duties of the Senate President shall be:
- 402.6.1.** Those duties enumerated in the Constitution.
  - 402.6.2.** To represent the Senate before the administration.
  - 402.6.3.** To oversee the administration of the Senate accounts.
  - 402.6.4.** To prepare the agenda for all Senate Meetings.
  - 402.6.5.** To oversee the day-to-day operations of the Senate.
  - 402.6.6.** To represent the Student Senate before the Faculty Senate.
    - 402.6.6.1.** If the Senate President is unable to do so, they shall appoint a designee.
  - 402.6.7.** To call special sessions of the Senate when deemed necessary provided notification is given to the Senate forty-eight (48) hours before the start of the Special Session.
  - 402.6.8.** To appoint any positions deemed necessary according to the Senate Rules of Procedure.



- 402.7.** The Senate President shall submit all bills to the Student Body President within five (5) business days of being passed by the Senate.
- 402.7.1.** If the Senate President fails to submit a bill within the five (5) business days after the bill has been passed by the Senate, the Senate President Pro Tempore will present the bill to the Student Body President within another five (5) business days. The Senate President Pro Tempore will then inform the Senate as a whole of the violation of this Statute by the Senate President at the next Senate meeting during their report.
- 402.8.** The Senate President shall present all vetoed bills that have been overridden by the Senate to the advising office and the Student Body President within five (5) business days.
- 402.9.** To call the first meeting of the Campus Council to order in the absence of the Campus Council Chair from the previous term.
- 402.9.1.1.** Appoint Ad-hoc committee members consisting of senators and campus councilors to fulfill the role of their respective campus council's duties if it is unable to process business due to lack of quorum.
- 402.9.1.2.** The Chair of such committee must be a Campus Councilor of the respective campus.
- 402.9.1.3.** Such Ad-hoc would be dissolved once the respective Campus Council is able to meet quorum.
- 402.10.** To oversee the business and operations of the Campus council
- 402.10.1.** Those duties enumerated in the Senate Rules of Procedure.
- 402.10.2.** To call an Ad Hoc committee to review the election process within two weeks of the certified results of the general elections.
- 402.11.** The Duties of the Senate Pro Tempore shall be:
- 402.11.1.** To fulfill the duties of the Senate President should they become unable to perform their duties.
- 402.11.2.** To aid the Senate President in their duties.
- 402.11.3.** To certify legislation that has been updated and to send the certified updates to the individual(s) responsible for publishing them to the Student Government website.
- 402.11.4.** To maintain the legislative area of the SG Website.
- 402.11.5.** To maintain a list of all Senators and their contact information.
- 402.11.6.** To chair the Legislative Executive Committee.
- 402.11.7.** To sit on every standing committee as a nonvoting member.

402.11.8. Those duties enumerated in the Senate Rules of Procedure.

402.12. The Duties of the Committee Chairs shall be:

402.12.1. To manage all activities within their respective Committees.

402.12.2. To maintain attendance records within their respective Committees.

402.12.3. To maintain a record of points within their respective Committees.

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

402.13. The Duties of the Campus Council Chairs shall be:

402.13.1. To prepare the agenda for all Campus Council meetings.

402.13.2. To oversee the day-to-day operations of the Campus Council.

402.13.3. To represent the Campus Council before the Senate.

402.13.4. To manage all activities within their respective Councils.

402.13.5. To maintain attendance records within their respective Council.

402.13.6. To maintain a record of points within their respective Council.

402.13.7. Those duties outlined in the Campus Council Rules of Procedure.

## Chapter 403 Order of Succession

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**403.1.** Should the Senate President be unable to fulfill their duties, the order of succession shall be:

**403.1.1.** The Senate President Pro Tempore

**403.1.2.** The Senate Policy Chair

**403.1.3.** The Senate Ethics Chair

**403.1.4.** The Senate Finance Chair

**403.1.5.** The Senate Relations Chair

**403.1.6.** The Senate Programming Chair

**403.2.** If any Senate Officer position is vacant, a Special Election shall be held to fill the office as outlined in the Legislative Branch Rules of Procedure.

## Chapter 404

### Election of Senate Officers

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- 404.1.** All Senate Officers for a new legislative term shall be elected in accordance with the Legislative Rules of Procedure.
- 404.2.** The Senate President for the current legislative term shall conduct a meeting for the purpose of electing officers for the next legislative term, by the third week of May.
- 404.2.1.** The Campus Council Chair for the current Legislative term shall call a meeting for the purpose of electing the Campus Council Chair for the next Legislative term.
- 404.2.2.** If the previous Campus Council Chair is unable to call the first meeting of the Campus Council, then the Senate President shall call the first meeting to order and chair.
- 404.3.** The Senators elected for the next term will meet only to be administered their oath of office and to vote on officers for their legislative term. They shall have speaking rights and voting privileges in the meeting only to elect the Senate Officers for their term.
- 404.4.** The first order of business following the swearing of the Senators shall be the election of the Senate President for the next legislative term, after which all other officers for the next legislative term shall be elected in order of ranking in accordance with Title 4 except for the Campus Council Chair.
- 404.4.1.** The Campus Council Chair shall be elected by their respective Campus Council within the first meeting of the Council.
- 404.4.2.** All elected officers shall be elected Senators for the new term in which they will serve.
- 404.4.3.** The officers elected for the next term must be able to serve during the summer, fall, and spring semesters continuously
- 404.4.4.** The officers elected for the next term are not eligible for remuneration until the beginning of the next legislative term and shall not assume any official capacity until the start of the new legislative term.

## **Chapter 405 Election of Campus Council Representatives**

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- 405.1.** All Campus Council Representatives for a new legislative term shall be elected in accordance with these statutes.
- 405.1.1.** There will be nine (9) Campus Council seats available for the St. Petersburg and Sarasota-Manatee campuses each and twelve (12) Campus Council seats available for the Tampa campus.
- 405.2.** The Campus Council elected representatives for the next term shall be administered their oath of office at their first meeting.
- 405.3.** The first order of business following the swearing of the Campus Council representatives shall be the election of the Campus Council Chair for the next legislative term.
- 405.3.1.** The newly elected representatives must be able to serve during the summer, fall, and spring semesters continuously.
- 405.3.2.** The newly elected representatives are not eligible for remuneration until the beginning of the next legislative term and shall not assume any official capacity until the start of the new legislative term.

## Chapter 406

### Meetings of the Senate, Standing Committees, and Campus Councils

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#### 406.1. Meetings of the Senate

- 406.1.1. Meetings of the Senate shall be defined as a Meeting of all elected Senators called by the Senate President to conduct business.
- 406.1.2. Any and all instances of the word “Senate” or “Special Sessions of the Senate” in this Title shall refer to Meetings of the Senate.
- 406.1.3. The Senate President shall determine the time, day, place, and frequency of the Meetings of the Senate.
- 406.1.4. The Senate shall meet during all the summer sessions (A, B, and C), fall, and spring semesters to conduct business.
- 406.1.5. The Senate shall not meet during the first week of classes of the fall, spring, and summer A semesters.
- 406.1.6. The Senate shall not meet during the last week of classes of the fall, spring, summer A, summer B, and summer C semesters.
- 406.1.7. The Senate being out of session will be defined as the time period, beginning at 5:00 pm of the first Friday since the adjournment of the last meeting of the Senate, of each respective semester and the first Monday at 9:00 am of the next Senate semester

#### 406.2. Summer Sessions

- 406.2.1. Senate must meet no less than twice per month and each meeting shall take place no more than two (2) weeks from the previous meeting.
- 406.2.2. All Senators who wish to be excused for the entire summer Session shall follow the absence excusal procedures outlined in the Legislative Branch Rules of Procedure.

#### 406.3. Meetings of Standing Committees

- 406.3.1. Standing Committees shall be defined as a meeting of Senators called by the Chair of the Standing Committee to conduct the business relevant to the respective committee.
- 406.3.2. The Chair of a Standing Committee shall determine the time, day, and place of the meeting, in conjunction with the Pro Tempore and Advising Office.
- 406.3.3. Senators who sit on Standing Committees are appointed by the Senate President Pro Tempore.

**406.3.4.** Standing Committees shall meet weekly during the summer A, B, and C, fall, and spring semesters to conduct business.

**406.3.4.1.** Standing committee may not meet if there is no business to be discussed, approved, or presented that week.

**406.3.5.** Standing Committees shall not meet during the first week of classes of the fall, spring, and summer A semester.

**406.3.6.** Standing Committees shall not meet during the last week of classes of the fall, spring, summer A and summer B semester.

**406.3.7.** Standing Committees shall not meet when the Senate is out of session.

**406.4.** Meetings of Campus Councils

**406.4.1.** Campus Council meetings shall be defined as a meeting of council members called by the Chair of the council to conduct the business relevant to the respective council.

**406.4.2.** The Chair of the Council shall determine the time, day, and place of the meeting, in conjunction with the vice chair, council members and advising office

**406.4.3.** Councils shall meet during the summer A, B, and C, fall, and spring semesters to conduct business.

**406.4.4.** Council shall not meet during the first week of classes of the fall, spring, and summer A semester.

**406.4.5.** Councils shall not meet during the last week of classes of the fall, spring, summer A and summer B semester.

**406.4.6.** Councils shall not meet when the Senate is out of session.

## Chapter 407

### Senate Ad Hoc Committees Act

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- 407.1.** The Senate shall have the power and authority to create and conduct fact-finding Committees on entities both internal and external to Student Government.
- 407.2.** The Senate can establish Ad Hoc Committees to conduct fact-finding operations for certain issues or concerns as necessary. Any USF student, faculty, or staff member may serve on an Ad Hoc committee. Senate Ad Hoc Committees may only be initiated by either:
- 407.2.1.** A majority vote by the Senate in favor of the creation of the Committee, which is to be written in the form of a resolution, or
  - 407.2.2.** The Senate President, who must inform the Senate of the formation of the Committee upon the next regular Senate Meeting.
- 407.3.** In Senate Ad Hoc Committees formed by a majority vote of Senate, Committee members shall be elected by the Senate upon formation of the Ad Hoc Committee. The first Meeting shall be chaired by the Senate President (or their designee) during which a chair and Vice Chair for the Committee shall be elected. Only Ad Hoc Committee members may vote in the election of a chair. The resolution creating the Committee shall set deadlines for the committee.
- 407.4.** In Senate Ad Hoc Committees formed by the Senate President, they shall appoint both the chair and the committee members. The Committee Members shall set the business and deadlines of the Committee.
- 407.4.1.** If any appointed Member of the Committee respectfully declined their seat in the Committee, the Senate President shall have the ability to appoint an additional Member.
- 407.5.** Senate Ad Hoc Committee Meetings shall be open to the public.
- 407.6.** The duties of the Chair of an Ad Hoc Committee shall be:
- 407.6.1.** To manage all activities within their respective Ad Hoc Committee.
  - 407.6.2.** To give a committee report at the weekly Senate meeting.
  - 407.6.3.** To compile a summary of the findings of the committee prior to its dissolution.
- 407.7.** Ad Hoc Committees created by the Senate President shall be disbanded upon either:
- 407.7.1.** A supermajority vote in the affirmative by the Ad Hoc committee, or
  - 407.7.2.** At the end of the current Senate term.



**407.8.** Ad Hoc Committees created by a majority vote in the Senate shall be disbanded upon either

**407.8.1.** A supermajority vote in the affirmative by the Ad Hoc Committee, or

**407.8.2.** Upon the deadline set by the Senate upon the adoption of the Committee.

## Chapter 408 Legislative Transition Team

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### 408.1. Purpose

408.1.1. This Chapter serves to outline the formation and duties of the Transition Team in easing the term transition for the Legislative Branch.

### 408.2. Formation and Composition

408.2.1. The out-going Senate President shall call a transition team before the end of the current term consisting of minimum:

- 408.2.1.1. The out-going Senate President
- 408.2.1.2. The out-going Senate President Pro-Tempore
- 408.2.1.3. The out-going Senate Policy Chair
- 408.2.1.4. The out-going Senate Ethics Chair
- 408.2.1.5. The out-going Senate Relations Chair
- 408.2.1.6. The out-going Senate Programming Chair

408.2.2. The out-going Campus Council Chair of each Campus During the transition period, members of the transition team mentioned above are entitled to remuneration and may utilize some SG resources to assist in the transition.

408.2.3. The transition may, at the latest, continue until the end of the current fiscal year.

408.2.4. If there is a lack of necessary funds for remuneration, the transition team shall be dissolved.

### 408.2.5. Duties and Powers

408.2.5.1. The Transition team shall assist the incoming Legislative Branch Officers with:

- 408.2.5.1.1. Training to prepare for their duties in collaboration with SG Advising Offices and SBS or Business Office equivalent.
- 408.2.5.1.2. Preparing training materials and conducting training for the members of Senate committees and Campus Councils in collaboration with SG Advising Offices and SBS or Business Office equivalent.
- 408.2.5.1.3. Hiring Transcribers, Executive Assistant, and other necessary positions for the Legislative Branch.
- 408.2.5.1.4. The Senate President may make temporary appointments to aid in their transition.

# **Title 5**

## **The Judicial Branch**

## Chapter 500

### Composition and Authority

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- 500.1.** The Judicial Branch shall be composed of:
- 500.1.1.** The USF Supreme Court
    - 500.1.1.1.** The USF Supreme Court, hereinafter referred to as the Supreme Court, is the judicial authority of the Student Government.
  - 500.1.2.** The Judicial Clerk
    - 500.1.2.1.** The Judicial Clerk shall be reserved for the Supreme Court.
    - 500.1.2.2.** This position shall exist only if deemed necessary by the Chief Justice of the Supreme Court.
- 500.2.** The Supreme Court shall be composed of:
- 500.2.1.** Three (3) members from the Tampa campus, three (3) members of the St. Pete campus, and three (3) members of the Sarasota campus, including:
    - 500.2.1.1.** The Chief Justice
    - 500.2.1.2.** The Ranking Justice
    - 500.2.1.3.** The Senior Justice
    - 500.2.1.4.** Six (6) Associate Justices
- 500.3.** The Judicial Branch shall contain the Judicial Power of the Student Body.
- 500.4.** The Judicial Branch shall have jurisdiction over all cases, controversies, and referendums involving the Student Body and Student Government.
- 500.4.1.** This excludes items delegated to other entities by the University Board of Trustees.
- 500.5.** The Supreme Court shall have the power to declare any act of Student Government unconstitutional.
- 500.6.** The Supreme Court shall try all cases of impeachment brought by the Senate and Campus Councils, unless specified otherwise in the SB Constitution.
- 500.7.** The Supreme Court shall adopt Rules of Procedure (ROPs) for its practice and procedure, including the time for seeking appellate review.
- 500.7.1.** These ROPs may be repealed by a supermajority vote of the Senate.

## Chapter 501

### Duties and Responsibilities of the Supreme Court

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- 501.1.** The Supreme Court shall have original jurisdiction over:
- 501.1.1.** Cases and controversies involving Student Government.
  - 501.1.2.** Cases and controversies involving referendums.
  - 501.1.3.** Cases of Removal from Office following Impeachment.
  - 501.1.4.** Hearings about Major Violations of the election code.
- 501.2.** The Supreme Court shall have appellate jurisdiction over:
- 501.2.1.** Cases and controversies regarding elections.
  - 501.2.2.** Final student appeals of the USF Parking and Transportation Services violations.
- 501.3.** The Supreme Court shall maintain internal ROPs, which not conflict SG Statutes.
- 501.3.1.** These ROPs may be amended via a majority vote of the Supreme Court, upon the approval of the Senate Policy Committee.
  - 501.3.2.** These ROPs shall be reviewed by the Senate Policy Committee at least one (1) time per term for clarity and conformity with SG Statutes.
    - 501.3.2.1.** The Senate Policy Committee may recommend amendments to these ROPs.
    - 501.3.2.2.** Recommended amendments shall be sent to the Supreme Court for review.
    - 501.3.2.3.** Recommended amendments that are not accepted by the Supreme Court may be added to the ROPs via a supermajority vote for the Senate.
- 501.4.** The Supreme Court shall have the power to issue a Writ of Mandamus to members of the Student Government.
- 501.4.1.** A Writ of Mandamus shall be a Court order demanding that an SG Official performs their duties as outlined in Statutes.
    - 501.4.1.1.** A petitioner shall submit an official request to the Chief Justice by paper or e-mail stating their complaint, listing a Writ of Mandamus as their requested remedy.
- 501.5.** The Supreme Court shall allow any student to choose another student to represent them in any case pending before the Supreme Court, except for representation by a current Supreme Court Justice.
- 501.6.** All cases and controversies shall be handled according to guidelines outlined in SG Statutes and the Supreme Court ROPs.

- 501.7.** A constitutional conformity review of a referendum shall consist of, but not be limited to, a review of the referendum by the Supreme Court to determine its constitutionality within governing documents.
- 501.7.1.** When determining if the referendum has met all statutory deadlines, the court may only take into account the steps up to which they have received the referendum. The court may not take into account future actions that have yet to occur.
- 501.7.2.** If statutory deadlines that fall after review of the court are not met, the referendum shall be declared void by the court, following the election.
- 501.8.** A majority vote of the Supreme Court may decide any case pending before the court.
- 501.9.** All pre-trial motions, by either party, must be voted upon by the Supreme Court. The pre-trial motion needs a majority vote to accept or decline the motion.
- 501.9.1.** All pre-trial motions, by either party, must be turned in at least forty-eight (48) hours prior to the presiding Justice gaveling the trial to order. The motion must be submitted in writing and/or via official USF email, to either the Chief Justice or Judicial Clerk. If submitted in writing, the motion must be time stamped at the time of submission by the receiving party.
- 501.9.1.1.** The motioning party shall also send the motion to the opposing counsel for review by the same method that they used to motion the court.
- 501.9.1.2.** Opposing Council may submit a counter motion to the court by the same forty-eight (48) hour deadline prior to the trial being gavelled to order.
- 501.9.1.2.1.** Should the motion be submitted without time for opposing council to respond, the court may vote to allow a counter motion within the forty-eight (48) hour period, but not less than twenty-four (24) hours prior to the presiding Justice gaveling the trial to order.
- 501.9.2.** The Supreme Court must decide upon all pre-trial motions, in writing, at least twenty-four (24) hours prior to the presiding Justice gaveling the trial to order.
- 501.9.2.1.** The decision must be sent to both parties, via official USF email, of the trial at least twelve (12) hours prior to the presiding Justice gaveling the trial to order.
- 501.10.** The Supreme Court shall have quorum in order for any official opinion pertaining to any issue brought forth to the court to the Supreme Court to be rendered.
- 501.11.** If there are fewer than six (6) Justices on the Supreme Court, the Supreme Court cannot meet quorum.
- 501.12.** The court shall have Regular Meetings for the purpose of discussing general administrative issues, and future business, as they pertain to the court. These meetings shall require a majority of active Justices present to satisfy the requirement for quorum.

- 501.13.** Attendance shall be monitored by the means of a point system which is further outlined within the Court's Rules of Procedure.
- 501.14.** In all Supreme Court deliberations, the Supreme Court shall consider all applicable SG Governing Documents.
- 501.15.** For a Supreme Court decision to be official and recognized, the opinion(s) must be made public, in writing, within five (5) business days of the verdict.
- 501.16.** Each opinion shall be signed by the Justices that wrote or supported it.
- 501.17.** The verdict shall be sent to each party, via official USF email, of the case within five (5) business days of the verdict.
- 501.18.** No opinion of the Supreme Court shall cite or reference in any way of any court besides the USF Student Government Supreme Court.
- 501.19.** Meetings of the Supreme Court shall meet on the Tampa campus.
- 501.19.1.** One meeting per semester of the Supreme Court shall take place on the St. Pete Campus.
- 501.19.2.** One meeting per semester of the Supreme Court shall take place on the Sarasota Campus.
- 501.20.** The Supreme Court shall follow the procedures for an appellate hearing within a Parking Appeal so long as it is consistent with the policies of USF Parking and Transportation Services.
- 501.20.1.** The ability of the Supreme Court to oversee Parking Appeals shall be granted by USF Parking and Transportation Services.
- 501.21.** The Supreme Court shall hear appeals of student organizations and departments who have had their accounts frozen.
- 501.21.1.** Once a request for appeal has been filed with the Supreme Court, the Court shall consider the request at the next general business meeting or within five (5) business days of the submission.
- 501.21.2.** The Supreme Court may only hear a case in which it has jurisdiction over the parties and subject matter in controversy.
- 501.21.2.1.** In determining jurisdictional viability of the case, the Supreme Court shall only have jurisdictional viability over cases in which:
- 501.21.2.1.1.** The complainant factually alleges a violation of the SB Constitution and/or Student Government Statutes.

- 501.21.2.1.2.** Both the complainant and defendant are parties that fall under the jurisdiction of the Judicial Branch as established in Article IV of the SB Constitution and SG Statutes Chapter 501.
- 501.21.2.2.** The Supreme Court may dismiss cases under circumstances including but not limited to the following:

  - 501.21.2.2.1.** The Supreme Court will dismiss any complaint where jurisdictional requirements are not met.
  - 501.21.2.2.2.** The Supreme Court may dismiss a complaint that fails to state a claim for which relief can be granted by the Supreme Court.



## Chapter 502

### Duties and Responsibilities of Members of the Supreme Court

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- 502.1.** The Supreme Court shall be composed of nine Justices appointed by the Student Body President, with the advice and consent of the Senate.
- 502.2.** The Supreme Court shall elect from its body the positions of Ranking Justice and Senior Justice as per Supreme Court Rules of Procedure.
- 502.2.1.** All Supreme Court Officers must be elected by a majority of the Supreme Court and there must be a minimum of 7 Justices appointed to the Supreme Court at the time of selection.
- 502.3.** The Chief Justice, the Ranking Justice, and the Senior Justice shall be expected to serve during the fall, spring, and summer semesters on the USF Campus.
- 502.4.** All Justices shall review and provide amendments as necessary to the Judicial Branch's Rules of Procedure at least (1) time during each semester.
- 502.5.** All Justices must give a report of their activities at each judicial regular meeting.
- 502.6.** The Chief Justice
- 502.6.1.** The duties of the Chief Justice shall include, but are not limited to:
- 502.6.1.1.** To preside over all meetings and proceedings of the Supreme Court.
  - 502.6.1.2.** To run meetings and arrange dockets and agendas for said meetings.
  - 502.6.1.3.** To administer the Oath of Office to the President and Vice President of the Student Body, and all incoming Justices.
  - 502.6.1.4.** To have first speaking rights on issues.
  - 502.6.1.5.** To rule on objections during trials.
  - 502.6.1.6.** To receive and review all complaints and appeals first.
  - 502.6.1.7.** Initially review and provide copies of any case that may come before the Court to all Justices.
  - 502.6.1.8.** Read all official Student Government documents and relevant case materials.
  - 502.6.1.9.** Shall be the accountable financial officer for the Supreme Court and shall ultimately be responsible for all fiscal records.
  - 502.6.1.10.** Shall have the power to assess points and to recommend removal of a Justice to the Judicial Review Committee for violation of policies outlined in the Rules of Procedure.
  - 502.6.1.11.** Prepare and screen all press related materials before relaying such materials to the Public.
  - 502.6.1.12.** Maintain contact and organize regular meetings with the Office of Parking and Transportation Services (PATs).

**502.6.1.13.** Any duties deemed necessary by a majority of the Supreme Court.

**502.7.** The Ranking Justice

**502.7.1.** The duties of the Ranking Justice shall include, but are not limited to:

**502.7.1.1.** Preside over all meetings in the absence of the Chief Justice.

**502.7.1.2.** Preside over at least one (1) meeting per semester at the discretion of the Chief Justice.

**502.7.1.3.** Review all complaints and appeals with the Chief Justice.

**502.7.1.4.** Review all Justice absence excuse forms.

**502.7.1.5.** Ensure minutes for each meeting are being taken by the Ranking Justice or a designee.

**502.7.1.6.** Any duties deemed necessary by a majority of the Supreme Court.

**502.8.** The Senior Justice

**502.8.1.** The duties of the Senior Justice shall include, but are not limited to:

**502.8.1.1.** Preside over all meetings in the absence of both the Chief and Ranking Justices.

**502.8.1.2.** Preside over at least one (1) meeting per semester at the discretion of the Chief Justice.

**502.8.1.3.** Be responsible for all financial records, purchase orders, and budget for the branch, under the supervision of the Chief Justice.

**502.8.1.4.** Any duties deemed necessary by a majority of the Supreme Court.

**502.9.** Associate Justices

**502.9.1.** The duties of the Associate Justice shall include, but not limited to:

**502.9.1.1.** Attend all Regular Meetings and Court Meetings, read all official Student Government documents, and relevant case materials

**502.9.1.1.1.** In case of extenuating circumstances attendance may be fulfilled by video calling into the meeting at the discretion of the Chief Justice.

**502.9.1.2.** Perform any duties deemed necessary and proper to execute the mission of the Judicial Branch.

**502.10.** Judicial Clerk

**502.10.1.** The duties of the Judicial Clerk shall include, but not limited to:

**502.10.1.1.** Keep minutes of all public meetings and trials.

**502.10.1.2.** Maintain records of all copies of all rulings, petitions, documents, and evidence appearing before the Supreme Court and all actions of the Supreme Court.

- 502.10.1.3.** Maintain the Judicial Branch section of the official Student Government website.
- 502.10.1.4.** Other duties deemed necessary by the Chief Justice or a majority of the Supreme Court.

## Chapter 503

### Judicial Ethics Act

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- 503.1.** All Justices, and the Judicial Clerk shall adhere to the Judicial Ethics Act.
- 503.2.** Legislative Intent: The Judicial system is based on the Principle that an independent, fair, and competent judiciary shall interpret and apply the laws that govern, and the role of the judiciary is central to the American concepts of Justice and Rule of Law. Intrinsic to this concept are the precepts that Justices, individually and collectively, must respect and honor the judicial office as a public trust and strive to enhance and maintain confidence in the legal system. The Justice is an arbiter of facts and law for the resolution of disputes and a highly visible SG Official under the Rule of Law.
- 503.3.** The Judicial Ethics Act, hereafter “the Act,” establishes standards for the ethical conduct of the Supreme Court Justices on and off the bench. The statutes below should be read together as a whole, and each provision should be construed in context and consistent with every other provision. Nothing in the Act shall either impair the essential independence of Justices in making decision or provide a separate basis for civil liability.
- 503.4.** The Act governs the conduct of Justices and is binding upon them, whether disciplinary action is appropriate and the degree of discipline to be imposed requires a reasoned application of the text and consideration of such factors as the seriousness of the transgression, whether there is a plan of improper activity, and the effect of the improper activity on others or on the judicial system.
- 503.5.** A Justice shall uphold the integrity and independence of the judiciary.
- 503.6.** A Justice shall participate in establishing, maintaining, and enforcing high standards of conduct and shall personally observe those standards so that the integrity and independence of the Judiciary shall be preserved. The provisions of the act are to be applied to further this objective. A Judicial decision or administrative act later determined to be incorrect legally is not itself a violation of the Act.
- 503.7.** A Justice shall avoid impropriety and the appearance of impropriety in all their activities through following the measures prescribed below:
- 503.8.** A Justice shall respect and comply with the law and shall always act in a manner the promoted public confidence in the integrity and impartiality of the Judiciary.
- 503.9.** A Justice shall not allow family, social, political, or other relationships to influence their conduct or judgment, nor shall a Justice convey, or permit others to convey, the impression that any individual is in a position to influence a Justice.
- 503.10.** A Justice shall not lend the prestige of Judicial Office to advance the pecuniary or personal interests of the Justices or others, nor shall a Justice testify voluntarily as a material witness before the Student Government Supreme Court.

- 503.11.** A Justice shall perform the duties of the Judicial Office impartially and diligently, following the measures prescribed below:
- 503.11.1.** A Justice shall hear and decide all matters assigned to the Supreme Court except those in which they recuse themselves.
  - 503.11.2.** A Justice shall be faithful to the law regardless of partisan interests, public clamor, or fear of criticism.
  - 503.11.3.** A Justice shall be patient, dignified, and courteous to all with whom the Justice deals with in an official capacity; a Justice shall also require similar conduct of all counselors, Supreme Court staff, and personnel under the Justice’s direction and control.
  - 503.11.4.** A Justice shall perform judicial duties without bias or prejudice. A Justice shall not, in the performance of Judicial duties, by words or conduct, manifest bias or prejudice, including but not limited to bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socio-economic status.
  - 503.11.5.** A Justice shall require student counselors in proceedings before the Justice to refrain from manifesting, by words or by conduct, bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socio-economic status against parties, witnesses, counselors, or others. This rule does not preclude legitimate advocacy when such issues are involved with the proceeding.
  - 503.11.6.** A Justice shall dispose of all matters fairly, promptly, and efficiently.
  - 503.11.7.** A Justice shall not make any public comment about a pending or impending proceeding in the Supreme Court, and a Justice shall not make any non-public comment that might interfere with a fair trial or hearing. The Justice shall require a similar abstention on the part of Supreme Court personnel subject to the Justice’s direction and control.
  - 503.11.8.** A Justice shall not disclose or use, for any purpose unrelated to their judiciary capacity, non-public information acquired in a judicial capacity.
  - 503.11.9.** A Justice with supervisory authority for the judicial performance of other Justices shall take reasonable measures to ensure the prompt disposition of matters before them and the proper performance of other judicial responsibilities.
- 503.12.** A Justice with reliable information that another Justice has violated any provision of the Act shall initiate appropriate corrective action procedures.
- 503.13.** A Justice shall recuse themselves in any proceedings in which recusal is required by Florida law or when they have a conflict of interest. In all trial proceedings, a Justice shall disclose

information that parties might consider relevant to the question of recusal, even if the Justice believes there is no actual basis for recusal.

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

**503.14.1.** A Justice shall conduct extrajudicial activities, so they do not:

**503.14.1.1.** Cast reasonable doubt on their capacity to act impartially.

**503.14.1.2.** Demean the judicial office.

**503.14.1.3.** Interfere with the proper performance of judicial duties.

**503.14.2.** No Justice shall engage in financial and business dealings which:

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

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

**503.14.3.** No Justice shall under any circumstances accept a gift, bequest, favor, or loan if the donor or lender is a party whose interests have come or are reasonably likely to come before the Supreme Court.

**503.14.4.** No Justice shall practice in the function of Student Counselor.

**503.14.5.** No Justice shall publicly endorse or oppose any candidate.

**503.14.6.** No Justice shall personally solicit funds or make contributions to any candidate.

**503.14.7.** No Justice shall influence any SG Policy in a non-public forum.

**503.14.8.** No Justice shall engage with or be interviewed by any media outlet in relation to Supreme Court proceedings.

**503.14.9.** No Justice shall be eligible to hold an elected office as per Title 7 in SG Statutes.

**503.14.10.** No Justice shall indicate their position on any items pending review or under review by the Supreme Court.

**503.14.11.** All business in official Judicial Branch meetings shall be recorded.

**503.14.11.1.** These recordings shall exclude private deliberations.

**503.14.12.** All meetings of the Judicial Branch shall be subject to all policies outlined in Title 2.

## Chapter 504

### Constitutional and Declaratory Judgment Panels

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- 504.1.** Review of requests for Constitutional Judgement Panels and Declaratory Judgement Panels shall be delegated to the Supreme Court.
- 504.2.** The Constitutional Judgement Panel
- 504.2.1.** The purpose of the Constitutional Judgment Panel, hereafter referred to as the “CJP”, shall be to offer a conclusive and legally binding opinion regarding the constitutionality of Statutes and/or Acts of Student Government Statutes, which may not mandate any further action to be taken.
- 504.3.** The Declaratory Judgement Panel
- 504.3.1.** The purpose of the Declaratory Judgement Panel, hereafter referred to as the “DJP”, shall be to offer a conclusive and legally binding opinion, regarding the clarification of Student Government Statutes, which may not take into account circumstances specific to the request, nor mandate any further action to be taken.
- 504.4.** The CJP and DJP shall be conducted using the procedures outlined in Chapter 510 whenever applicable.
- 504.5.** The CJP and DJP shall be composed of all Justices of the Supreme Court, with a minimum of seven (7) Justices being present for an opinion to be provided.
- 504.5.1.** The Chief Justice shall preside as Chair.
- 504.6.** If the Supreme Court should not meet the minimum required number of appointed Justices to satisfy the statutorily prescribed quorum, the CJP and DJP process shall not be utilized.
- 504.7.** Any student may make a request for Constitutional Judgment or Declaratory Judgement to the Chief Justice or the Judicial Clerk.
- 504.8.** The request for a Constitutional Judgement Panel shall include:
- 504.8.1.** The name of requestor
- 504.8.2.** A time stamp showing the time the request was received
- 504.8.3.** The Statute(s) and/or Acts in question
- 504.8.4.** The names of any persons or groups who would be affected by this judgement
- 504.9.** The request for a Declaratory Judgement Panel shall include:
- 504.9.1.** The name of requestor

- 504.9.2. A time stamp showing the time the request was received
  - 504.9.3. The question concerning Statute(s)
  - 504.9.4. The exact Statute(s) requesting clarification for
  - 504.9.5. The names of any persons or groups who would be adversely affected by this judgement.
- 504.10. The CJP and DJP must meet within ten (10) business days of a request being made.
- 504.10.1. Should an emergency meeting have to be called to discuss a CJP or DJP, a Justice may call in to the meeting without a point penalty.
- 504.11. Once a CJP and/or a DJP has concluded, the Chief Justice shall send the majority opinion and any corresponding documents in regard to the panel to the Senate and Student Body President and all affected parties, respectively.



## Chapter 505

### Appeals of the Supreme Court

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- 505.1.** The Supreme Court is the final judicial authority within any case or controversy within Student Government.
- 505.1.1.** Any other external case or controversy may be appealed to its respective appellate board or designee.
- 505.1.1.1.** This shall exclude any decisions the Supreme Court make regarding appeals in which a student organization or department has had its A&S funding frozen.
- 505.1.2.** The Director of SG Advising Office shall determine who the respective appellate board or designee is, by memorandum to JuSenEx.
- 505.2.** The respective appellate board or designee shall determine if the matter is of an external nature, and if they are the proper appellate board or designee.
- 505.2.1.** If the original appellate board or designee determines it shall be sent to a more appropriate board or designee, SG Advising Office shall forward it to said appellate board or designee.
- 505.3.** To appeal a ruling of the Student Supreme Court, the appeal must be submitted to the SG Advising Office within five (5) business days of the release of the official Opinion of the Student Supreme Court.
- 505.4.** If a student wishes to appeal a ruling of the Student Supreme Court, they must submit their case to SG Advising Office via printed material or email. SG Advising Office shall then time stamp the appeal and all evidence/statements from the appealing party. SG Advising Office shall then contact the adverse parties and Chief Justice and inform them that the ruling has been appealed. They shall have five (5) business days from that point to turn in any evidence and/or statements to SG Advising Office. SG Advising Office shall also concurrently contact the Chief Justice to inform the Court of the appeal. The Chief Justice within five (5) business days may also submit any evidence and/or statements on behalf of the Supreme Court. No other parties may submit evidence and/or statements.
- 505.4.1.** If there are any dissenting opinions, then the highest-ranking Justice on each opinion will have five (5) business days to turn in any relevant evidence and/or statements.
- 505.5.** Once any evidence/statements are submitted to SG Advising Office, SG Advising Office will time stamp any evidence/statements. Once SG Advising Office has received all evidence/statements, they shall forward the appeal, evidence, and statements to the respective appellate board or designee.

- 505.5.1.** If all evidence/statements are collected before the end of the five (5) business days, SG Advising Office may forward the appeal, evidence, and statements to the respective appellate board or designee prior to five (5) business days.
- 505.6.** The respective appellate board or designee shall inform SG Advising Office of their decision, and SG Advising Office shall release the decision to all parties and JuSenEx within two (2) business days of receiving it.
- 505.7.** If a ruling of the Supreme Court is overturned, the decision from the respective appellate board or designee shall take effect immediately.

## Chapter 506 Obtaining a Trial

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- 506.1.** Trial procedures may occur anytime the University is in session, excluding school observed holidays and federal holidays.
- 506.1.1.** This shall also exclude the first and last week of each academic semester.
- 506.2.** To obtain a trial before the Supreme Court, an individual or organization shall complete a written request for a hearing, in accordance with the rules adopted by the Supreme Court.
- 506.2.1.** It is required that the request be sent to the Supreme Court via hard copy or electronic copy.
- 506.2.1.1.** The Hard Copy must be delivered in person or mailed to the Chief Justice or Judicial Clerk.
- 506.2.1.2.** The electronic copy is recognized as an email with a pdf attached to the Chief Justice or to the Supreme Court Clerk.
- 506.3.** Once a request has been filed with the Supreme Court, the Supreme Court shall consider the request at the next general business meeting or within five (5) business days of the submission.
- 506.4.** The Supreme Court may only hear a case in which it has jurisdiction over the parties and subject matter in controversy.
- 506.5.** In determining jurisdictional viability of the case, the Supreme Court must consider the following:
- 506.5.1.** The complainant must factually allege a violation of the SB Constitution and/or Student Government Statutes.
- 506.5.2.** Both the complainant and defendant must be parties that fall under the jurisdiction of the Supreme Court as established in Article IV of the SB Constitution and SG Statutes Chapter 501.
- 506.6.** The Supreme Court may dismiss cases under circumstances including but not limited to the following:
- 506.6.1.** The Supreme Court will dismiss any complaint where jurisdictional requirements are not met.
- 506.6.2.** The Supreme Court may dismiss a complaint that fails to state a claim for which relief can be granted by the Supreme Court.
- 506.7.** In all Supreme Court deliberations, the Supreme Court shall consider all applicable SG Governing Documents.

**506.8.** For cases brought under the original jurisdiction of the Supreme Court:

- 506.8.1.** The Supreme Court shall determine by a vote of seven (7) or more Justices as to whether the complaint meets the jurisdictional requirements of the Supreme Court.
- 506.8.2.** The Supreme Court shall, after due consideration, either grant or deny a new trial no later than five (5) business days after the respondent has responded to the complaint.
- 506.8.3.** The Court shall be responsible for notifying all parties of a request for trial and of any subsequent meetings pertaining to their case.
- 506.8.4.** The Court shall be responsible for notifying all parties of applicable trial procedures and shall provide a five (5) business day investigation period for the gathering of evidence following the granting of a trial.
  - 506.8.4.1.** The investigation period may be expedited via the approval of all parties to no less than two (2) business days.
  - 506.8.4.2.** The investigation period may be expedited in emergency circumstances via the unanimous vote of the Supreme Court.
- 506.8.5.** The Chief Justice or Clerk shall forward a copy of the complaint to the defendant named therein and request a response within three business days.
  - 506.8.5.1.** Should the defendant named in the complaint not respond within five (5) business days, the Supreme Court may, upon written motion from the plaintiff, award a default judgment against the defendant and in favor of the plaintiff.
- 506.8.6.** The Supreme Court shall, after receiving the response from the defendant, set the matter for trial.

**506.9.** For cases brought under the appellate jurisdiction of the Supreme Court:

- 506.9.1.** The Supreme Court shall determine by a vote of seven (7) or more Justices as to whether the complaint contains sufficient information and an adequate argument as to whether the request raises a justifiable issue of error.
- 506.9.2.** The Supreme Court shall, after due consideration, either grant or deny a new trial no later than five (5) business days after the respondent has responded to the complaint.
- 506.9.3.** Should a new trial be granted to the petitioning party, no new evidence shall be admitted unless a majority of the Supreme Court agrees evidence was previously and wrongfully excluded.
- 506.9.4.** Should a new trial be denied, the individual who filed the request shall be notified and given written reasons for the denial within five (5) business days of decision.

**506.9.5.** Notification shall include, but not be limited to, telephone calls/messages, e-mail notification, or pronouncement of the Supreme Court's determination on the Supreme Court's webpage.

**506.9.6.** Denial of a new trial in no way prohibits a petitioner from submitting a subsequent request for a trial, provided the subsequent request raises issues not raised in the first request.

**506.9.6.1.** The petitioner must clearly demonstrate they were wrongfully prevented from raising said issues in their first request.

## Chapter 507

### Rights of Individuals before the Court

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- 507.1.** The Supreme Court shall create a file for each case heard.
- 507.2.** Individuals appearing before the Supreme Court shall be guaranteed the following:
- 507.2.1.** The right to due process.
  - 507.2.2.** The right to an expedient trial.
  - 507.2.3.** The right to be aware of Supreme Court Procedures
  - 507.2.4.** The right to be heard by quorum.
  - 507.2.5.** The right to be heard without ridicule, interference, or unnecessary interruption.
  - 507.2.6.** The right to ask any Justice or member of the Office of Legal Affairs, any questions concerning any procedural matter or concerning rights and privileges of the individual before the Supreme Court.
  - 507.2.7.** The right to be free from slanderous remarks or unwarranted accusations during any Supreme Court proceedings.
  - 507.2.8.** The right to representation of counsel by a fellow student of their choosing, or the right to self-representation.
    - 507.2.8.1.** All parties in a trial must identify in writing who will be representing them at least twenty-four (24) hours before a trial.

## Chapter 508

### Pre-Trial Proceedings

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- 508.1.** The purposes of pre-trial proceedings are:
- 508.1.1.** To narrow the issues to matters actually disputed.
  - 508.1.2.** To secure information regarding the existence of evidence that may or may not be used at trial.
  - 508.1.3.** To hear any pre-trial motions submitted by either party.
- 508.2.** For all cases under the original jurisdiction of the Supreme Court, the trial shall enter the five (5) business day investigation period as detailed in 508.8.4
- 508.2.1.** At the set deadline, each side is responsible for printing and delivering evidence packets to the Supreme Court with enough copies for each Justice and one for the opposing party.
    - 508.2.1.1.** Digital evidence packets may be substituted for printed copies upon the agreement of all parties and the court.
  - 508.2.2.** Failure to comply with these rules will result in omission of evidence improperly submitted.
  - 508.2.3.** Should both parties agree to expedite the hearing, the investigation period may be reduced to no less than two (2) business days.
  - 508.2.4.** It is the Chief Justice or Judicial Clerk's responsibility to forward all evidence submitted to the opposing parties and their counsels.
- 508.3.** For all cases under the appellate jurisdiction of the Supreme Court, no new evidence shall be considered unless a majority of the Supreme Court agrees evidence was previously and wrongfully excluded.
- 508.3.1.** Should the Court rule that no new evidence shall be considered, the trial shall proceed directly to the Discovery Period as outlined in 510.7. Parties may still submit relevant pretrial motions.
- 508.4.** Any party to a case may submit any pretrial motion for consideration by the Supreme Court.
- 508.4.1.** Such motions may include: a motion for summary judgment, motion to dismiss, motion for a continuance, motion in limine, or discovery motion.
- 508.5.** All parties proceeding to trial must submit their evidence, including any and all depositions, exhibits, etc., to the Chief Justice or Judicial Clerk by no later than 5 PM or the close of business hours and five (5) business days before the trial date.

- 508.5.1.** Parties may obtain evidence regarding any matter, not privileged, that is relevant to the subject matter of the pending action, including the existence, description, nature, custody, condition, and location of any books, documents, or other tangible things, and the identity and location of persons having knowledge of any discoverable matter.
- 508.5.1.1.** Materials are not free from the chance of objection.
- 508.5.1.2.** It is still possible that the information sought will be inadmissible at trial, if the information sought appears reasonably calculated to lead to the discovery of admissible evidence.
- 508.5.2.** The Chief Justice or Clerk will notify and make available to the adverse party, the evidence submitted.
- 508.5.3.** The Supreme Court will not consider any evidence submitted after the established deadline.
- 508.5.3.1.** This shall exclude exculpatory or inculpatory evidence.
- 508.5.3.1.1.** Exculpatory evidence shall be evidence that clears the defendant from alleged fault or guilt.
- 508.5.3.1.2.** Inculpatory evidence shall be evidence that implies or assigns guilt to the defendant.
- 508.6.** Depositions must occur in a manner agreed to by the parties as well as the Supreme Court; including interrogatories, recorded depositions, or written depositions.
- 508.6.1.** Each deposition shall include a written verification that the party deposed has testified truthfully under oath.
- 508.7.** Once the investigation period deadline has occurred, there shall be a period of discovery, in which both parties shall be entitled to review each other's materials. The Chief Justice or Judicial Clerk shall notify the parties via e-mail when the evidence has been received. It shall be each party's responsibility to pick up the opposing party's evidence packet from the Supreme Court.
- 508.7.1.** Counsel may request digital copies of material for any reason, including accessibility or inability to collect the evidence packet in person.
- 508.8.** A list of any potential witnesses and their contact information must be provided to the Supreme Court by counsel three (3) business days before trial, and in turn the potential witness(es) shall be notified by the Chief Justice or Judicial Clerk as to their impending involvement in a Supreme Court proceeding.
- 508.8.1.** Counsel shall be the representative for the petitioner and representative for the respondent for the trial at hand.



**508.8.2.** Counsel should attempt to make any potential witnesses aware of the date and time of the trial as soon as possible to prevent scheduling conflicts.

## Chapter 509

### Original Jurisdiction Proceedings

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- 509.1.** Hearings outlined in 501.1 shall fall under this section.
- 509.1.1.** The Chief Justice shall preside.
- 509.1.1.1.** If the Chief Justice is unable to preside, the presiding Justice shall be determined by order of rank and then seniority.
- 509.1.2.** The Presiding Justice shall be responsible for ensuring that no rights are violated, for maintaining order, ruling on objections, and for expediency of business before the Supreme Court.
- 509.1.2.1.** Objections shall be ruled on in accordance with the Student Government Rules of Evidence.
- 509.1.3.** Any member of the Supreme Court may, at any time, call for a Point of Order.
- 509.1.3.1.** If a Justice wishes, they may call for a motion to discuss an objection.
- 509.1.3.2.** The Supreme Court will then briefly retire to discuss the objection at hand.
- 509.1.4.** The Supreme Court may overturn a ruling on an objection by a majority vote.
- 509.2.** The trial shall be conducted in the following order:
- 509.2.1.** The Chief Justice or Judicial Clerk or the person designated to serve as the Judicial Clerk in the absence of an appointed Judicial Clerk, shall announce the Justices as they enter the courtroom and conduct the pledge of allegiance.
- 509.2.2.** The trial shall be called to order by the Presiding Justice.
- 509.2.3.** The Presiding Justice shall explain the Supreme Court Rules of Procedure to the prosecuting counsel, defense counsel, and audience, and then proceed with the trial.
- 509.2.3.1.** All representatives must exhibit decorum during trial proceedings. Should any representative not exhibit decorum during a trial proceeding, it is within the Supreme Court's rights to eject them from a trial.
- 509.2.4.** The prosecution shall present, openly and clearly before the Supreme Court, an opening statement in which they present germane information.
- 509.2.4.1.** The prosecution shall have a maximum of ten (10) minutes to present their opening statement.
- 509.2.5.** The defense shall make an opening statement that shall not last longer than ten (10) minutes.

- 509.2.6.** The prosecution will call their witnesses who will be examined by counsel for the prosecution and cross-examined by counsel for the defense.
- 509.2.6.1.** Each side will have ten (10) minutes to question each witness unless time is otherwise extended by the Supreme Court.
- 509.2.7.** The defense will then call their witnesses who will be examined by counsel for the defense and cross-examined by counsel for the prosecution.
- 509.2.7.1.** Each side will have ten (10) minutes to question each witness unless time is otherwise extended by the Supreme Court.
- 509.2.8.** The counsel for the prosecution will deliver a closing statement, lasting no more than twenty (20) minutes, during which time Justices may, at any time, pose questions, pausing of counsel's time.
- 509.2.8.1.** Should the prosecution finish before their time is up, they may reserve that time for a rebuttal after the defense's closing statement.
- 509.2.8.2.** Should multiple Justices have questions at the same time, the order of questioning shall be by rank and then seniority.
- 509.2.9.** The counsel for the defense then will deliver a closing statement and rebuttal to the prosecution's closing statement, lasting no more than twenty (20) minutes, during which time Justices may, at any time, pose questions, pausing counsel's time.
- 509.2.10.** If the prosecution has reserved any time, they may deliver a final rebuttal to the defense's closing statement.
- 509.2.11.** Once the trial closes, the trial shall be adjourned, and the Supreme Court shall retire for deliberations.
- 509.2.12.** The Presiding Justice may motion for the Judicial Clerk or designee to announce the Supreme Court's exit from the courtroom should the Supreme Court hold deliberations in a room other than the room in which the proceeding is taking place.
- 509.2.12.1.** In the case that the Supreme Court decides to hold deliberations within the room that the proceeding has taken place, only members of the Judicial Branch shall be present for deliberations. All members of the public shall exit the room before deliberations commence.
- 509.3.** Immediately upon adjournment, the Supreme Court may meet privately for discussion and deliberation.
- 509.3.1.** It is encouraged that deliberations take place over multiple sessions to allow members of the court to fully process all arguments made and facts related to the trial.

- 509.3.2.** Deliberations shall last no longer than ten (10) business days.
- 509.3.3.** When all members of the court are sufficiently prepared to vote, or at the end of the ten (10) business days, the court shall vote on the ruling of the trial.
- 509.4.** This ruling shall be the will of the majority of those present and voting
  - 509.4.1.** Dissenting and concurring opinions shall be made public with the majority opinion when such opinions exist.
  - 509.4.2.** The majority opinion shall serve as the opinion of the Supreme Court.
  - 509.4.3.** Members of the Supreme Court in agreement of their opinions shall select from amongst themselves at least one member of their voting block (majority, minority, dissenting, or concurring) to write their respective opinion.
  - 509.4.4.** No Justice may author an opinion that does not coincide with their respective vote.
  - 509.4.5.** The rule as to guarantee that each Justice shall only write an opinion that corresponds with their vote, may not be suspended at any time.
  - 509.4.6.** Any amendments made to the Rules of Procedure may not prohibit the liberty of Justices to write their opinion that corresponds only to their respective vote.
- 509.5.** The Supreme Court shall, following the ruling, make reasonable attempts to notify both parties and make public the ruling through the release of the vote count and opinion(s).
  - 509.5.1.** For a Supreme Court decision to be official and recognized, the Supreme Court shall make their ruling, including the vote count, communicated and available to the public.
  - 509.5.2.** Notification may include, but not be limited to any of the following methods:
    - 509.5.2.1.** Telephone calls/messages
    - 509.5.2.2.** E-mail notification,
    - 509.5.2.3.** Pronouncement of the Supreme Court's decision on the Supreme Court's webpage.
    - 509.5.2.4.** Bullsconnect

## Chapter 510

### Appellate Jurisdiction Proceedings

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- 510.1.** All Election appeals hearings shall also fall under this section.
- 510.2.** The Chief Justice shall preside.
- 510.2.1.** If the Chief Justice is unable to preside, the presiding Justice shall be determined by order of rank and then seniority.
- 510.3.** The Presiding Justice shall be responsible for ensuring that no rights are violated, for maintaining order, ruling on objections, and for expediency of business before the Supreme Court.
- 510.4.** Any member of the Supreme Court may, at any time, call Points of Order.
- 510.4.1.** If a Justice wishes, they may call for a motion to discuss objection.
- 510.4.2.** The Supreme Court will then briefly retire to discuss the objection at hand.
- 510.4.3.** The Supreme Court may overturn a ruling on an objection by a majority vote.
- 510.5.** The trial shall be conducted in the following order:
- 510.5.1.** The Judicial Clerk or designee shall announce the Justices as they enter the courtroom and conduct the pledge of allegiance.
- 510.5.1.1.** If the Judicial Clerk is unable to be in attendance, then a member of SG Advising Office shall perform the duties of the Judicial Clerk.
- 510.5.2.** The trial shall be called to order by the Presiding Justice.
- 510.5.3.** The Presiding Justice shall explain the Supreme Court Rules of Procedure to the prosecuting counsel, defense counsel, and audience, and then proceed with the trial.
- 510.5.3.1.** All representatives must exhibit decorum during trial proceedings.
- 510.5.4.** The party that requested the hearing shall state, openly and clearly before the Supreme Court, their case and present germane information.
- 510.5.4.1.** The plaintiff shall have a maximum of seven (7) minutes to present their opening statement.
- 510.5.5.** The defense will then have a maximum of seven (7) minutes to present their opening statement confirming or denying the allegations stated by the plaintiff.
- 510.5.6.** Following the opening statements, the plaintiff will be allowed a maximum of twenty (20) minutes to present their case and present any germane information.

- 510.5.6.1.** At any time during the presentation, any Justice may pose questions, pausing counsel's time.
- 510.5.6.2.** Should multiple Justices have questions at the same time, the order of questioning shall be by rank and then seniority.
- 510.5.7.** The defense will then have a maximum of twenty (20) minutes to present their case and present any germane information.
- 510.5.7.1.** At any time during the presentation, any Justice may pose questions, pausing counsel's time.
- 510.5.7.2.** Should multiple Justices have questions at the same time, the order of questioning shall be by rank and then seniority.
- 510.5.8.** Once both parties have given their presentations, the Supreme Court may extend the time limit, to ask further questions.
- 510.5.9.** Once the Supreme Court feels all questions have been answered, each side will be granted seven (7) minutes for closing statements, beginning with the prosecution.
- 510.5.9.1.** Should the prosecution finish before their time is up, they may reserve that time for a rebuttal after the defense's closing statement.
- 510.5.10.** The counsel for the defense then will deliver a closing statement and rebuttal to the prosecution's closing statement, lasting no more than seven (7) minutes.
- 510.5.11.** If the prosecution has reserved any time, they may deliver a final rebuttal to the defense's closing statement.
- 510.5.12.** Once the trial has closes, the trial shall be adjourned, and the Supreme Court shall retire for deliberations.
- 510.5.13.** The Presiding Justice may motion for the Judicial Clerk or designee to announce the Supreme Court's exit from the courtroom should the Supreme Court hold deliberations in a room other than the room in which the proceeding is taking place.
- 510.5.13.1.** In the case that the Supreme Court decides to hold deliberations within the room that the proceeding has taken place, all parties, all members of the public, and non-Justice members of the Supreme Court shall exit the room, with the last person being the Judicial Clerk or designee.
- 510.6.** Immediately upon adjournment, the Supreme Court may meet privately for discussion and deliberation.
- 510.6.1.** It is encouraged that deliberations take place over multiple sessions to allow members of the court to fully process all arguments made and facts related to the trial.

- 510.6.2.** Deliberations shall last no longer than ten (10) business days.
- 510.7.** When all members of the court are sufficiently prepared to vote, or at the end of the ten (10) business days, the court shall vote on the ruling of the trial.
- 510.7.1.** This ruling shall be the will of the majority of those present and voting
- 510.8.** The majority opinion must be made public, in writing, within five (5) business days of the vote.
- 510.8.1.** Dissenting and concurring opinions shall be made public with the majority opinion when such opinions exist.
- 510.8.2.** The majority opinion shall serve as the opinion of the Supreme Court.
- 510.8.3.** Members of the Supreme Court in agreement of their opinions shall select from amongst themselves at least one member of their voting block (majority, minority, dissenting, or concurring) to write their respective opinion.
- 510.8.4.** No Justice may author an opinion that does not coincide with their respective vote.
- 510.8.5.** The rule as to guarantee that each Justice shall only write an opinion that corresponds with their vote, may not be suspended at any time.
- 510.8.6.** Any amendments made to the Rules of Procedure may not prohibit the liberty of Justices to write their opinion that corresponds only to their respective vote.
- 510.9.** The Supreme Court shall, following the ruling, make reasonable attempts to notify both parties and make public the ruling through the release of the vote count and opinion(s).
- 510.9.1.** Notification may include, but not be limited to, any of the following methods:
- 510.9.1.1.** Telephone calls/messages
- 510.9.1.2.** E-mail notification,
- 510.9.1.3.** Pronouncement of the Supreme Court's decision on the Supreme Court's webpage
- 510.9.1.4.** BullsConnect
- 510.9.2.** For a Supreme Court decision to be official and recognized, the Supreme Court shall make their ruling, including the vote count, communicated and available to the public.

## Chapter 511 Notice of Non-Compliance Appeals

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- 511.1.** All Notice of Non-Compliance (NoN) appeals shall fall under this section
- 511.2.** The Recipient of the NoN shall complete the NoN Appeal Form and send all relevant evidence to the Chief Justice or Judicial Clerk within five (5) business days of receiving the NoN.
- 511.2.1.** The submission shall include the original NoN.
- 511.2.2.** The submission shall be timestamped by the Chief Justice or Judicial Clerk upon receipt if a paper copy is submitted. Submission by E-mail shall not require an additional timestamp.
- 511.3.** The Chief Justice shall notify both parties and the Supreme Court of the NoN appeal submission within two (2) business days of receipt.
- 511.3.1.** The notification shall include the appeal form and all submitted evidence.
- 511.4.** The Chief Justice shall schedule an appeal hearing within ten (10) business days of receiving the appeal.
- 511.5.** The appeal hearing shall follow the following procedures:
- 511.5.1.** The issuer of the NoN will be given ten (10) minutes to present their NoN and statement.
- 511.5.1.1.** The issuer of the NoN may only reference evidence and facts presented within their original NoN but may present them in their original form, if not already present within the NoN.
- 511.5.1.1.1.** Original forms of evidence may include but not be limited to screenshots, e-mails, recordings, flyers, or anything available by Public Records Request.
- 511.5.2.** The person who filed the appeal will be given ten (10) minutes to present their counterstatement and any evidence submitted with their appeal submission.
- 511.5.3.** The issuer of the NoN may have up to five (5) minutes for rebuttal.
- 511.5.4.** Should an individual be unable to attend the meeting, a written statement of their testimony may be submitted to the Court.
- 511.5.5.** At any point during testimony the members of the Court may ask questions of the speaker, at the discretion of the Chief Justice.
- 511.5.6.** The ability to extend time will be at the discretion of the Chief Justice and shall be equally allocated to both sides.



**Title 6**  
**Student Government Functional Groups**

## Chapter 600

### Judicial, Senate, and Executive Committees

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- 600.1.** The purpose of the Judicial, Senate, and Executive Committee (JuSenEx) shall be to ensure open communication between the branches of Federal Student Government and provide a forum to address general issues.
- 600.2.** JuSenEx shall be comprised of the following members:
- 600.2.1.** Director of SG Advising Office serving as nonvoting chair of the committee.
  - 600.2.2.** Student Body President
  - 600.2.3.** Student Body Vice-President
  - 600.2.4.** Senate President
  - 600.2.5.** Senate President Pro-Tempore
  - 600.2.6.** Supreme Court Chief Justice
  - 600.2.7.** Supreme Court Ranking Justice
    - 600.2.7.1.** Voting members may assign a designee for their respective seat from their branch
- 600.3.** Each campus' respective Governor shall serve on the committee as ex officio members.
- 600.3.1.** Campus Governors may assign a designee from their cabinet
- 600.4.** The purpose of the local Judicial, Executive Committee, Campus Council, and (JEL) shall be to ensure open communication between the branches of the Local Student Government and provide a forum to address general issues.
- 600.5.** There shall be one JEL Committee per campus.
- 600.6.** Each JEL Committee may be comprised of the following members:
- 600.6.1.** Member of Respective Advising Office serving as nonvoting chair of the committee.
  - 600.6.2.** Governor
  - 600.6.3.** Lieutenant Governor
  - 600.6.4.** Campus Council Chair
  - 600.6.5.** Associate Judge from the respective campus
- 600.7.** Any of the members listed above may appoint a member of their branch to sit for them should they be unable to attend the meeting.

- 600.8.** The JuSenEx/JEL committee must approve website infrastructure changes regarding the Student Government website.
- 600.9.** The JuSenEx committee shall reaffirm the Statement of Free Expression resolution by the end of the third week of September every term with a majority vote.
- 600.10.** Coordinate and collaborate with other Student Government branches on events and/or initiatives that are mutually agreed upon.

## Chapter 601

### Annual Funding Committees

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#### 601.1. Purpose

**601.1.1.** This chapter serves to outline the composition and duties of the Activity and Service Fee Recommendation Committee (ASRC) and Campus Annual Funding Committee (CAFC).

#### 601.2. ASRC Duties

**601.2.1.** To prepare the annual budget bill for the Senate, including a budget, by the second week of April

**601.2.1.1.** To review amendments submitted by CAFC and have final Approval of the A&S Fee Proviso

**601.2.1.1.1.** Approved changes shall be sent back to the respective CAFC Chairs

#### 601.3. ASRC Composition

**601.3.1.** ASRC shall be composed of:

**601.3.1.1.** The Senate President as a standing seat

**601.3.1.2.** Seven (7) Senators

**601.3.1.2.1.** A Senator sitting on ASRC shall not sit on CAFC or any other funding appeal ad hocs.

**601.3.1.2.2.** At least one (1) senator from each campus shall be elected by the senate unless one campus has no nominees

**601.3.1.3.** The Student Body President

**601.3.1.4.** The Student Body Vice President

**601.3.1.5.** The Chief Financial Officer

**601.3.1.6.** The SBS Director or equivalency their designee as a non-voting member

**601.3.1.7.** The SG Advising Director or designee as a non-voting member

#### 601.4. CAFC Duties

**601.4.1.1.** To review and evaluate submitted budget requests and to recommend allocations

**601.4.1.2.** To maintain equitable, viewpoint-neutral allocation standards for RSO budget requests

**601.4.1.3.** To review Statutes 804 A&S Fee Proviso and recommend amendments to ASRC as needed.

**601.4.2.** Campus Annual Funding Committee shall be composed of:

- 601.4.2.1. The campus council chair as a standing seat
- 601.4.2.2. At minimum three (3) primary campus council representatives and two (2) alternate campus council representatives elected by the campus council
- 601.4.2.3. The Governor
- 601.4.2.4. The Lieutenant Governor
- 601.4.2.5. The Deputy Financial Officer
- 601.4.2.6. The SBS Director or equivalency their designee as a non-voting member
- 601.4.2.7. The SG Advising Director or designee as a non-voting member
- 601.4.2.8. The Student Body President or designee as a non-voting member

601.4.2.8.1. A voting member of CAFC shall not sit as a voting member on ASRC or any funding appeal ad hocs.

**601.5. First Meeting of ASRC**

- 601.5.1. The Student Body President shall call the first meeting of the ASRC to order by the third (3<sup>rd</sup>) week of September.
- 601.5.2. ASRC shall elect its Chair and Vice-Chair in this meeting via an election process that mimics the Senate Special Election process.
- 601.5.3. The Student Body President shall preside until ASRC elects a Chair.
- 601.5.4. Senator Seats
  - 601.5.4.1. The Senate shall have elections for the elected seats by the second meeting of fall.
- 601.5.5. Any statutory bill that amends the composition of CAFC requires a supermajority vote of the SG Senate to pass

**601.6. First Meeting of CAFC**

- 601.6.1. The Governor shall call the first meeting of the CAFC to order by the third (3<sup>rd</sup>) week of September.
- 601.6.2. CAFC shall elect its Chair and Vice-Chair in this meeting via an election process that mimics the Senate Special Election process.
- 601.6.3. The Governor shall preside until CAFC elects a Chair.

**601.7. Campus Council Seats**

- 601.7.1. The Campus Council shall have elections for the elected seats by the second meeting of fall.

**601.7.2.** The five (5) elected Campus Council Members seats shall be numerically designated in the order of election, from Seat #1 to Seat #3, with Seat #4 and #5 as the alternates.

**601.7.2.1.** The alternate Campus Council Members shall only vote in place of an absent CAFC voting member.

**601.7.3.** If any seat is vacated, Campus Council Members in subsequent seats shall be moved up to fill that seat, and the Campus Council shall have elections for the newly vacated final seat.

**601.8. ASRC Chair Duties**

**601.8.1.** To preside over ASRC meetings

**601.8.2.** To ensure ASRC can fulfill its duty efficiently and effectively

**601.8.3.** To represent ASRC before the Senate and the USF Administration

**601.8.4.** To oversee and attend to ASRC paperwork

**601.8.5.** To ensure ASRC meetings are properly recorded

**601.8.6.** To delegate duties to ASRC members as necessary

**601.8.7.** To meet with SG Advising Office and SBS Directors on a regular basis

**601.8.8.** Present budget to Senate

**601.8.9.** Any other duties as indicated in Statutes

**601.9. ASRC Vice-Chair Duties**

**601.9.1.** To preside over ASRC meetings in the absence of the Chair

**601.9.2.** To supervise and assist ASRC members in their assigned duties

**601.9.3.** To assist the ASRC Chair with the completion of their duties

**601.9.4.** To meet with SG Advising Office and SBS Directors on a regular basis

**601.9.5.** Any other duties outlined in Statutes.

**601.10. CAFC Chair Duties**

**601.10.1.** To preside over CAFC meetings

**601.10.2.** To ensure CAFC can fulfill its duty efficiently and effectively

**601.10.3.** To represent CAFC before the Senate, Campus Council, and USF Administration

**601.10.4.** To oversee and attend to CAFC paperwork

- 601.10.5.** To ensure CAFC meetings are properly recorded
- 601.10.6.** To delegate duties to CAFC members as necessary
- 601.10.7.** To meet with SG Advising Office and SBS Directors on a regular basis
- 601.10.8.** Present Campus budget to ASRC
- 601.10.9.** Any other duties as indicated in Statutes

**601.11.** CAFC Vice-Chair Duties

- 601.11.1.** To preside over CAFC meetings in the absence of the Chair
- 601.11.2.** To supervise and assist CAFC members in their assigned duties
- 601.11.3.** To assist the CAFC Chair with the completion of their duties
- 601.11.4.** To meet with SG Advising Office and SBS Directors on a regular basis
- 601.11.5.** Any other duties outlined in Statutes.

## Chapter 602

### University Wide Committees

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- 602.1.** Any USF student who seeks to join a University Wide Committee shall complete an interest form. The interest form shall be available for at least five (5) business days on the Student Government website and submitted before the interest form deadline set by the Student Body President. Student representatives will be chosen from the pool of interest form submissions for each respective University Wide Committee.
- 602.2.** Student Government reserves the right to select student membership on University Wide Committees. Such membership shall not be made in conflict with the University Charter, Policy and Procedures Manual, SB Constitution, Student Government Statutes, or the Committee's specific charter.
- 602.3.** It shall be the responsibility of the Student Body President to select and, if necessary, remove a Student Representative from these committees according to the procedures outlined in the Student Government Statutes. These appointments shall be made no later than ten (10) business days after the Student Body President has been notified of a vacancy for a student seat.
- 602.4.** The Student Body President, or his/her designee, shall submit student representative reports to the Senate President through electronic mail at the end of each semester wherein the representative's university-wide committee meeting has met.



## Chapter 603

### Day at the Capitol Advising Committee

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- 603.1.** The Day at the Capitol Advising Committee may be called to help with USF Day at the Capitol, establish a marketing plan, and make recommendations for event improvements.
- 603.2.** The Day at the Capitol Advising Committee shall be composed of the following members:
- 603.2.1.** The Tampa Executive Branch head of Governmental Affairs, or an individual designated by Student Body President, as chair.
  - 603.2.2.** The SG Advising Office Director or designee as a non-voting member
  - 603.2.3.** Two (2) members of the Executive Branch appointed by the Student Body President
  - 603.2.4.** Two (2) members of the Legislative Branch appointed by the Senate President.
  - 603.2.5.** Two (2) members of the Judicial Branch appointed by the Chief Justice
  - 603.2.6.** Governors from each campus.
  - 603.2.7.** Optional members include:
    - 603.2.7.1.** A representative from the Office of Government Relations from each campus as a non-voting member.
    - 603.2.7.2.** A representative from the Alumni Association as a non-voting member.
- 603.3.** The Chair shall call the committee to order by the end of the third week of September.
- 603.4.** The Day at the Capitol Advising Committee shall be responsible for the following:
- 603.4.1.** Assist with determining the time and date of the applicable USF Day at the Capitol.
  - 603.4.2.** Assist in establishing a marketing plan for the event.
  - 603.4.3.** Assist in the recruiting of students to attend.
  - 603.4.4.** Help establish a system wide student legislative priority.
  - 603.4.5.** Collaborate with University and system-wide stakeholders on participation.
  - 603.4.6.** Assist in creating the agenda for the event.
  - 603.4.7.** Consult with the Chief Financial Officer and respective Deputy Financial Officers on financial matters.
  - 603.4.8.** Any additional duties needed to complete the planning and execution of USF Day at the Capitol as determined by the chair of the committee.

## Chapter 604

### Student Memorial Committee

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- 604.1.** The purpose of the Student Memorial Committee shall be to plan the student memorial ceremonies, determine the eligibility of names to be placed on the memorial, and recommend any maintenance needed.
- 604.2.** The Student Memorial Committee shall be composed of the following members:
- 604.2.1.** The Director of SG Advising Office or designee as a non-voting member.
  - 604.2.2.** Two (2) members of the Executive Branch appointed by the Student Body President.
  - 604.2.3.** Respective Campus Governors
  - 604.2.4.** The Senate Relations Committee Chair, one additional member from the Legislative Branch appointed by the Senate President.
    - 604.2.4.1.** If the Relations Chair or additional member of the Legislative Branch selected cannot sit on the committee, they shall send an official notice to the Senate President within two (2) business days of the appointment.
    - 604.2.4.2.** The Senate President shall appoint a new designee and update members of the committee within two (2) business days of the new appointment.
  - 604.2.5.** One (1) member of the Judicial Branch appointed by the Chief Justice.
  - 604.2.6.** The Dean for Students or designee.
  - 604.2.7.** The Dean of Undergraduate Studies or designee.
- 604.3.** The Student Body President shall be responsible for designating a Chair prior to the first meeting being called to order.
- 604.4.** The Student Memorial Committee shall determine the eligibility of students in the following process:
- 604.4.1.** Names of students shall be received from the Office of the Dean for Undergraduate Studies, Dean for Students Office, or Office of Graduate Studies.
  - 604.4.2.** A&S students paying fees who have passed away during the semester they are enrolled in and/or the following semester are entitled to their name on the student memorial.
  - 604.4.3.** Students who have passed away while serving in any branch of the military and currently enrolled shall be entitled to have their name on the student memorial.

- 604.4.4.** Members of the USF community who have passed away during University related activities.
- 604.4.5.** In the case of extraordinary circumstances, the committee may choose to deviate from the above-mentioned requirements.
- 604.5.** The recommended maintenance shall be determined by Physical Plant, Committee members, or students. The committee shall analyze the recommendations to factor in cost and feasibility.
- 604.6.** The Student Memorial committee shall be responsible for planning the student memorial ceremony in the following manner:
  - 604.6.1.** A ceremony shall be held at least once a year.
  - 604.6.2.** Contact the appropriate parties of those who have passed away.
  - 604.6.3.** Plan the logistics of the ceremony.
  - 604.6.4.** Any additional duties needed to complete the student memorial ceremony.

## Chapter 605

### Election Rules Commission

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- 605.1.** The purpose of the Election Rules Commission is to advertise election cycles, gather voter statistics, and handle all administrative aspects of election cycles, to include but not be limited to, paperwork, organizing candidate meetings, and working with SBS regarding purchasing.
- 605.2.** The Election Rules Commission shall be comprised of those positions outlined in Title 10 under SGATO:
- 605.2.1.** Deputy Supervisors of Elections at the St. Pete and Sarasota-Manatee campuses will serve under their specific campus' Executive Branch as well as report to the Election Rules Commission Supervisors.
- 605.3.** The following individuals shall not serve on the Election Rules Commission.
- 605.3.1.** Non-University of South Florida Students
- 605.3.2.** Any member of the Executive Branch including Agency Directors, Assistant Directors, and Specialists
- 605.3.3.** Any member of the Legislative Branch and its interns
- 605.3.4.** Any member of the Judicial Branch and its interns
- 605.3.5.** Students running for any Student Government position during that election.
- 605.3.6.** Any member of a ticket's campaign team running in the current election.
- 605.4.** Should the Supervisor of Elections be unable to perform their duties the order of succession for the Election Rules Commission shall be:
- 605.4.1.** Associate Supervisor of Elections
- 605.4.2.** Deputy Supervisors of Elections (Seniority, by confirmation date)
- 605.5.** The Supervisor of Elections, Associate Supervisor of Elections, and Deputy Supervisors of Elections shall be eligible for remuneration.
- 605.6.** All initial nominations and appointments to the Elections Rules Commission shall be done prior to the final Senate meeting of the fall semester.
- 605.7.** Election Rules Commission members shall not be a candidate for any position at the time of their service in an election cycle.
- 605.8.** SGATO shall give a weekly report to the Senate during any election cycle.

- 605.9.** The Election Rules Commission shall serve as an autonomous body of Student Government supervised under SGATO.
- 605.10.** Oversight of the Election Rules Commission shall fall under the purview of SG Advising Office.
- 605.11.** The Senate shall review the expenditures of the ERC after any election cycle.
- 605.12.** The Senate may end the ERC's Supervisors time in office four weeks after spring break or any time after that with a majority vote.

## Chapter 606

### Office of Legal Affairs

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**606.1.** The purpose of the Office of Legal Affairs shall be to uphold the ethicality of affairs within the Student Government, for the benefit of both the University and the Students.

**606.2.** The Office of Legal Affairs shall be comprised of the following:

**606.2.1.** The Attorney General

**606.2.2.** The Solicitor General

**606.2.3.** Student Legal Advocates

#### **606.3. Attorney General**

**606.3.1.1.** Provide legal representation for SG in cases before the Supreme Court.

**606.3.1.2.** Provide legal representation for the prosecution of in cases of impeachment

**606.3.1.3.** Provide Non-Binding Legal Opinions to the interpretation of SG Governing Documents

**606.3.1.4.** Enforce SG Government Documents, including via sanctioning policies

**606.3.1.5.** Draft legal documents on behalf of the Executive Branch and the President

**606.3.1.6.** Perform these duties autonomously, without bias or fear of retaliation

**606.3.1.7.** Draft Memorandums of Agreements between USF SG and on-campus entities

**606.3.1.8.** Vet Contracts between USF SG and off-campus entities.

**606.3.1.9.** Review and advise on all Statutory bills given to the Student Body President

**606.3.1.10.** Assist the President in the drafting of the Executive Code

**606.3.1.11.** Serve as a standing, ex-officio non-voting member on the Senate Policy Committee to provide non-binding legal advice.

**606.3.1.12.** Mediate complaints/concerns between two or more SG officials when necessary

**606.3.1.13.** Conduct an investigation in the instance of a possible noncompliance and issue a notice when necessary

**606.3.1.14.** Attend Supreme Court General Body Meetings and enforce court rulings

**606.3.1.15.** Attend Senate General Body Meetings

**606.3.1.16.** Serve as the head of the office of Legal Affairs

#### **606.4. Solicitor General**

**606.4.1.1.** Represent the interests of the Student Body in all major academic related programs or initiatives of the University.

**606.4.1.2.** Serve as a Student Liaison through Student Government to assist students with problems, concerns, and complaints through informal means such as counseling, negotiation, and mediation.

- 606.4.1.3.** Research and develop programs for the Student Body President that improve the University of South Florida campus and affect students on a daily basis.
- 606.4.1.4.** Assist in clarifying Student Government statues and other documents for students when appropriate in conjunction with the Attorney General.
- 606.4.1.5.** Provide legal assistance for students in cases before the Supreme Court
- 606.4.1.6.** Provide legal assistance for students filing appeals to the Supreme Court
- 606.4.1.7.** Provide legal assistance for the defense in cases of impeachment
- 606.4.1.8.** Secure legal aid for all campuses in conjunction with the Student Legal Advocates
- 606.4.1.9.** Establish a method for students to file complaints/grievances for all three campuses
- 606.4.1.10.** Ensure Executive Branch documents are properly stored and archived, including but not limited to, memorandums, legal opinions,
- 606.4.1.11.** Perform these duties autonomously, without bias or fear of retaliation
- 606.4.1.12.** Attend Supreme Court General Body Meetings
- 606.4.1.13.** Oversee the Student Legal Advocates

#### **606.5. Student Legal Advocate**

- 606.5.1.** Duties and Powers are outlined in the Executive Code

## **Chapter 607 One USF Community Engagement Committee**

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- 607.1.** The ONE USF Community Engagement Event Committee shall be called on to collaborate on the plans for and participate in the One USF Volunteer Events.
- 607.1.1.** There shall be three (3) volunteer events per term.
- 607.1.1.1.** The events should be held within the communities of Tampa, St. Petersburg, and Sarasota- Manatee
- 607.1.2.** The Respective members of Student Government who serve as voting members on the committee shall attend at least one (1) volunteer event.
- 607.2.** The committee shall be composed of the following members:
- 607.2.1.** The Tampa Executive Branch head of Governmental Affairs, or an individual designated by Student Body President, as chair.
- 607.2.2.** The Tampa Executive Branch AD of External Affairs.
- 607.2.3.** The Tampa Executive Branch AD of Internal Affairs.
- 607.2.4.** The SG Advising Office Director or designee as a non-voting member
- 607.2.5.** One (1) additional member of the Executive Branch from the St. Petersburg campus and Sarasota- Manatee campus shall be appointed by their respective campus governors. Two (2) members of the Legislative Branch, appointed by the Senate President.
- 607.2.6.** Two (2) members of the Judicial Branch appointed by the Chief Justice.
- 607.3.** The chair shall call the committee to order by the end of the 3<sup>rd</sup> week of September.
- 607.4.** The Committee shall be responsible for the following:
- 607.4.1.** Assist with determining the time and date of the volunteering events across all three campuses.
- 607.4.2.** Assist in establishing a marketing plan for the event.
- 607.4.3.** Assist in the recruiting of the student government and regular students to attend
- 607.4.4.** Collaborate with University and System-wide stakeholders on participation.
- 607.4.5.** Assist in creating the logistics for event participation.
- 607.4.6.** Consult with the Chief Financial Officer and respective Deputy Financial Officers on financial matters.
- 607.4.7.** Any additional duties needed to complete planning and execution of One USF Community Engagement events as determined by the chair of the committee.



# **Title 7**

## **Election Code**

## Chapter 700

### Definitions of Terms for Student Government Elections

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- 700.1. The following terms shall apply only for the purposes of Title 7 of these Statutes. These terms shall be considered binding in all legal actions brought forth during an election.
- 700.2. **Active Campaigning** - Public and intentional expression of support for a candidate or ticket including vocal campaigning, distributing flyers, and campaigning via social media or email.
- 700.3. **Administrative Capacity** - Assisting with a campaign in a supervisory role; only including organizing volunteers, creating plans for marketing, overseeing the creation of campaign materials, campaign strategizing, and/or managing campaign finances.
- 700.4. **Applicant** - Any person or pair that has submitted an official application to the Election Rules Commission (ERC) and to the SG Advising Office prior to the application deadline.
- 700.5. **Ballot** - The electronic form containing the names of the candidates and tickets, any constitutional amendments, any referenda, or any recalls to be presented to the Student Body on which they will vote on the items presented before them.
- 700.6. **Beyond Reasonable Doubt** - The standard that shall be met by the claimant's evidence that no other logical explanation can be derived from the evidence except that the claim made by the claimant is valid.
- 700.7. **Bribe** - A prize, reward, gift or favor given or promised with the intent to influence another vote for a particular candidate or ticket. Any campaign materials approved by the Election Rules Commission and given during official campaigning shall not constitute as a bribe or bribery.
- 700.8. **Campaign Budget Statement** - An itemized list of all campaign expenditures made by a candidate, ticket, or their respective campaign staff, and all campaign contributions received by a candidate, ticket, or their respective campaign staff.
- 700.9. **Campaign Contributions** - Any resource provided, at fair market value, a reduced price or without cost to the candidate, ticket, or their campaign staff, from a person or entity, on or off campus, for the purpose of furthering a campaign for a Student Government office. Non-monetary campaign contributions shall be assessed at fair market value.
- 700.10. **Campaign Expenditures** - The spending of money by a candidate, ticket, or their campaign staff, for the purposes of campaigning for a Student Government office.
- 700.11. **Campaign Materials** - Any physical or electronic materials which promote a candidate or ticket or impugn another candidate or ticket.
- 700.12. **Campaign Staff** - Any person who is helping a campaign ticket in any administrative capacity.

- 700.13. **Campaign Staff List** - The official list of Campaign Staff for each individual Campaign Ticket maintained by the Election Rules Commission and submitted by a Campaign Ticket.
- 700.14. **Campaign Ticket** - Any person or group certified to take part in the elections (Senate Candidate, Campus Council Candidate, Referendum Sponsor/Referendum Campaign, Presidential Campaign Ticket, Gubernatorial Campaign Ticket, Campaign Staff, etc.).
- 700.15. **Campaign Volunteer** - Any person who is helping a campaign ticket in any non-administrative capacity.
- 700.16. **Campaigning** - An expression by any medium attracting public attention whether media, television, newspaper, magazine, periodical, direct mail, e-mail, display, leaflet, speech, or any other means which shall transmit any idea furthering the candidacy of any person.
- 700.17. **Campus Council Interim Election** – A type of special election called for the purpose of filling vacancies within the Campus Council in the event that the Campus Council is operating without the Chair and three (3) additional Campus Council members.
- 700.18. **Candidate** – An applicant who has passed all eligibility checks by SG Advising Office and the ERC and has attended the mandatory candidate meeting(s) as specified by the ERC.
- 700.19. **Candidate Meeting** – A mandatory meeting for all applicants organized by the ERC.
- 700.20. **Certification** - The process by which tentative election results are made official.
- 700.21. **Constitutional Amendments** – Proposed changes to the SB Constitution which have been passed by the Senate, signed by the President, and presented to the Student Body to be voted on.
- 700.22. **Declaration of Intent to Run** - An official form that an applicant or ticket signs to officially declare their intent to be certified for a Student Government position.
- 700.23. **Donation** - Any contribution, monetary, or otherwise, given to a candidate, ticket, campaign, or campaign staff member by any individual or entity, specifically for use in the campaign including, but not limited to, campaign staff, other students, or any non-student individual or entity.
- 700.24. **Early Campaigning** - Actively campaigning before being certified by the ERC and SG Advising Office, and/or prior to the onset of campaigning as determined by the ERC.
- 700.25. **Election Cycle** - The timeframe beginning on the first day of campaigning and ending upon certification of election results.
- 700.26. **Election Rules Commission (ERC)** - An official entity of Student Government created to oversee the execution and logistics of all Student Government elections.
- 700.27. **Electorate** - The officially enrolled student body, as determined by the Office of the Registrar at the University of South Florida.

- 700.28. **Expedited Elections** – A type of special election held in the event that a Supreme Court ruling, or other circumstances result in an election needing to be rescheduled.
- 700.29. **Extenuating Circumstances** - A documented occurrence that would render someone reasonably unable to fulfill a requirement, including but not limited to personal illness, hospitalization, bereavement, a serious family illness, or another obligation as determined by the Supervisor of Elections.
- 700.30. **Fair Market Value** - The price a person or entity would charge any other entity for a good or service.
- 700.31. **General Election** - The Annual Spring semester election during which the Student Body President, Student Body Vice President, Senators, Governors, Lieutenant Governors, and Campus Council Representatives are elected, any new constitutional amendments are proposed, and any referenda are voted upon.
- 700.32. **Governing Documents** - For the purposes of enforcement of Title 7, this shall refer to the SB Constitution, Student Government Statutes, and the Election Rules Commission Rules of Procedure.
- 700.33. **Grievance** - Any complaint brought forth via the grievance form to the Election Rules Commission and can be submitted against a candidate, ticket, or any group certified to take part in a USF Student Government election.
- 700.34. **Major Violation** - An assessment given by the Student Supreme Court which may be assessed to a candidate, ticket, or any group certified to take part in a USF Student Government election which would result in the candidate or ticket being disqualified from the election; which may be appealed to the Dean of Students Major violations shall be divided within a level two (2) or a level three (3) violation out of a three (3) level violation system.
- 700.35. **Majority** - A vote of 50% +1 of the total electorate who voted in the election; applicable to university-wide Student Government elections only.
- 700.36. **Members of the Election Rules Commission** - Includes all employees, paid or non-paid, who comprise the Elections Rules Commission.
- 700.37. **Minor Violation** - An assessment given by the Election Rules Commission which may be assessed to a candidate, ticket, or any group certified to take part in a USF Student Government election for violations outlined within Title 7 and the Election Rules Commission Rules of Procedure. Minor violations shall be considered a level one (1) violation out of a three (3) level violation system.
- 700.38. **Midterm Election** - The Annual Fall semester election in which new senators are elected to fill vacancies in the Senate, new Representatives are elected to fill vacancies in the Campus Council, any new constitutional amendments are proposed, and any referenda are

voted upon. If the past general election was chosen by selection of last resort, then the Vote of Confidence will also take place in this election.

- 700.39. **Officers of the Election Rules Commission** - Includes all paid employees who comprise the Election Rules Commission.
- 700.40. **Official Polling Station** - A device or outlet of voting that is directly designated in writing and staffed by the employees of Student Government who are not running for a position in the current election.
- 700.41. **Post-Election Report** - A comprehensive report compiled by the Supervisor of Elections that includes reports from all officers of the Election Rules Commission.
- 700.42. **Preponderance of Evidence** - The standard that a question at hand is more likely true than not. The standard is satisfied if there is a greater than 50% chance that the proposition is true. The burden of proof lies with the plaintiff.
- 700.43. **Presidential Campaign Ticket** - A Joint Presidential and Vice-Presidential pair that has been certified by the Election Rules Commission to campaign.
- 700.44. **Recall** – A type of special election which allows any USF student, by petition, to initiate a vote of the Student Body in which an elected Student Government officer may be removed from their position.
- 700.45. **Referendum Campaign** - Any person or group supporting a Referendum that was certified to take part in an election. A Referendum Campaign will be considered a type of campaign ticket.
- 700.46. **Restricted Area** - Any physical location that has been restricted from campaigning by the Election Rules Commission, any University Entity, College, Building Manager or Dean.
- 700.47. **Run-Off Election** - The election which shall occur if no candidates or tickets receive a majority vote in the election for the Presidential Ticket, Gubernatorial Ticket, or a tie occurs for the last seat between two or more Campus Council or Senate Candidates.
- 700.48. **Selection of Last Resort** – A type of special election held in the event that the Student Body President and Student Body Vice President or Governor and Lieutenant Governor are not certified before the Monday of the second week of Summer A and C.
- 700.49. **Senate Interim Elections** – A type of special election called for the purpose of filling vacant Senate seats or present any issues that shall be voted on by the Student Body. Elections held in the event that the total number of filled Senate seats falls below (70 %) of the total number of allotted seats. This election may only call for a Senatorial Election.
- 700.50. **Special Elections** - Any election which is held, other than the General and Midterm Election, throughout the academic year. This includes Senate interim elections, Campus Council interim elections, recalls, student referendums, SG referendums, constitutional

amendments, selection of last resort, and expedited elections. These elections shall be further outlined in Chapter 707.

- 700.51. Student Government Referendum** – A type of special election which allows any Student Government Officer, with the consent of the Senate and Student Body President, the power to call for a Referendum in which the Student Body will vote on the issue presented to them.
- 700.52. Student Referendum** – A type of special election which allows any USF student, by petition, to bring forth a question or issue to be voted on by the Student Body.
- 700.53. Unofficial Intent to Run** - An unofficial and private declaration to a student(s) peers that they have intent to apply for certification to run for a Student Government position.
- 700.54. University logo** - Any logo or trademark that is owned by the university, including but not limited to university, athletic, and the Student Government logos and seals.
- 700.55. USF Spirit Squad** - The USF Herd of Thunder band, USF Pep Band, Sundolls, USF Cheerleading, and Rocky D. Bull.
- 700.56. Unrestricted Area** - Any physical location that is free for any individual to campaign on behalf of any Campaign Ticket.
- 700.57. Unauthorized Polling Station** - Any polling station that is not setup and operated by ERC staff and/or Student Government Employees. This shall also include any polling station that is being operated by a campaign ticket.

## Chapter 701 Election Code of Ethics

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- 701.1.** Student Government elections shall be governed in a manner fair to both the Student Body and candidates alike.
- 701.2.** The Election Rules Commission shall be responsible for ensuring the education of candidates and tickets and holding them accountable to all relevant Student Government policies.
- 701.3.** Candidates are responsible for complying with procedure set forth by the Election Rules Commission and for being aware of the governing principals for Student Government Elections.
- 701.4.** No candidate, ticket, or member of a campaign shall be assessed a violation without first having due process before the respective decision-making body.
- 701.5.** No candidate, ticket, or member of a campaign shall threaten or commit any violence to any member of a campaign ticket, or campaign staff.
- 701.6.** No candidate, ticket, or member of a campaign shall commit or attempt to commit extortion, blackmail, or bribery.
- 701.7.** No candidate, ticket, or member of a campaign shall provide false information before the Election Rules Commission; or the Supreme Court.
- 701.8.** No candidate, ticket, or member of a campaign shall withhold any financial records when reporting a budget or changes to the budget.
- 701.9.** No candidate, ticket, or member of a campaign shall use or condone the spreading of false information that detracts from a candidate's character..
- 701.10.** No candidate, ticket, or member of a campaign shall commit or condone the destruction or theft of any campaign material.
- 701.11.** No candidate, ticket, or member of a campaign shall use any A&S funded materials for any political campaigns except for materials produced at free printing locations listed on the USF website.
- 701.12.** No candidate, ticket, or member of a campaign shall cast, attempt to cast, or condone the casting of more than one vote or tampering with the election software.
- 701.13.** No candidate, ticket, or member of a campaign shall distribute campaign materials by sliding material under doors of residence halls.
- 701.14.** No candidate, ticket, or member of a campaign shall distribute campaign materials by placing them on vehicles parked on-campus.

**701.15.** No candidate, ticket, or member of a campaign shall violate any university policy or applicable laws while campaigning.

**701.16.** No candidate, ticket, or member of a campaign shall condone, authorize, or sponsor an unauthorized polling station.



## Chapter 702 Election Timeline

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### 702.1. General Election Timeline

**702.1.1.** The application period shall begin the first day of the spring semester and shall end at 11:59 PM on the last day of the third (3<sup>rd</sup>) business week,

**702.1.2.** After a candidate or ticket submits their complete application, the Student Government Advising Office shall commence the check of eligibility of candidates and tickets.

**702.1.2.1.** If a candidate or ticket is found to be ineligible to run for office, they will be notified of the reason for their ineligibility by a member of SG Advising Office.

**702.1.3.** Campaigning shall begin four weeks prior to the start of Spring Break and shall end with the close of polls on the final day of voting.

**702.1.4.** Elections shall be held nine (9) business days prior to the start of Spring Break and shall last for four consecutive business days, Monday through Thursday of the applicable week.

**702.1.5.** In the instance that there are changes to the academic year made by the university, the ERC may submit changes to the election timeline, which are subject to the full approval of the Senate.

**702.1.5.1.** Election changes are required to be submitted at least forty-eight (48) hours prior to the Senate meeting in which they are to be presented. Election changes shall be approved by the Senate within five (5) business days.

**702.1.5.2.** Elections, including runoffs, shall be concluded by March 31<sup>st</sup>. No part of an election may be held during Spring Break, Winter Break, or any University Holiday.

**702.1.6.** Campaigning shall begin two (2) weeks prior to the week of voting for the General Election and will end on the final day of voting.

### 702.2. Midterm Election Timeline

**702.2.1.** The application period shall begin the first day of the fall semester and shall end at 11:59 PM on the Friday of the third week of September.

**702.2.2.** After a candidate or ticket submits their complete application, the Student Government Advising Office shall commence the check of eligibility of candidates and tickets.

**702.2.2.1.** If a candidate or ticket is found to be ineligible to run for office, they will be notified of the reason for their ineligibility by a member of SG Advising Office

**702.2.3.** Campaigning shall begin two weeks prior to the week of voting for the Midterm Election and will end on the final day of voting.

**702.2.4.** The Midterm Election shall take place the Tuesday and Wednesday the second full week of October.

**702.3.** Run-Off Election Timeline

**702.3.1.** After the results of the General/Midterm Election have been announced, the Election Rules Commission will inform the candidates and tickets as to whether or not a Run-Off Election will need to be held. All the policies and procedures of the General/Midterm Election shall apply to a Run-Off Election, except those changed by the policies and procedures found below.

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

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

## Chapter 703

### Duties and Responsibilities of Student Government during Elections

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- 703.1.** Duties of the Officers of the Election Rules Commission
- 703.2.** The Election Rules Commission shall be overseen by the SG Advising Office.
- 703.2.1.** No member of the Election Rules Commission shall be a candidate or on a ticket for any election they preside over.
- 703.2.2.** No member of the Elections Rules Commission shall campaign, endorse, or actively assist an applicant, candidate, or ticket outside of their duties as a member of the Election Rules Commission.
- 703.2.2.1.** Should an accusation from an individual be brought forth regarding a violation of this policy, it shall be submitted in a memo to the Senate President Pro Tempore who will call for the creation of a Senate Impeachment Committee.
- 703.2.3.** The Election Rules Commission may adopt a Rules of Procedure which shall not conflict with any Student Government governing document.
- 703.2.3.1.** Any proposed changes to the ERC Rules of Procedure may be submitted to the Senate Policy Committee for approval twenty-five (25) business days prior to the first Candidate meeting of Midterm Elections.
- 703.2.3.1.1.** This may take effect at the beginning of the following term.
- 703.2.3.2.** Changes not approved by the Senate prior to the first candidate meeting may not apply to the election in question.
- 703.2.4.** Be available during office hours to assist, candidates or tickets, and students.
- 703.2.5.** The ERC shall hold at least ten (10) office hours collectively during business days, per week during any election cycle.
- 703.2.6.** Make public and accessible to all students on the Student Government website any and all referenda, constitutional amendments, and required campaign documents, in collaboration with the Executive Branch department managing the Student Government website.
- 703.2.7.** Oversee the ongoing election process and monitor campaign materials for violations.
- 703.2.8.** Investigate and report any breach of any Student Government governing document by a campaign ticket or member of campaign staff.
- 703.2.9.** Investigate and when applicable assess minor violations against candidates or tickets.

**703.2.10.** Propose and vote on changes to the Election Rules Commission Rules of Procedure when necessary.

**703.2.11.** Create the candidate packet and related documents for all elections.

**703.2.11.1.** The ERC shall include their office hours and location in the election application packet.

**703.2.11.2.** The ERC shall include a copy of major and minor violations in the election application packet.

**703.2.11.3.** The ERC shall include a copy of the Campaign Budget Statement in the election application packet.

**703.2.11.4.** The ERC shall include the most updated version of the Title 7 statutes in the election application packet.

**703.2.12.** Submit the election application packet to SG Advising Office for approval at least ten (10) business days prior to the release of applications for Midterm and General Elections.

**703.2.13.** Propose changes to Title 7 of the SG Statues to the Senate.

**703.2.14.** Create and distribute all certifications of elections for all elected positions.

**703.3.** Duties of the Supervisor of Elections

**703.3.1.** Manage and oversee the daily operations of the Election Rules Commission

**703.3.2.** Ensure all initial nominations and appointments to the Elections Rules Commission are done prior to the final Senate meeting of the Fall Semester.

**703.3.3.** Inform applicants and campaign tickets of election rules and regulations through a mandatory Candidate Meeting and distribute all necessary information through official USF email.

**703.3.4.** Document the receipt of signed paperwork of campaign tickets or applications

**703.3.5.** Provide written notification to inform all parties mentioned in the grievance of any minor violations they have been alleged to have committed within two (2) business days of the official grievance being submitted.

**703.3.5.1.** All parties mentioned in the grievance shall also be informed of the date, time, and location of the violation hearing at least two (2) business days prior to the hearing.

**703.3.6.** Inform all candidates of open legislative seats and the number of candidates running per position per campus.

- 703.3.7.** Serve as the Chair of Election Rules Commission meetings. Announce locations and operating hours of all official polling stations at least five (5) business days in advance of any election.
- 703.3.8.** Ensure that polling locations, candidates, and campaign tickets are placed on the Official Student Government Website and Official Student Government social media at least five (5) business days prior to the first day of any Election.
- 703.3.8.1.** This shall be done by emailing the Executive Departments directly responsible for the oversight of the Official Student Government Website and/or Official Student Government social media.
- 703.3.9.** Disperse a finalized ballot to all candidates and tickets to their official USF email at least (5) five business days prior to the onset of elections.
- 703.3.10.** Create a paper ballot that matches the online ballot to be used in the event that it becomes necessary as determined by the Supervisor of Elections or SG Advising Office.
- 703.3.10.1.** Candidates may request that changes be made to correct errors to the ballot within three (3) business days of the ballot being sent out.
- 703.3.11.** Announce cancellation of an official polling station at least twenty-four (24) hours in advance of the applicable voting day, whenever possible.
- 703.3.12.** Cancel any election, in conjunction with the Director of SG Advising Office or their designee, due to the university closing or problems with the voting system.
- 703.3.13.** Announce and make public the results of all elections.
- 703.3.14.** Certify the results of all elections.
- 703.3.15.** Sit on a Senate created Ad Hoc Committee, following the General Election, to suggest ways to improve the election process.
- 703.3.16.** Attend all Election Rules Commission sponsored events including the Elections Rules Commission debates and candidate mixer(s).
- 703.3.17.** Appoint the necessary positions on each branch campus to fulfill the duties of the ERC.
- 703.3.18.** Appoint Assistant Deputies.
- 703.3.19.** May terminate any employed Associate or Deputy two weeks after Spring break or any time after that with the consent of the Student Body President.
- 703.4.** Duties of Associate Supervisor(s) of Elections

- 703.4.1. Assume the responsibilities of the Supervisor of Elections should the Supervisor of Elections be unable to complete their term for any reason.
- 703.4.2. Assist the Supervisor of Elections in all ways necessary and proper to ensure the execution of the role of the Election Rules Commission.
- 703.4.3. Ensure candidates and tickets comply with the governing documents.
- 703.4.4. Temporarily assume any Election Rules Commission position in the event that the person cannot fulfill their duties.
- 703.4.5. Act on behalf of the Supervisor of Elections when the Supervisor is not present.
  - 703.4.5.1. While acting on the Supervisors behalf the Associate Supervisor may not
    - 703.4.5.1.1. Certify elections.
    - 703.4.5.1.2. Hire any person to the Election Rules Commission.
    - 703.4.5.1.3. Set deadlines for candidates and tickets not outlined in governing documents.

**703.5. Duties of the Deputy Supervisors of Elections**

- 703.5.1. Assume the responsibilities of the Supervisor of Elections should the Supervisor of Elections and Associate Supervisor of Elections be unable to complete their term for any reason.
- 703.5.2. Ensure candidates and tickets comply with the governing documents.
- 703.5.3. Assist the Supervisor of Elections in all ways necessary and proper to ensure the proper execution of the role of the ERC.

**703.6. Duties of the Executive Branch**

- 703.6.1. The duties of the Executive Branch involving Student Government Elections shall include, but are not limited to the following:
  - 703.6.1.1. Ensure all Executive Branch members follow any and all election procedures out lined in the Student Government Constitution, Title 7 and the Elections Rules Commission Rules of Procedure.
  - 703.6.1.2. Ensure the utilization of all social platforms for the marketing of any elections in collaboration with the Elections Rules Commission.
  - 703.6.1.3. Ensure a compatible voting platform has been selected and purchased prior to the onset of any election.
  - 703.6.1.4. Ensure that the link to the vote is easily accessible on the USF Student Government website, as well as from the web link, “usf.edu/vote”.
  - 703.6.1.5. The Student Body President shall consider for approval, any and all constitutional amendments that have been passed by the Senate.

- 703.6.1.6.** The Solicitor General shall be available to provide advice and representation to all students during the election process, including any grievance hearings, when requested by a student.
- 703.6.1.6.1.** The campus Student Legal Advocate shall provide advice and representation to their respective campus' students in conjunction with the Solicitor General.
- 703.6.1.6.2.** If the Solicitor General position is vacant, the Student Body President shall appoint another member of the Executive Branch not in the Office of Legal Affairs to fulfill this duty.
- 703.6.1.7.** No member of the Office of Legal Affairs shall become involved in a Student Government election as a candidate, campaign staff, campaign volunteer, or actively assist an applicant, candidate, or ticket outside of their duties as a member of the Office of Legal Affairs.
- 703.6.1.8.** Any conflict of interest between a member of the Office of Legal Affairs and a candidate or campaign ticket shall be disclosed in writing to the Director of SG Advising Office and the Supervisor of Elections prior to the first day of voting.

**703.7.** Duties of the Legislative Branch

- 703.7.1.** The duties of the Legislative Branch involving Student Government Elections shall include, but are not limited to the following:
- 703.7.1.1.** Ensure all Legislative Branch Members follow any and all election procedures out lined in the Student Government Constitution, Title 7 and the Elections Rules Commission Rules of Procedure.
- 703.7.1.2.** Consider for approval, any and all constitutional amendments that have been submitted to the Senate President Pro Tempore, if the request falls within the timeline in Title 7.
- 703.7.1.3.** The Senate President shall call an Ad Hoc committee to review the election process by the end of the third (3) week of July.
- 703.7.1.4.** The Senate President Pro Tempore, in conjunction with the Director of SG Advising Office or their designee, shall determine the total number of vacant seats in any Midterm and Interim Election and make the seat count public prior to the onset of the elections.
- 703.7.1.5.** The Senate President Pro Tempore, in conjunction with the ERC Supervisor of Elections and Director of SG Advising Office or their designee, shall determine the total number of seats available in any Midterm elections and shall make the seat count public prior to the onset of the elections.
- 703.7.1.6.** The Senate Policy Committee shall consider the Elections Rules Commission's Rules of Procedure when amendments are submitted by the ERC.

**703.7.1.7.** The Senate may end the ERC's Supervisors time in office four weeks after Spring Break or any time after that with a majority vote.

**703.8.** Duties of the Judicial Branch

**703.8.1.** The duties of the Judicial Branch involving Student Government Elections shall include, but are not limited to the following:

**703.8.1.1.** No Judicial Branch member shall become involved in a Student Government Election as a candidate, campaign staff, campaign volunteer, or actively assist an applicant, candidate, or ticket outside of their duties as a member of the Judicial Branch.

**703.8.1.2.** Any conflict of interest between Judicial Branch member and a candidate or campaign ticket shall be disclosed in writing to the Director of SG Advising Office and the Supervisor of Elections prior to the first day of voting.

**703.8.2.** The Supreme Court shall have original jurisdiction over:

**703.8.2.1.** All federal cases and local controversies involving Student Government

**703.8.2.2.** All federal cases and controversies involving constitutional amendments.

**703.8.2.3.** All federal cases and local controversies regarding major election violations

**703.8.2.3.1.** The burden of proof for these cases shall be beyond a reasonable doubt.



## Chapter 704

### Voting in Student Government Elections

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- 704.1.** Online voting shall be utilized in all Student Government elections whenever possible.
- 704.1.1.** If online voting is not available, paper ballots may be used.
- 704.1.1.1.** Paper Ballots shall be signed and timestamped by non-student Staff members of SG Advising Office.
- 704.1.1.2.** The ballots shall include the students' NetID
- 704.2.** All USF students shall have the right to vote in all Student Government Elections.
- 704.2.1.** If a student attempts to submit more than one ballot, only their first submitted ballot shall be counted.
- 704.2.1.1.** If a student is found to have attempted to tamper with the voting software, they shall be placed in poor standing with Student Government, permanently.
- 704.3.** The Student Government Advising Office shall be responsible for maintaining the format of the infrastructure being utilized for voting.
- 704.3.1.** Any changes being made to the voting software shall require the authorization of the Director of SG Advising Office
- 704.4.** Only non-student staff members of SG Advising Office may have access to the vote counts during active voting.
- 704.4.1.** The aforementioned parties shall not share the running tally of vote counts with any other student or individual, unless requested by the University Board of Trustees, their designees, or applicable courts.
- 704.4.2.** The certified results shall be made public by the Election Rules Commission once active voting is complete, certified, and archived for historical purposes.
- 704.4.2.1.** Certified results may be published online on the Official Student Government Website and Official Student Government social media.
- 704.5.** SG Advising Office shall make a reasonable attempt to ensure that the order of the candidates' and tickets names on the ballot shall be determined by a randomized selection process as determined by the voting software.
- 704.6.** There shall be no write-in candidates or tickets.
- 704.7.** The Election Rules Commission shall set up and operate official polling station(s) on campus during regular business hours (9 AM – 5 PM) on each voting day for any election.

- 704.7.1.** A polling station shall be set up and operated at the Marshall Student Center for each voting day of any election on the Tampa Campus.
- 704.7.2.** At least one other polling station shall be set up and operated on the Tampa campus for each day of the General and Midterm Elections
- 704.8.** In the event of unforeseen circumstances, which hinder the commission from operating polling stations safely, the Election Rules Commission can operate a minimum of one (1) official polling station until it is deemed safe to resume normal operations.
- 704.9.** Election Certifications
- 704.9.1.** For all General and Midterm Elections, the Election Rules Commission shall release the uncertified results on the day following the close of the respective election's polls no later than 5:00 PM.
- 704.9.2.** For all General and Midterm Elections, the Election Rules Commission shall release the certified results within five (5) business days following the close of the respective voter software if there are no pending grievances.
- 704.9.2.1.** In the event of a pending grievance following the close of elections, the Election Rules Commission shall certify the results following one (1) business day of the resolution of the final grievance.
- 704.9.3.** If a Run-Off occurs, then the results of the Run-Off Election shall be certified within five (5) business days following the close of the election's polls and no later than 5:00 PM on the Friday following the close of the election's polls. These certifications shall include notice of any pending Supreme Court cases involving the election.
- 704.9.4.** The results of any election are not official until certified by the Elections Rules Commission given that the certification complies with all Student Government governing documents.

## Chapter 705

### Requirements and Regulations for the General and Midterm Elections

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- 705.1.** The purpose of the General Election is to elect a Student Body President and Vice President, Governor and Lieutenant Governor, Senators, and Campus Council Representatives propose any Constitutional Amendments and vote on any referenda.
- 705.2.** The purpose of the Midterm Election is to fill the vacant Senate and Campus Council seats, propose any Constitutional Amendments and vote on any referenda.
- 705.3.** Candidacy
- 705.3.1.** Students interested in running for office will be able to pick up an application packet from the Election Rules Commission and access it online starting on the first day of classes prior to the respective election.
- 705.3.1.1.** Once a student has submitted an official application to the ERC, they shall be considered an applicant and may be held liable to all rules and procedures governing the elections process.
- 705.3.2.** To be placed on the official ballot applicant(s) must meet the following requirements:
- 705.3.2.1.** Submit the following documents by the appropriate deadline:
- 705.3.2.1.1.** The official application packets
- 705.3.2.1.2.** A Declaration of Intent
- 705.3.2.1.3.** Candidates shall also submit information to the ERC as required by Statutes and ERC ROP's when necessary, throughout the campaign process.
- 705.3.2.2.** Attend at least one of the official candidate meetings.
- 705.3.2.2.1.** There will be at least two meetings scheduled before Official Campaigning prior to the General and Midterm Elections.
- 705.3.2.2.2.** The dates and times will be included in the application packet.
- 705.3.2.2.3.** In the case that applicants cannot attend any of the meetings, they can inform the Supervisor of Elections, in writing at least twenty-four (24) hours before the final meeting.
- 705.3.2.2.4.** If the reason(s) for missing all the meetings are due to extenuating circumstances, then a make-up meeting will be scheduled with the applicant(s).
- 705.3.3.** For the President/Vice President and Gubernatorial tickets to be placed on the official ballot they must attend an additional meeting with the Supervisor of

Elections in addition to meeting the above requirements only if the ticket is contested.

- 705.3.3.1.** Both candidates shall attend the meeting.
- 705.3.3.2.** The Supervisor of Elections may schedule the time for this meeting after the application deadline.
  - 705.3.3.2.1.** Candidates shall be given at least forty-eight (48) hours' notice of this meeting time.
  - 705.3.3.2.2.** If a candidate cannot attend the scheduled meeting time, they can inform the Supervisor of Elections, in writing at least twenty-four (24) hours before the meeting.
  - 705.3.3.2.3.** If the reason for missing all the meetings are valid (as decided by the Supervisor of Elections), then a make-up meeting will be scheduled with the candidate.
- 705.3.4.** For a single applicant to be placed on the official ballot as a Legislative candidate AND on a President/Vice President or Governor/Lieutenant Governor ticket, they must attend meetings fulfilling each of the above requirements.
  - 705.3.4.1.** The applicant must additionally sign a form expressing their understanding that, should their ticket win the Presidential or Gubernatorial election, they shall not be eligible for a Legislative seat even if they receive the requisite number of votes.
  - 705.3.4.2.** If a candidate is elected to both the winning ticket and Legislative seat, their subsequent Legislative seat(s) shall be given to the runner-up Legislative candidate(s).
- 705.3.5.** The candidates' or tickets' name(s) shall be on the ballot. The Election Rules Commission may allow nicknames to be listed along with the legal name on the ballot.
- 705.3.6.** Candidate biographies and photos shall be accessible through the Student Government website, Official Student Government social media, and binders at all polling stations.
  - 705.3.6.1.** Candidate biographies and photos shall not be placed on the ballot.
- 705.3.7.** Candidates and tickets may withdraw from an election at any time by submitting a Withdrawal form.
  - 705.3.7.1.** Candidates and tickets who withdraw from an election may not reapply for any position in that given election after the close of applications.
  - 705.3.7.2.** Should a Presidential/Vice-Presidential Candidate or Governor/Lieutenant Governor Candidate remove their name from a campaign ticket, the remaining

candidate shall select and report the replacement to the Election Rules Commission within two (2) business days.

**705.3.7.3.** Violations assessed shall remain in effect for the new ticket.

**705.4.** Determination of Vacancies in the Senate

**705.4.1.** The total number of vacant seats shall be determined by the Senate President Pro Tempore in conjunction with the SG Advising Office, or designee.

**705.4.1.1.** The Election Rules Commission will make the number of seats public prior to the onset of elections.

**705.4.2.** At the start of the election process until the commencement of an election, SG Advising Office will routinely check the eligibility of candidates and tickets.

**705.4.3.** If a Candidate or ticket is found to be ineligible to run for office, they will be notified of the reason for the ineligibility by a member of SG Advising Office prior to the onset of Official Campaigning or upon discovery throughout the election process.

**705.4.4.** The Election Rules Commission will inform the candidate and/or ticket they are eligible to run for office.

**705.5.** Run-Off Election Candidates

**705.5.1.** Run-Off Elections shall not occur if first place candidate or ticket receives 10% or more of the vote than the second-place candidate or ticket.

**705.5.2.** The Election Rules Commission will inform the candidates and tickets as to whether or not a Run-Off Election will be held.

**705.5.3.** All the policies and procedures of the preceding election shall apply to a Run-Off Election, except those changed by the policies and procedures found below.

**705.5.4.** If there is a tie between two or more Senate candidates then a Run-Off Election will occur between these candidates or tickets.

**705.5.4.1.** The Run-Off Election shall take place between the two tickets who received the most votes in the General Election provided the 10% rule was not met.

**705.5.5.** The winner of the Run-Off election shall be the campaign ticket that receives the most votes during the Run-Off election.

## Chapter 706

### Campaign Processes and Restrictions

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#### 706.1. Campaigning

- 706.1.1. Campaigning shall begin two (2) weeks prior to the week of voting. Candidates and listed campaign staff may not campaign prior to Official Campaigning.
- 706.1.2. Campaigning shall not be permitted in any office operated by Student Government including but not limited to, Bulls Media, SAFE Team, BSA, SGCS and the SG Suite.
- 706.1.3. The use of Bulls Media and SGCS services in campaigns is not restricted due to these services being open to the entire student body.
- 706.1.4. SG Officials, paid or unpaid, shall not actively campaign or wear campaign materials while on the clock or while performing in any Official SG capacity.
  - 706.1.4.1. This includes but is not limited to:
    - 706.1.4.1.1. Attending any SG meeting.
    - 706.1.4.1.2. Being in the SG Suite.
    - 706.1.4.1.3. Being in any SG Agency.
    - 706.1.4.1.4. Representing SG at any events.
    - 706.1.4.1.5. Volunteering at any SG events.
    - 706.1.4.1.6. Tabling.
    - 706.1.4.1.7. Wearing any SG uniform, nametag, or polo.
- 706.1.5. Members of the ERC are not permitted to wear campaign materials or campaign for any candidate or ticket.
- 706.1.6. Applicants, Candidates and Campaign Tickets may organize campaign staff and volunteers and communicate with potential donors prior to the onset of campaigning.
- 706.1.7. If Applicants, Candidates or Campaign Tickets solicit assistance of staff and organizers, they are responsible for ensuring that all Campaign Staff are familiar with all rules, statues, and regulations that pertain to the elections process.
  - 706.1.7.1. If a Campaign Manager and/or Campaign Staff are established, then the applicant(s), candidates, or campaign tickets shall report their Campaign Staff List to the Election Rules Commission prior to the start of official campaigning
  - 706.1.7.2. Adjustments to a campaign staff list shall be submitted by the end of the business day on Friday of each week.

**706.1.8.** Any candidate or listed campaign staff may engage in campaigning on behalf of a campaign ticket.

**706.2.** Campaign Materials

**706.2.1.** Campaign materials shall include any physical or electronic materials which promote a candidate or ticket or impugn another candidate or ticket.

**706.2.1.1.** Any materials used to solicit votes from a candidate or ticket, not limited to photographs including a candidate, ticket, or campaign staff shall be considered campaign materials.

**706.2.1.2.** Physical campaign materials shall not have links and/or QR codes that lead to the voting service.

**706.2.2.** All campaign materials shall have the candidate's or ticket's name on said material.

**706.2.3.** Campaign materials shall include all print and electronic graphics used by a campaign to further a candidate or campaign ticket.

**706.2.4.** Campaign materials shall not use the logos or trademarks of Student Government.

**706.2.5.** Campaign materials shall not use endorsements from or logos of university administrators, Student Success offices, and/or any current non-student University employee.

**706.2.6.** Campaign materials shall not use endorsements from or logos of Student Government, USF Ambassadors, the USF Spirit Squad, or current NCAA Division I athletes in their official capacity.

**706.2.7.** Students may not campaign within 100 feet in any direction of an official polling station on voting days.

**706.3.** Fundraising & Donations

**706.3.1.** A Campaign Ticket and applicants shall receive no more than \$1,000 in total donations.

**706.3.2.** All candidates and applicants shall receive no more than \$250 per donor.

**706.4.** Expenditures

**706.4.1.** Each Presidential/Vice Presidential ticket, Gubernatorial ticket, Senatorial candidate, and Campus Council Representative candidate shall submit a completed Campaign Budget Statement to the Election Rules Commission before they will be allowed to officially campaign.





- 706.5.3.8.** Campaigning while wearing any USF Department uniform, nametag, or polo given as a result of a position in that department.
  - 706.5.3.9.** Using USF Spirit Squad, USF Ambassadors, Student Government, and/or current NCAA Division 1 athletes in their official capacity as endorsement of a campaign.
  - 706.5.3.10.** Condoning others to commit these acts.
- 706.5.4.** The Election Rules Commission may assess minor violations to Campaign Tickets or a Candidate. A Campaign Ticket shall be disqualified should the Campaign Ticket accumulate five (5) minor violations.
- 706.5.4.1.** Each minor violation is worth two (2) points and obtaining ten (10) points of violation will result in disqualification.
- 706.5.5.** For each minor violation after the first violation, a nominal fine of \$50 will be levied against a Presidential ticket or Gubernatorial ticket certified to take part in a USF Student Government election.
- 706.5.5.1.** In lieu of a fine, candidates may volunteer their time at the rate of two (2) hours of community service per person per violation.
  - 706.5.5.2.** The ERC shall issue a written notification that includes the amount of the fine or number of volunteer hours and the violation.
- 706.5.6.** For each minor violation after the first violation, a nominal fine of \$25 will be levied against a Senate candidate or Campus Council Representative, or referendum campaign certified to take part in a USF Student Government election.
- 706.5.6.1.** In lieu of a fine, candidates may volunteer their time at the rate of two (2) hours of community service per violation.
  - 706.5.6.2.** The ERC shall issue a written notification that includes the amount of the fine or number of volunteer hours and the violation.
- 706.5.7.** All nominal fines shall be paid within fifteen (15) business days of being issued a written notification.
- 706.5.7.1.** If fines are not paid within fifteen (15) business days, the candidate, or campaign ticket shall be disqualified from the current election.
    - 706.5.7.1.1.** In this case, the candidate will be disqualified, and the next candidate will be given the seat.
  - 706.5.7.2.** If unpaid fines remain at the end of a USF Student Government election, the financially accountable student for a ticket may request a one-time ten (10) business day extension for payment via a written request to the SG Advising Office.

- 706.5.7.2.1. Fines will be processed in accordance with University of South Florida Regulations.
- 706.5.7.3. In the instance that a Candidate chooses to volunteer, they shall coordinate with the Election Rules Commission to complete the hours within twenty (20) business days of the written notification and submit a record of completion.
- 706.5.8. Major Violations:
  - 706.5.8.1. Level two (2) violations are worth 5 points and shall include:
  - 706.5.8.2. Any use of SG or USF resources to assist or harm a campaign, including:
    - 706.5.8.2.1. Using social media pages of an event, service, organization, or material provided or endorsed by the University of South Florida or Student Government, excluding student organizations, sororities, and fraternities.
      - 706.5.8.2.1.1. The ERC may permit the use of certain social media pages for campaigning with the full approval of the SG Advising Office.
    - 706.5.8.2.2. Using Listservs or other similar department/office email lists in any way
    - 706.5.8.2.3. Using department/office tabling events.
    - 706.5.8.2.4. Seeking donors or volunteers while on the clock or in the workplace.
    - 706.5.8.2.5. Actively campaigning while on the clock or in the workplace.
    - 706.5.8.2.6. Condoning the commission of any of these actions by others.
  - 706.5.8.3. Early Campaigning
  - 706.5.8.4. Campaigning in any Student Government Agency or Bureau.
  - 706.5.8.5. Misreported information on the final Campaign Budget Statement under \$250.
  - 706.5.8.6. Using University administrators, Student Success Offices, and/or any current non-student University employee as endorsement of a campaign.
  - 706.5.8.7. Level three (3) violations result in immediate disqualification and shall include:
    - 706.5.8.7.1. Any attempt, successful or unsuccessful, to:
      - 706.5.8.7.1.1. Use force or threats in any way, including for money, favors, or votes.
      - 706.5.8.7.1.2. Use money or favors to persuade a person or group to act in a certain way, not including purchases of goods or sponsorships.
      - 706.5.8.7.1.3. Spread false, damaging statements against any person or group in the form of slander or libel.
      - 706.5.8.7.1.4. Commit violence against any member of a Campaign Ticket or Campaign Staff.
      - 706.5.8.7.1.5. Commit or condone the destruction or theft of any campaign material.
      - 706.5.8.7.1.6. Tamper with voting software.
  - 706.5.8.8. Any of the following other violations:

- 706.5.8.8.1.** Receiving more than \$250 per donation and/or receiving \$1,000 total in donations.
- 706.5.8.8.2.** Withholding any financial records or any updates to the Campaign Budget Statement(s).
  - 706.5.8.8.2.1.** Including any misinformation reported over \$250 on the final Campaign Budget Statement(s).
- 706.5.8.8.3.** Knowingly providing false information to the Supreme Court, the ERC, and/or to SG Advising Office.
- 706.5.8.8.4.** Damaging, destroying, or stealing a campaign's materials
- 706.5.8.8.5.** Setting up or operating an unauthorized polling station
  - 706.5.8.8.5.1.** Including links and/or QR codes that lead to the voting service on physical campaign materials.
- 706.5.8.8.6.** Condoning the commission of any major violations by others
- 706.5.9.** If found responsible for any of the acts stated in 706.5.9.1 or condoning others to commit these acts shall cause the candidate(s) or tickets to be in poor standing with Student Government, permanently.
- 706.5.10.** The Election Rules Commission may accept grievances for major violations against candidates and tickets, assuming they are submitted on time, falls under purview of Student Government's governing documents, and contains all required information.
  - 706.5.10.1.** The Election Rules Commission shall work with the Attorney General to submit a trial request form two (2) business days following the acceptance of the grievance.
  - 706.5.10.2.** If actions constituting a major violation are proven beyond a reasonable doubt, then the Supreme Court may assess major violations to the respective Campaign Ticket or Candidate and that Campaign Ticket or candidate will be disqualified.

**706.6.** Grievances

- 706.6.1.** The person filing the grievance shall provide sufficient evidence of the breach for the Election Rules Commission to report the grievance.
- 706.6.2.** Grievances against any candidate(s) or campaign ticket(s) shall be filed within forty-eight (48) hours following the alleged incident.
  - 706.6.2.1.** If the forty-eight (48) hour window exceeds 11:59 PM on the last day of voting, then it is up to the discretion of the ERC Supervisor to accept or reject the grievance.
- 706.6.3.** The Election Rules Commission Grievance form shall be filed with the following required information:

- 706.6.3.1.** The names of the accused candidate or ticket. Only one candidate or ticket can be included in each grievance.
  - 706.6.3.2.** The filer's name and contact information.
  - 706.6.3.3.** A description of the alleged violation(s).
  - 706.6.3.4.** The evidence supporting the claim.
  - 706.6.3.5.** The time at which the grievance occurred and the time at which the grievance was submitted.
- 706.6.4.** Should the grievance form filer fail to include the required information, the grievance shall be deemed null and void by the Election Rules Commission.
- 706.6.5.** If the Elections Rules Commission accepts a grievance filed by a student, staff or faculty, the Elections Rules Commission will notify the candidate of their potential violation within two (2) business days.
- 706.6.6.** The notification shall include a copy of the grievance filed including all supporting evidence.
- 706.6.7.** After the notification is sent to the candidate in question, the candidate will have, at minimum, two (2) business days, to prepare a written or oral statement refuting the alleged charges with any applicable evidence.
- 706.6.8.** The Supervisor of Elections may schedule the grievance meeting any time after the two (2) business day to hear arguments.
- 706.6.9.** The person who filed the grievance will be given five (5) minutes to present their statement to the Election Rules Commission.
- 706.6.10.** Accused candidates or a member of the accused Campaign Ticket will be given five (5) minutes to present their statement to the Election Rules Commission.
- 706.6.11.** Should the individual be unable to attend the meeting, a written statement of their testimony may be submitted to the ERC.
- 706.6.12.** At any point during testimony the members of the Election Rules Commission may ask questions of the speaker, at the discretion of the Supervisor of Elections.
- 706.6.13.** The ability to extend time will be at the discretion of the Supervisor of Elections.
- 706.6.14.** Failure by the accused to refute any alleged charges will not impede the Elections Rules Commission from assessing the violation(s).
- 706.6.15.** The Elections Rules Commission will discuss the statements from both parties, review evidence, and vote on whether or not to assess a minor violation to the candidate.
- 706.6.15.1.** The burden of proof shall be by clear and convincing evidence.

- 706.6.16.** An official decision on violation assessment by the Election Rules Commission shall be made public no later than two (2) business days from the adjournment of the meeting.
- 706.7.** No grievances may be filed after 11:59PM the day voting ends.
- 706.7.1.** Only grievances pertaining to vote count manipulation or final Campaign Budget Statements shall be accepted after this deadline.
- 706.7.2.** No grievance will be accepted after election results have been certified.
- 706.8.** In the event of a Run-Off, violations assessed to candidates and tickets in the General or Midterm Election shall remain in effect until the certification of the results of the Run-Off Election.
- 706.9.** No grievances may be filed after 11:59 PM the day of voting for the Run-Off Election ends.
- 706.9.1.** Only grievances pertaining to vote count manipulation or final Campaign Budget Statements shall be accepted after this deadline.
- 706.9.2.** No grievance will be accepted after Run-Off Election results have been certified.

## Chapter 707 Special Elections

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### 707.1. Senate Interim Elections

- 707.1.1. The Senate shall call for an Interim Election when the total number of filled Senate seats fall below (70%) of the total number of seats as determined by the Constitution.
- 707.1.2. The Senate President Pro Tempore shall determine the total number of vacant seats in conjunction with the SG Advising Office and notify the Senate when the total number of filled seats falls below (70%).
- 707.1.3. Upon announcement of an Interim Election, the officers of the Election Rules Commission will meet to draft a plan for the specifics of the election.
  - 707.1.3.1. If an Election Rules Commission has not been assembled at the time of the election, then the SG Advising Office shall run the election.
- 707.1.4. No part of an Interim Election may be held during Spring Break, Winter Break, or any University Holiday.

### 707.2. Campus Council Interim Elections

- 707.2.1. The Senate President shall call for an Interim Election in the event the Campus Council is not operating with at least the Chair and three additional Campus Council members.
  - 707.2.1.1. The Senate President Pro Tempore shall determine the total number of vacant seats in conjunction with the SG Advising Office and notify the Senate when the Council is not operating at full capacity.
- 707.2.2. Upon announcement of an Interim Election, the officers of the Election Rules Commission will meet to draft a plan for the specifics of the election.
  - 707.2.2.1. If an Election Rules Commission has not been assembled at the time of the election, then the SG Advising Office shall run the election.
- 707.2.3. No part of an Interim Election may be held during Spring Break, Winter Break, or any University Holiday.

### 707.3. Recalls

- 707.3.1. A Recall Election may be called by any USF student to initiate a vote of the Student Body in which an SG Official may be removed from their position.
- 707.3.2. For this election to be called a student shall first petition the Student Body.

- 707.3.2.1.** The petition shall follow the guidelines as outlined in the Student Government Constitution.
- 707.3.3.** A Recall Election may be called at any time during an academic semester and will be led by the Student Government Advising Office, with the assistance of the Elections Rules Commission.
- 707.3.4.** Upon announcement of a Recall Election, the officers of the Election Rules Commission will meet with the Student Government Advising Office to draft a plan for the specifics of the election.
- 707.3.5.** The current Student Body President and Vice President, as well as members in the Senate, are the only people who can be subjected to a Recall Election, as outlined in the SB Constitution.
- 707.3.6.** The Recall Election shall be held no later than three (3) weeks after the individual has submitted all appropriate materials necessary to hold a Recall Election to the Student Government Advising, Training, and Operations Bureau.
- 707.3.7.** The official ballot shall state the name of the Student Government Office in question.
- 707.3.8.** The reasons for the recall and a rebuttal from the elected official(s) being recalled shall be made public and accessible to all students prior to the Recall Election.
- 707.3.9.** A majority of the votes cast in favor of the removal of the elected official(s) shall lead to their removal.
- 707.3.10.** The Student Government Advising Office shall be responsible for certifying the Recall Election no earlier than 10:00 AM and no later than 5:00 PM the day following the close of the election's polls.
- 707.4. Student Referendums**
- 707.4.1.** Any student enrolled at the University of South Florida may call for a Student Referendum in accordance with the Student Body Constitution.
- 707.4.2.** If a student intends to get a Student Referendum on the ballot, then a petition with signatures with at least five (5) percent of the student body shall be required.
- 707.4.2.1.** The Student Referendum shall be proposed to the student body during the next Midterm or General Election.
- 707.4.2.2.** The ERC is responsible for informing the student calling for a referendum the number of necessary signatures to get a Student Referendum on the ballot within three (3) business days of the request.

- 707.4.3.** A Student Referendum shall be submitted with the following documents to be considered:
- 707.4.3.1.** Title of Student Referendum.
  - 707.4.3.2.** The Petition.
  - 707.4.3.3.** The Referendum question.
  - 707.4.3.4.** The name and contact information of the student submitting the Referendum.
- 707.4.4.** Only one petition may be submitted per Student Referendum.
- 707.4.5.** Each student that signs the petition shall include their U Number, printed name and signature.
- 707.4.6.** The signatures of the Student Referendum shall be verified by SG Advising Office
- 707.4.7.** If the signatures cannot be verified, the ERC will notify the student bringing forth the referendum.
- 707.4.8.** The ballot shall include the following:
- 707.4.8.1.** Title of Student Referendum
  - 707.4.8.2.** The Referendum question
  - 707.4.8.3.** The answer options of the Student Referendum
- 707.4.9.** The ballot of the Student Referendum shall have two options: “Yes, I agree” and, “No, I disagree”.
- 707.4.10.** The official ballot shall state verbatim the resolution Student Referendum as submitted proposed by the Student Referendum by the student.
- 707.4.11.** The official ballot shall also include a statement explaining the reason for bringing forth the Student Referendum.
- 707.4.12.** The deadline for the Student Referendum to be submitted to the Elections Rules Commission (ERC) shall be ten (10) business days prior to the election in which it will be voted on.
- 707.4.12.1.** If no members of the ERC have been hired, the Student Referendum shall be submitted to a member of the SG Advising Office
- 707.4.13.** The ERC shall timestamp the Student Referendum upon submission.
- 707.4.13.1.** If no members of the ERC have been hired, a timestamp shall be placed on the referendum by a member of the SG Advising.
- 707.4.14.** The Referendum as well as the reason for bringing forth the Referendum shall be made public and accessible to all students on the Student Government website or



official Student Government social media at least five (5) business days prior to election in which it will be voted on.

**707.4.15.** If multiple student referendums are on the ballot, then each referendum shall be numbered in the order in which it was received.

**707.4.16.** A majority of the votes cast in favor of the Student Referendum shall constitute the non-binding approval of the Student Referendum by the Student Body.

**707.5. Student Government Referendum**

**707.5.1.** Any Officer of Student Government may submit a Referendum during any academic semester to the Student Government Senate.

**707.5.2.** Any referendum of the Student Body is subject to a constitutional conformity review by the Court and the approval of the Senate via a supermajority vote.

**707.5.2.1.** The Student Government Referendum shall be provided to the Senate President at least forty-eight (48) in advance of the Senate meeting at which it is to be presented.

**707.5.2.2.** The referendum is subject to the full approval of the Senate at least fifteen (15) business days prior to the election in which it will be voted on.

**707.5.2.3.** The Senate President shall sign and submit any Referendum to the Student Body President within twenty-four (24) hours of it being passed by the Senate.

**707.5.2.4.** The Student Body President shall sign the Referendum and send it to the Chief Justice within five (5) business days of receiving it or it shall be considered not approved.

**707.5.3.** The Student Government Referendum shall be signed by both the Senate President and the Student Body President in order to be placed on the ballot at the next Midterm or General Election.

**707.5.4.** The referendum is subject to approval through a constitutional conformity review by the court within at least five (5) business days prior to the election in which it will be voted on.

**707.5.4.1.** If the approval of the judicial branch surpasses the five (5) business days, it shall appear on the next election's ballot.

**707.5.5.** The deadline for the Student Government Referendum to be submitted to the Elections Rules Commission shall be five (5) business days prior to the election in which it will be voted on.

**707.5.5.1.** If no members of the ERC have been hired, a submission to the SG Advising Office shall suffice.

- 707.5.6.** The official ballot shall state verbatim the Student Government Referendum as submitted by the officer and as approved by the appropriate parties.
- 707.5.7.** The Referendum as well as the reason for bringing forth the Referendum shall be made public and accessible to all students on the Student Government website or official Student Government social media at least five (5) business days prior to the election in which it will be voted on.
- 707.5.8.** A majority of the votes in favor of the Student Government Referendum shall constitute the non-binding approval of the Student Government Referendum by the Student Body.

**707.6.** Constitutional Amendments

- 707.6.1.** Any student may propose a Constitutional Amendment.

- 707.6.1.1.** Any proposed Constitutional Amendment(s) shall be submitted to the Senate President at least forty-eight (48) hours before the Senate meeting at which it will be first read.

- 707.6.2.** The proposed Constitutional Amendment(s) shall follow the following procedures:

- 707.6.2.1.** The Constitutional Amendment(s) shall be read, verbatim, at minimum two (2) times by Senate.

- 707.6.2.1.1.** The Amendment(s) shall be read by Senate for the first time at minimum twenty-five (25) business days prior to the election in which it will be voted on.

- 707.6.2.1.2.** The Senate shall review the Constitutional Amendment(s) and may make changes, where appropriate, during the discussion period of any reading.

- 707.6.2.1.3.** The Amendment(s) shall be approved by a supermajority vote of Senate at minimum twenty (20) business days prior to the election in which it will be voted on.

- 707.6.2.2.** The Amendment(s) shall be signed by both the Senate President and the Student Body President following Senate approval and before being placed on the ballot to be voted upon by the Student Body at the next Midterm, General Election, or Special Election held within the Fall and Spring academic Semesters.

- 707.6.3.** Following Senate approval and signatures from both the Student Body President and the Senate President the Constitutional Amendment shall be submitted to the Election Rules Commission at minimum fifteen (15) business days prior to the election in which it will be voted on.

- 707.6.4. Constitutional Amendments shall be made public and accessible to all students on the Student Government website and/or official Student Government social media, with an explanation of what is being proposed, at least five (5) business days prior to the election in which it will be voted on.
- 707.6.5. The official ballot shall state the proposed amendment to the SB Constitution to be voted on by the Student Body.
- 707.6.6. If a majority of the votes cast are in favor of the Amendment, then the Amendment shall be adopted.

**707.7. Selection of Last Resort**

- 707.7.1. If the processes aforementioned in Title 7 cannot select an official and sworn Student Body President and Student Body Vice President before the Monday of the second week of Summer A and C, then the Senate of the newly elected term shall select from the certified pool of Campaign Tickets, a joint Student Body Presidential ticket to be the Student Body President and Student Body Vice President.
- 707.7.2. If the processes aforementioned in Title 7 cannot select an official and sworn Governor or Lieutenant Governor for any of the campuses before Monday of the second week of Summer A and C, then the Campus Council of respective campus for the newly elected term shall select from the certified pool of Campaign Tickets, a joint Gubernatorial ticket to be the respective Governor and Lieutenant Governor.
- 707.7.3. The Selection of Last Resort shall occur, even if there is pending litigation or dispute.
- 707.7.4. If either the Student Body President and Student Body Vice President or Governor and Lieutenant Governor have been selected by Last Resort, then they shall be subject to a Student Body vote of confidence in the next Midterm Election.
- 707.7.5. Should either the Student Body President and Student Body Vice President or Governor and Lieutenant Governor be removed by a supermajority of the student body, then the Order of Succession shall determine the new officers.
- 707.7.6. If either the Student Body President and Student Body Vice President or Governor and Lieutenant Governor are removed by supermajority of the student body, a special election shall take place 4 weeks after Midterm Election.

**707.8. Expedited Elections**

- 707.8.1. Only the Supervisor of Elections and the Student Government Supreme Court can call for Expedited Election.
- 707.8.2. Upon announcement of an Expedited Election, the Officers of the Election Rules Commission will meet to draft a plan for the specifics of the election.

- 707.8.3.** All paperwork submitted by candidates and tickets to the Election Rules Commission shall remain in effect.
- 707.8.4.** An Expedited Election may call for a Presidential/Vice Presidential race, a Senatorial race, Gubernatorial race, and Campus Council race or all four (4).
- 707.8.5.** No part of an Expedited Election may be held during Spring Break, Winter Break, or any University Holiday.

# Title 8

## Finance Code

## Chapter 800 Monies and Accounts

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### 800.1. Purpose

**800.1.1.** This chapter serves to describe each of the accounts that SG manages and operates, and the monies that make up those accounts

### 800.2. A&S Fee Monies (A&S Funds)

**800.2.1.** A&S Funds are any funds that are collected through the A&S Fee.

**800.2.2.** The purpose of Activity & Service Fees is to provide University of South Florida students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance morale and spirit and the overall University experience.

**800.2.3.** A&S Fund allocations and expenditures shall be consistent with the purpose of A&S Fees and shall be subject to any regulations in the Student Body Constitution and SG Statutes and Florida State Statues.

**800.2.4.** A&S Funds shall only be spent in accordance with their allocation as approved by the Senate unless a budget transfer is granted.

**800.2.5.** All the A&S Funds that have not been allocated for the fiscal year shall be placed in a respective campus unrestricted reserve account.

**800.2.6.** Any A&S Funds that remain unspent at the end of the fiscal year shall be swept into the respective Campus Unrestricted Reserve Account, unless exempted.

### 800.3. Auxiliary Account Monies (Auxiliary Funds)

**800.3.1.** Auxiliary Funds are any funds collected through a Student Government program or event, which shall be marked with a product code specific to that program or event.

**800.3.2.** The purpose of Auxiliary Funds is to further the mission of Student Government with methods that are beyond the scope of A&S Funds.

**800.3.3.** Each Campus shall have their own auxiliary account.

**800.3.4.** Each campus' auxiliary account must be opened jointly by the local Governor and local Campus Council Chair, and then sent to the Student Body President and the Senate President for final approval.

**800.3.5.** Auxiliary Funds may only be expended on items related to their product code, unless exempted jointly by the local Governor and local Campus Council Chair, and then sent to the Student Body President, and the Senate President for final approval.

**800.3.5.1.** The funds collected through a Student Government program or event will be deposited into the auxiliary account of the campus that is funding the event or program.

**800.3.5.2.** In the case of a Student Government event or program being funded by the Federal Executive Branch,, the funds received from said event or program will be divided among the three campus' auxiliary accounts using the current, proportional allocation.

**800.4.** Foundation Account Monies (Foundation Funds)

**800.4.1.** Foundation Funds are any funds donated to SG via the USF Foundation.

**800.4.2.** The purpose of Foundation Funds is to further the mission of Student Government while enhancing the relationship between SG and USF SG Foundation donors.

**800.4.3.** Foundation Fund expenditures shall be consistent with the purpose of Foundation Funds and in accordance with the wishes of the donor.

## Chapter 801 A&S Funding Eligibility

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### 801.1. Purpose

801.1.1. This chapter serves to outline the eligibility of entities to receive A&S Funds.

### 801.2. A&S Fee monies shall only be directly allocated to:

801.2.1. Entities funded via Unrestricted Reserves Cash Bills

801.2.2. Entities within Student Government

801.2.3. Entities within the Division of Student Success

801.2.4. Funding Councils and Student Organizations

### 801.3. A&S Fee monies shall not be allocated to:

801.3.1. Any entity which discriminates based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law in a manner consistent with University Policy.

801.3.2. This Clause shall be consistent with University Policy.

801.3.3. Any entity which requires mandatory dues for membership.

801.3.3.1. This includes local, regional, national, and international entities; exceptions shall not be made due to the scope of the entity.

801.3.3.2. This does not include entities that charge optional dues, provided no membership privileges are reserved for members who have paid dues.

### 801.4. Student Organizations receiving A&S Funds:

801.4.1. Membership Requirements shall meet standards as set forth by the student engagement office or the appropriate equivalent on each campus.

801.4.1.1. The Registered student organization shall be registered with the respective Student Engagement office for at least eight (8) weeks.

801.4.2. Shall not withhold or deny membership privileges, including the right to vote or run for office, from any currently enrolled USF student.

801.4.2.1. Nonstudents shall not vote, hold office, or otherwise direct the organization.

801.4.3. Shall have at least one (1) financial officer to receive training from SBS or campus equivalent and to be responsible for maintaining financial records of the Student Organization's activities.

801.4.4. Shall have a member and officer removal procedure that incorporates due process.



**801.4.5.** Shall have been reviewed, approved, and marked as eligible for A&S Funds by the Senate Ethics Chair following compliance with this Chapter.

**801.4.5.1.** Each campus can determine a designee to provide this information to the Senate Ethics Chair on a rolling basis.

**801.5.** Events expending A&S Funds shall meet all the following, unless exempted:

**801.5.1.** The event and any services within it shall be open to all students free of charge.

**801.5.2.** The event shall be held at the University of South Florida, with the absence of controlled substances.

**801.5.3.** Acceptable locations that are considered University of South Florida property are outlined in the University of South Florida website, under the “locations” tab.

**801.5.3.1.** Including the Raymond James Stadium, Religious and Spiritual Life property (excluding personal living spaces), or a location approved by the respective Campus Council.

**801.5.4.** The event attendance of USF students shall be recorded.

**801.5.4.1.** Each Campus Council with advice from ASRC and the appropriate University department to determine the process for obtaining attendance for RSOs

**801.6.** Items expending A&S Funds shall meet all the following, unless exempted:

**801.6.1.** The item shall be available to all students free of charge.

**801.6.2.** The purchase shall comply with purchasing standards set in Chapter 804.

**801.6.3.** If A&S funds are used to fund staff, OPS payroll, or construction materials, then the service provided by such shall be available and free of charge to all USF students.

**801.7.** Exceptions To:

**801.7.1. Open to all students free of charge:** SG Sponsored Concerts may receive authorization to charge students through a supermajority vote of the Senate.

**801.7.1.1.** An SG Sponsored Concert is an event with the explicit sponsorship of Student Government with the written approval of the Student Body President.

**801.7.2. Held on Campus:** Events may be held off-campus with approval from the respective Campus Council, which shall review the request to ensure:

**801.7.2.1.** That reasonable accommodations are made to assist in student transportation.

**801.7.2.2.** That the event is properly advertised.

**801.7.2.3.** That there are no on-campus locations that would accommodate the event.

**801.7.2.4.** Campus Councils will review a list of approved off-campus venues for RSOs to use every Semester based on recommendations from the appropriate University office or campus equivalent.

**801.7.2.4.1.** If an off-campus request is submitted outside the approved list, the Campus Council shall review for approval

**801.7.3. No Controlled Substances:** The following controlled substances are excluded:

**801.7.3.1.** Prescribed medication required by attendees.

**801.7.3.2.** Alcohol served at events sponsored by the University, provided this alcohol is not paid for with A&S funding.

**801.7.4. Available to all students:** The distribution of items related to job performance may be restricted by the entity purchasing the items.

**801.7.5. Other:** The SG Senate may allow a deviation from any allocation or expenditure policy via a supermajority vote.

## Chapter 802

### Additional Policies and Procedures

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#### 802.1. A&S Budget Transfers for Campus Level

- 802.1.1. Budget Transfers are not considered for RSOs
- 802.1.2. Budget Transfers under \$5,000 only need to be submitted for approval to SBS or campus equivalent.
- 802.1.3. Budget transfers allow for an entity to expend A&S Funds in a manner that is not in accordance with their allocation as approved by the respective Campus Council.
- 802.1.4. Budget transfer requests above \$5,000 are subject to the approval of the respective Campus Council, which shall ensure that:
  - 802.1.4.1. The budget transfer is line-item specific.
  - 802.1.4.2. The budget transfer is within the same A&S Funded entity (SG excepted).
- 802.1.5. Budget transfer requests shall go through the following procedures:
  - 802.1.5.1. If a budget transfer request is no more than \$5,000, an email is needed to be submitted to SBS or campus equivalent.
  - 802.1.5.2. The Campus Council shall review the request above \$5,000 to start the budget process.
    - 802.1.5.2.1. If the Campus Council is out of session, the Campus Council Chair may approve or deny the request on behalf of the Committee.
    - 802.1.5.2.2. If the Campus Council has not been called, an Ad- Hoc committee consisting of Senators and Councilors from the respective campus may approve or deny the request as outlined in 402.9.1.1
    - 802.1.5.2.3. If the Campus Council and Senate is out of session, and the Campus Council Chair and Vice Chair are absent, the Senate President shall make the decision on behalf of Campus Council.
    - 802.1.5.2.4. Failure to decide within ten (10) business days shall be deemed approval.
  - 802.1.5.3. Denied requests may be overturned by a supermajority vote of the Senate if appealed by the requestor.

#### 802.2. A&S Budget Transfers for Federal Level

- 802.2.1. Budget Transfers are not considered for RSOs
- 802.2.2. Budget Transfers under \$5,000 only need to be submitted for approval to SBS or campus equivalent.
- 802.2.3. Budget transfers allow for an entity to expend A&S Funds in a manner that is not in accordance with their allocation as approved by the Senate Finance Committee.

**802.2.4.** Budget transfer requests above \$5,000 are subject to the approval of the respective Campus Council, which shall ensure that:

**802.2.4.1.** The budget transfer is line-item specific.

**802.2.4.2.** The budget transfer is within the same A&S Funded entity (SG excepted).

**802.3.** Unrestricted Cash Reserve request for the Campus level

**802.3.1.** Unrestricted Reserve Requests are not considered for RSOs

**802.3.2.** Unrestricted Reserve Requests allow for an entity to request for additional A&S money from its respective campus's Unrestricted Reserve Account for purposes which cannot be accommodated by their current fiscal year's budget.

**802.3.3.** Unrestricted Reserve Request Shall go through the following procedures:

**802.3.3.1.** An email is needed to be submitted by the requestee to SBS or campus equivalent to start the process.

**802.3.3.2.** The Campus Council shall review the request:

**802.3.3.3.** If the Campus Council has not been called, the request will be brought forward to the Senate for approval.

**802.3.3.4.** If the Senate is out of session, the Senate President may approve or deny the request on behalf of Campus Council.

**802.3.3.5.** Denied requests may be overturned by a supermajority vote of the Senate if appealed by the requestor.

**802.4.** Freezing A&S Accounts Local Level

**802.5.** All local appeals shall be heard through the respective campus councils.

**802.5.1.** Any A&S account may be frozen for up to four (4) weeks by either of the following:

**802.5.1.1.** The respective DFO in conjunction with the Senate President.

**802.5.1.2.** The respective campus Governor in conjunction with the respective Campus Council Chair .

**802.5.2.** Any A&S account may be frozen for any amount of time by a respective Campus Council majority vote.

**802.5.2.1.** Any frozen A&S account may be unfrozen by the respective Campus Council with a majority vote.

**802.5.2.2.** Any A&S account under review for freezing by the respective Campus Council shall be provided the option to debate the freezing in a process that mimics the Senate VOC procedures.

**802.5.3.** Any entity that has their A&S account frozen is ineligible to apply for or receive additional A&S Funds.

**802.5.4.** A&S accounts may only be frozen for one or more of the following reasons:

**802.5.4.1.** Violation of SG Statutes or the SB Constitution

**802.5.4.2.** Violation of University Regulations or Policies

**802.5.4.3.** Violation of Florida Statutes

**802.5.4.4.** Fiscal irresponsibility as determined by the respective Campus Council

**802.6.** Freezing A&S Accounts of Federal Level

**802.6.1.** All appeals shall be heard by the Supreme Court

**802.6.2.** Any A&S account may be frozen for up to four (4) weeks by either of the following:

**802.6.2.1.** The CFO in conjunction with the Senate Pro-Tempore.

**802.6.2.2.** The Student Body President in conjunction with the Senate President.

**802.6.3.** Any A&S account may be frozen for any amount of time by a Senate majority vote.

**802.6.3.1.** Any frozen A&S account may be unfrozen by the Senate with a majority vote.

**802.6.3.2.** Any A&S account under review for freezing by the Senate shall be provided the option to debate the freezing in a process that mimics the Senate VOC procedures.

**802.6.4.** Any entity that has their A&S account frozen is ineligible to apply for or receive additional A&S Funds.

**802.6.5.** A&S accounts may only be frozen for one or more of the following reasons:

**802.6.5.1.** Violation of SG Statutes or the SB Constitution

**802.6.5.2.** Violation of University Regulations or Policies

**802.6.5.3.** Violation of Florida Statutes

**802.6.5.4.** Fiscal irresponsibility as determined by the Senate

**802.7.** A&S Property

**802.7.1.** Policies and Procedures

**802.7.1.1.** Any non-consumable items purchased using A&S Funds shall be considered A&S Property.

**802.7.1.2.** A&S Property shall be subject to SG Statutes in its usage and storage, and with policies in the SBS Property Manual, or business office equivalent.

**802.7.1.3.** A&S Property may also be subject to additional regulations if it falls into any of the other applicable asset categories.

**802.7.1.4.** A&S Property that has a value greater than \$100 shall be identified with an A&S Property tag upon purchase by SBS, or business office equivalent.

**802.7.1.5.** SBS, or business office equivalent, shall publish a Property Manual on an annual basis that outlines property expectations.

**802.7.1.6.** The misuse of any A&S Property may be associated with a fine or sanction.

**802.7.2.** Capital Assets

**802.7.2.1.** Capital Assets shall be any A&S Property worth more than \$1,000, that can be checked in and checked out through SBS, or business office equivalent, by A&S funded entities.

**802.7.2.2.** Capital Assets shall be stored on their respective campus, unless exempted by the CFO.

**802.7.2.3.** Capital Assets shall be inventoried annually by SBS, or business office equivalent.

**802.7.3.** High-Risk Assets

**802.7.3.1.** High-Risk Assets shall be any Capital Assets that carry a high risk of damage or loss as determined by SBS, or business office equivalent.

**802.7.3.2.** High Risk Assets are subject to additional inventories at the discretion of SBS (business office equivalent) or at the request of the Student Body President or Senate President.

**802.7.4.** High-Value Assets

**802.7.4.1.** High-Value Assets shall be any A&S Property with a value greater than \$5000.

**802.7.4.2.** High-Value Assets shall be subject to additional policies and procedures as outlined by University Policy.

**802.8.** Additional Approval Policies

**802.8.1.** Any one-time expenditure outside of the original budget request over \$20,000 of allocated A&S Funds is subject to the joint approval of the Student Body President and the CFO, who shall ensure:

**802.8.1.1.** No less than three (3) quotes are provided from different vendors.

**802.8.1.2.** The most fiscally responsible quote is chosen.

**802.8.1.2.1.** If the cheapest quote is not chosen a written justification will be presented to the respective office(s) for approval

**802.8.2.** Any recurring expenditure from the SG Auxiliary or SG Foundation Accounts is subject to the joint approval of the Student Body President and Senate President

**802.8.2.1.** Any recurring expenditure of less than \$50,000 a year of SG Auxiliary, SG Foundation Accounts, or Special Projects shall be subject to the joint approval of the Student Body President and Senate President.

**802.8.3.** Any recurring expenditure of over \$50,000 a year of SG Account Funds shall be subject to the joint approval of the Student Body President and the Senate.

**802.8.4.** Any one-time expenditure less than \$1,000 from the SG Auxiliary or SG Foundation Account is subject to the approval of the CFO in conjunction with the Deputy Financial Officer.

**802.8.5.** Any one-time expenditure of over \$1,000 from the SG Auxiliary or SG Foundation Accounts is subject to the joint approval of the Student Body President and Senate President.

**802.8.6.** Any deviation from the objective of any line item in the Special Projects account is subject to the joint approval of the Student Body President and Senate President.

**802.8.7.** Any nonmonetary contracts shall be subject to the joint approval of the Student Body President and Senate President.

**802.9.** Audits

**802.9.1.** SBS or business office equivalent shall, on a biweekly basis, send a list of A&S Funded events to the Senate Ethics Committee chair for distribution to Senators in the fall and spring semesters.

**802.9.1.1.** The Senate Ethics Chair shall train Legislative members in the audit process.

**802.9.1.2.** The Senate Ethics Chair shall create the event audit form with recommendation from all three Campus Councils.

**802.9.2.** Any SG Official may submit an audit via the following procedures:

**802.9.2.1.** The audit shall be submitted to the Ethics Committee Chair.

**802.9.2.2.** The Ethics Committee Chair shall facilitate and review the audits submitted for any violation of Statutes.

**802.9.2.2.1.** If no violation is found, then the audit shall be archived.

**802.9.2.2.2.** If a violation is found, the Ethics Committee Chair shall submit an official grievance and alert SBS, or business office equivalent, and the DFO.

## Chapter 803

### A&S Annual Budget Procedure

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- 803.1.** A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title 8.
- 803.2.** There will be two separate submission deadlines for budget requests as shown below:
- 803.2.1.** Student Success & Student Government Entities - Third Friday in December
  - 803.2.2.** Funding Councils and Student Organizations – fourth Friday of the Spring semester
  - 803.2.3.** The budget requests shall only be submitted once and are due no later than 4:59:59 PM on the respective date. Any organization that received A&S funding before January 15th of the current fiscal year shall meet the deadline. Any budget submitted after the 4:59:59 PM deadline will be considered late and not be accepted for the Annual Funding Procedure. Any budget submitted after the 4:59:59 PM deadline up to the end of the next fiscal year shall be recommended to seek funding through the Interim Funding Process. Any organization that submitted a budget request after the 4:59:59 PM deadline and previously funded through the Annual Funding Procedure will be subject to penalties addressed in Title 8, except as follows:
    - 803.2.3.1.** Organizations which gain A&S funding eligibility (new organizations) after January 15th of each fiscal year shall not be subject to the penalties specified in Title 8 for the following year's funding
    - 803.2.3.2.** Organizations which were not funded in the current fiscal year are not required to adhere to the deadline and shall not be subject to the penalties specified in Title 8 for the following year's funding
    - 803.2.3.3.** Technical issues with the budget program which prevent organizations from submitting their budget in a timely manner and which are the responsibility of the university or SG (i.e. excessive web server outages) can be taken into account by SBS, and the budget deadline may be extended for extraordinary circumstances.
- 803.3.** All student organizations are required to submit a performance report as part of their budget request. The performance report shall include, but is not limited to:
- 803.3.1.** The organization profile (mission, officer listing, and membership).
  - 803.3.2.** Individual descriptions of projects, programs, and services that have occurred over the past fiscal year.
  - 803.3.3.** Information on meetings conducted during the past fiscal year.
  - 803.3.4.** Additional items may be requested by a majority vote of the respective Campus Council or CAFC.



**803.4.** SBS will be responsible for the following procedures:

**803.4.1.** Provide an automated budget request system (budget program) that encompasses, at a minimum, the following:

**803.4.1.1.** Updated proviso limits and rules in conjunction with Student Government

**803.4.1.2.** Training module for budget submission

**803.4.1.3.** Technical support for budget program

**803.4.2.** Ensure that each eligible organization has appropriate access to the budget program.

**803.4.3.** Verify Budget Workshop attendance/ video equivalent/ website equivalent.

**803.4.4.** During ASRC and CAFRC deliberations, provide committee members with the appropriate information about the organizations' financial histories, overall budget status, and other pertinent information.

**803.4.5.** Prepare the A&S budget for submission to the Senate, Student Body President, and University President.

**803.5.** ASRC shall review the budgets in a four-step process:

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

**803.5.2.** Review each budget request from CAFRC as a committee and amend the request according to Proviso and standards, and the funds available for allocation during the next fiscal year.

**803.5.3.** Allocate a period for CAFRC requestors to review their allocation and, if necessary, submit an appeal of any cuts to the budget (mock budget).

**803.5.3.1.** Appeals may be submitted after the mock budget has been sent out to the requestor.

**803.5.3.2.** The ASRC Chair shall allocate five (5) business days for CAFRC to collect and submit written appeals a written appeal to the ASRC Chair.

**803.5.3.3.** The ASRC Chair may review appeals as they are submitted.

**803.5.3.4.** The ASRC Chair shall forward them to the Appeals Ad-Hoc Committee Chair before the last week of March begins.

**803.5.3.5.** All appeals shall be reviewed by the Appeals Ad-Hoc Committee called by the Senate President.

**803.5.3.5.1.** The Senate President shall call the appeals Ad-Hoc Committee to order by the last week in March.

**803.6.** ASRC shall provide for the Senate their recommendation in the form of a bill for the next fiscal year's budget no later than the first week in April, unless a new deadline is approved

by supermajority vote of the Senate. SBS will present a briefing to the Senate to present the budget recommendation and address the decision-making process.

**803.6.1.1.** If the budget is not approved by the Student Government Senate, ASRC will send back the budget to CAFC to revise taking into consideration the concerns of the Senate. ASRC will then represent the revised budget in the form of a bill to the Senate. This process shall be repeated until the bill is passed by Senate.

**803.6.1.2.** ASRC shall review any Federal areas of disagreement from the Senate

**803.6.1.2.1.** CAFC shall review any local campus areas of disagreement from the Senate

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

**803.8.** The Senate shall have the power to override a Student Body Presidential veto by supermajority vote.

**803.9.** The approved budget shall be submitted to the President of the University through the Division of Student Success within ten (10) business days.

**803.10.** The President of the University shall approve or veto the budget within fifteen (15) business days after presentation.

**803.10.1.** If the President of the University returns the budget for any reason, the Senate President will call a special CAFC meeting with the Campus Council chairs to act upon any areas of disagreement. A new budget recommendation shall be submitted within fifteen (15) business days after being returned by the President of the University.

**803.10.1.1.** ASRC shall review any Federal areas of disagreement

**803.10.1.2.** CAFC shall review any local campus areas of disagreement

## Chapter 804

### A&S Fee Proviso Language

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#### 804.1. Purpose

**804.1.1.** This chapter serves to outline the funding conditions for the allocation and expenditure of A&S Fees Proviso in the current fiscal year.

#### 804.2. Restricted Reserve Allocation

**804.2.1.** The ASRC shall set aside an amount between 5% and 10% of the projected revenue to be used if fee collections are fewer than projected or in case of unforeseen circumstances as approved by the University President or designee.

#### 804.3. Rules and Regulations for all A&S funded programs, services and activities:

**804.3.1.** All A&S funded programs, services, and activities that benefit the Student Body must be submitted with a detailed explanation and justification for each item.

**804.3.2.** Any event or service funded fully or partially by A&S fees shall be open to all USF students, free of any kind of charges unless specified otherwise within SG Statutes.

**804.3.3.** Any revenue collected from any A&S funded events shall be placed in an auxiliary account with a product code specific to that event.

**804.3.4.** A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.

**804.3.4.1.** A&S funded departments may deviate for items related to job performance.

**804.3.5.** A&S funds may be expended on speaker fees and/or honorariums if it benefits USF students.

**804.3.6.** A&S funds may be expended in recognition of USF faculty, staff, advisors, and/or coaches in non-monetary forms.

**804.3.7.** A&S funds shall not be expended on or on behalf of any direct donation to any political campaign.

**804.3.7.1.** Direct donations shall include, but shall not be limited to, cash donations or any type of campaigns materials.

**804.3.8.** The ASRC shall establish a set of internal standards and guidelines on the Student Government website.

**804.3.8.1.** All guidelines must be submitted to be updated onto the Student Government website at most fifteen (15) business days after being revised.

- 804.3.9.** The CAFC and Campus Council may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the USF Print Shop partnership or its equivalent.
- 804.3.10.** The CAFC and Campus Council have the authority to allocate monies lower than the maximum amount of maximum occurrence based on campus culture.
- 804.3.10.1.** The CAFC and Campus Council must provide a detailed justification for allocating monies that deviate from the Proviso and will be sent to the appropriate committee based on request.
- 804.3.10.2.** If it comes from Campus Council, it will go to the appropriate committee based on request.
- 804.3.10.2.1.** Any deviation from the Proviso during the annual funding process shall be authorized by ASRC based on a supermajority vote.
- 804.3.10.2.2.** Any deviation from the Proviso during the interim process shall be authorized by the respective Campus Council based on a supermajority vote.
- 804.3.10.3.** Each campus will have authority and autonomy over a campus budget.
- 804.3.11.** The CAFC and Campus Council have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
- 804.3.12.** The Senate shall delegate allocation authority, when appropriate, to the respective Campus Councils for the purposes of allocating grants, with the exception of Conference Presentation Grant which shall be delegated to SBS or business office equivalent. Grant allocations shall adhere to all restrictions as set forth by this Proviso.
- 804.3.12.1.** Grant allocations shall adhere to all restrictions as set forth by this Proviso.
- 804.3.13.** Any request to deviate from Proviso by CAFC must be presented by the CAFC chair with the committee's justification for deviations from Proviso during the first reading of the ASRC Bill to Senate.
- 804.3.14.** Any request to deviate from Proviso from Student Government, Student Government Sponsored events, Student Success Departments and student organizations must include a detailed justification. The request to deviate Proviso must be approved jointly by a supermajority vote of the Senate and Student Body President.
- 804.3.14.1.** The request must be presented at the next regularly scheduled Senate meeting.
- 804.3.14.2.** If the Senate is out of session, the Senate President shall have the authority to approve or deny the deviation on behalf of the Senate. If this happens, the

Senate President shall inform the Senate of the decision at the next regularly scheduled Senate meeting.

**804.3.14.3.** If a party does not respond within ten (10) business days of the request that party's decision will be considered an approval.

**804.3.14.4.** Once a deviation request from a department has passed Senate by a supermajority vote the deviation is valid for two (2) years, provided that the same items are being purchased.

**804.3.14.4.1.** Every two (2) years a new deviation request must be presented to Senate by the department.

#### **804.4.** Rules and Regulations for Student Government

**804.4.1.** A&S fees allocated to Student Government may be **funded** to a maximum amount or maximum occurrence:

**804.4.1.1.** Shirts: \$10 per t-shirt

**804.4.1.2.** Long Sleeves: \$15 per long sleeve shirt

**804.4.1.3.** Polo's: \$35 per polo shirt

**804.4.1.4.** Food: \$10 per student in attendance per event

**804.4.2.** Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by SBS or business office equivalent.

**804.4.3.** A&S Fees shall be allocated to the Federal Student Government Branches based on the current fiscal year's enrollment rate respective to each campus.

**804.4.3.1.** All Federal Student Government Branches shall request their respective budgets according to the current fiscal year's enrollment rate through their respective CAFC process.

#### **804.5.** Rules and Regulations for all A&S funded Student Success Departments

**804.5.1.** Only Student Government sponsored concerts may charge students.

**804.5.1.1.** Requests to hold a Student Government sponsored concert that charges students can be submitted by any A&S funded Student Success department.

**804.5.1.2.** Requests must be submitted to the Senate President and Student Body President at minimum twenty (20) business days prior to the scheduled concert.

**804.5.1.3.** The department must present to the senate, if the request is passed by the Senate with a majority vote, and approved by the Student Body President, a memorandum of agreement shall be created requiring that all revenues be swept back into the appropriate Student Government Auxiliary Account.

- 804.5.1.3.1. Revenue generated from the Student Government sponsored concert may be used to offset the cost of the concert.
- 804.5.1.3.2. The memorandum must be agreed upon at a minimum of ten (10) business days prior to the scheduled concert, between the Student Body President, Senate President, and the Director of the requesting department.
- 804.5.2. Only A&S funded departments and registered student organizations with a focus on community service shall be funded for off campus volunteer and/or service work.
  - 804.5.2.1. Determined by the respective Campus Councils in conjunction with the department's mission or the RSO's constitution.
- 804.5.3. Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions' funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.
- 804.5.4. A&S fees allocated to A&S funded departments may be **funded** to a maximum amount or maximum occurrence:
  - 804.5.4.1. Shirts: \$10 per t-shirt
  - 804.5.4.2. Long Sleeves: \$15 per long sleeve shirt
  - 804.5.4.3. Polo's: \$35 per polo shirt
  - 804.5.4.4. Food: \$10 per student in attendance per event
- 804.6. Rules and Regulations regarding A&S funded RSOs (Registered Student Organizations)
  - 804.6.1. The ASRC shall establish standards for funding eligible RSOs in a manner consistent with the purpose of the A&S Fee and Title 8. These standards may be less than or equal to the caps outlined in Title 8.
    - 804.6.1.1. SG may allocate for RSO event expenses, up to \$4 per USF student attendee.
    - 804.6.1.2. SG may allocate for RSO promotional items, up to \$5 each and \$500 per FY.
      - 804.6.1.2.1. SG established funding councils are exempt from this cap, and may be allocated up to \$1,400 per FY.
    - 804.6.1.3. SG may allocate for RSO crafts and publications, up to \$2,000 per FY.
    - 804.6.1.4. SG may allocate for RSO capital assets, up to \$2,000 per FY.
  - 804.6.2. RSOs shall be permitted to maintain some flexibility in the expenditure of their allocated A&S funds, however they shall not be permitted to:
    - 804.6.2.1. Expend greater than \$10 per USF student attendee for food at RSO events.

- 804.6.2.2. Expend greater than \$10 per item, except for \$12 for t-shirts in sizes XXL or larger, \$1,400 per FY on RSO promotional items. Expend greater than \$500 on non-event related items within 2 months of the end of the fiscal year.
- 804.6.2.3. Expend greater than \$1,500 for speakers per fiscal year.
  - 804.6.2.3.1. Flex spending is not permitted for speaker allocations on the Tampa campus.
- 804.6.2.4. Expend greater than \$2,000 for publications per fiscal year.
  - 804.6.2.4.1. Flex spending is not permitted for publications allocations on the Tampa campus.
- 804.6.2.5. Expend greater than \$2,000 on a capital asset per fiscal year.
  - 804.6.2.5.1. Flex spending not permitted for capital asset allocations on the Tampa campus.
- 804.6.2.6. Flex spending is not permitted for national dues allocations.
- 804.6.3. RSOs shall not be permitted to expend any of their allocated A&S Funds on:
  - 804.6.3.1. Awards of cash value and/or scholarships
  - 804.6.3.2. Fundraising-related expenses
  - 804.6.3.3. Personalized clothing (i.e., individual products)
  - 804.6.3.4. Personal items, not intended to be used as a promotional give-a-way or made available to the general student body, including but not limited to personal electronics, personal hygiene products, medicine/medical supplies, books or testing materials (not provided in the library and on a first come first serve basis), and personal groceries, determined at the discretion of SBS or business office equivalent
  - 804.6.3.5. Individual membership fees (except for competition participation fees)
  - 804.6.3.6. Door Prizes that are not first come first serve
  - 804.6.3.7. Any controlled substances
  - 804.6.3.8. Food for general body meetings where business is conducted
  - 804.6.3.9. Materials and/or services that are available to USF students or to RSOs via other funding sources. (i.e., SG Student Printing Allocation)
  - 804.6.3.10. Service work outside 50 miles of the respective campus
    - 804.6.3.10.1. Service work may be further defined within the respective Campus Councils SOPs.
  - 804.6.3.11. Social Media Advertising
  - 804.6.3.12. Speaker/Honorarium travel accommodations
  - 804.6.3.13. Room reservations outside of the Marshall Student Center (MSC) or the Sarasota-Manatee Campus





**804.8.2.** A&S fees may be **funded** and **flexibly expended** to a maximum amount of \$7000 per year per organization for travel listed below (“least cost” method will be used):

**804.8.2.1.** Food funds for travel may be provided as defined by state statutes or university policy

**804.8.2.2.** Personal Vehicles funds for travel may be provided as defined by state statute or university policy

**804.8.3.** RSOs may have the option to bring up to one advisor per trip.

**804.8.4.** A&S funds that are allocated in an SG Travel Grant shall be equally divided among the recipients.

**804.8.4.1.** A&S funds allocated to recipients that do not travel shall not be expended.

**804.8.4.2.** Recipients who do not travel may find another member of the organization to replace them at least 10-business days of the first day of travel, in which case the travel grant funds shall be expended.

**804.8.4.3.** Students and advisors shall be physically present at conferences to be eligible to receive funding.

**804.8.4.4.** In the case that travel is restricted for any and or all USF campuses due to unforeseen circumstances, RSOs will be allowed to request for virtual conferences registration fees.

**804.8.4.4.1.** Virtual Registration: \$250 per attendee per conference

**804.8.4.4.1.1.** The registration shall be pre-paid only by SBS or equivalent business office. Maximum of \$7,000 per year

**804.9.** Additional Rules and Regulations for the Homecoming Grant Program:

**804.9.1.** To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The respective Campus council shall decide the amount allocated per request in compliance with these Statutes.

**804.9.1.1.** No grant shall exceed \$1,550

**804.9.2.** Organizations are not allowed to submit more than one (1) Homecoming Grant per year.

**804.10** The allotment of the Homecoming Grant is at the discretion of the student organization. They shall not exceed the allocated Homecoming Grant. Additional Rules and Regulations for the Conference Presentation Grant Program (CPGP)

**804.10.1** Each student traveling within the State of Florida may be awarded with a maximum of \$250 per fiscal year.

**804.10.2** Each student traveling within the United States except in the state of Florida may be awarded up to an additional \$250 once per fiscal year.

**804.10.** No domestic traveler may be awarded more than \$500 per fiscal year.

**804.10.1.** Each student traveling outside of the United States may be awarded up to an additional \$250 per year to offset the cost of international travel.

**804.10.1.1.** No international traveler may be awarded more than \$750 per fiscal year.

**804.11.** In the case that travel is restricted for any and all USF campuses due to unforeseen circumstances, individuals who have been awarded the Conference Presentation Grant will be allowed to request for virtual conference registration fees.

**804.11.1.** Students may be awarded with a maximum of \$250 per fiscal year.

**804.11.1.1.** Registration shall be pre-paid only by SBS or equivalent business office.

## Chapter 805

### A&S Fee Interim Funding

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- 805.1.** The interim funding account shall be used as a provisional source of funding for student organizations that meet the required criteria in this Chapter.
- 805.2.** CAFC in conjunction with ASRC shall determine the annual allocation of the Interim Funding account.
- 805.3.** Student Organizations that receive an interim allocation through the interim funding procedure shall not be eligible for additional interim funds in the same fiscal year.
- 805.4.** A student organization may be eligible for interim funding if it has met all the A&S Funding Eligibility requirements in addition to at least one (1) of the following:
- 805.4.1.** The organization is requesting funds for the first time.
  - 805.4.2.** The organization was deactivated in a previous fiscal year and reactivated in the current fiscal year after the annual budget deadline.
  - 805.4.3.** The organization was funded in the previous fiscal year through the Annual Budget Procedure and did not submit an annual budget for this fiscal year.
  - 805.4.4.** The organization was funded in the previous fiscal year through the Annual Budget Process and submitted an annual budget after the deadline for this fiscal year's ASRC cycle.
  - 805.4.5.** The organization received an interim allocation after January 15<sup>th</sup> of the previous fiscal year.
- 805.5.** A student organization shall only be subject to one allocation-based penalty for the year in which it meets one or more of these criteria:
- 805.5.1.** The organization was funded in the previous fiscal year through the Annual Budget Procedure or was funded before January 15<sup>th</sup> of the previous fiscal year.
  - 805.5.2.** If a student organization submitted a budget before the deadline for this fiscal year's Annual Funding Procedure but was not allocated funds, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.
    - 805.5.2.1.** After interim funding request is approved by the respective Campus Council, a 15% reduction shall be applied to the allocation.
- 805.6.** If the organization requests for and receives Student Government Travel Grant funds.
- 805.6.1.1.** RSOs are to submit the following items to be eligible for Grant funds:



## Chapter 806

### SG Grant Programs

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#### 806.1. Purpose

806.1.1. This chapter serves to outline the grant programs sponsored by the SG Senate.

#### 806.2. General Procedures

806.2.1. Grants in this section shall only be available to A&S funded Student Organizations and to Funding Councils when applicable, unless specified otherwise in this chapter.

806.2.2. Grants in this section shall be included as their own line items in the Legislative Branch Annual Budget Request.

806.2.3. Student Organizations requesting Grant funding shall submit the appropriate Grant application by that Grant's respective deadline.

806.2.4. The Campus councils shall review requests for Grant Funding in a viewpoint neutral manner per its SOPs and standards.

806.2.5. Campus Council shall apply a 15% reduction based on chapter 805 when applicable

806.2.6. The Campus Council Chair shall send standards to the Senate President in conjunction with SBS or the business office equivalent for review.

806.2.7. Any allocated Grant monies remaining after the event or trip they were designated for shall be swept back into the appropriate Grant account.

806.2.8. No more than 50% of the monies in each Grant account (except for the Homecoming Grant) may be expended before December 31<sup>st</sup> of each fiscal year.

806.2.8.1. No more than 25% of the monies in the Travel Grant account can be expended on one conference or travel event.

806.2.8.2. The remaining monies may be expended in the remainder of the fiscal year.

#### 806.3. Conference Presentation Grant Program (CPGP)

806.3.1. The purpose of the Conference Presentation Grant shall be to subsidize travel and expenses for students to present at conferences.

806.3.2. The Conference Presentation Grant Program is an exception to the standard Grant process and shall be managed by SBS or business office equivalent per procedures in CPGP SOPs. Any amendments to the CPGP SOPs are subject to the review and approval of the Senate Policy Committee, which shall also review the SOPs at least one (1) time per term.

#### 806.4. Homecoming Grant

**806.4.1.** The purpose of the Homecoming Grant shall be to encourage Student Organization participation in Homecoming by subsidizing Homecoming Events, including funding for floats and supplies.

**806.4.2.** Student Organizations seeking Homecoming Grant funding shall:

**806.4.2.1.** Submit their request by the deadline established by the respective Campus Council Chair.

**806.4.2.2.** Provide explication for food, materials, and/or services claimed with in the budget request Describe how their event will improve the overall Homecoming experience.

**806.4.3.** The Campus councils shall uphold the standards to allow for review of the requests in a viewpoint neutral manner consistent with the purpose of the Grant.

**806.4.3.1.** The campus council chair shall send standards to the Senate President in conjunction with SBS or business office equivalent for review.

**806.4.4.** Grants shall not exceed \$1,550 each.

**806.5.** Travel Grant

**806.5.1.** The purpose of the Travel Grant shall be to subsidize travel for Student Organizations to attend a conference or educational event.

**806.5.1.1.** The purpose of the Travel Grant is not to subsidize travel for Student Organizations to attend service trips or a trip solely meant to network, find employment, attend interviews, or any other related matters.

**806.5.2.** Student Organizations seeking Travel Grant funding shall:

**806.5.2.1.** Submit their request no later than forty-two (42) days, excluding USF holidays, and closures, prior to the desired departure date.

**806.5.2.2.** Select students to attend the trip fairly and convey its reasoning to the Campus Council's satisfaction.

**806.5.2.3.** The 'fair travel' clause is outlined as below:

**806.5.2.3.1.** Students cannot be assigned to organizations for travel, they must be allowed to select which organization they wish to travel with.

**806.5.2.3.2.** Students must be a registered member of the organization before the pending travel is initiated.

**806.5.2.3.3.** A student may not join a club solely with the intent to be added to a pending travel grant.

**806.5.2.3.4.** If a complaint is brought to the Senate Ethics Committee, it shall be at their discretion to determine whether the action taken by the traveling RSO complies with the 'Fair Travel' clause.

- 806.5.2.4.** If the respective Campus Council is out of session, the respective Campus Council Chair may approve or deny the request on behalf of the Campus Council.
  - 806.5.2.5.** Turn in travel-related receipts to SBS or business office equivalent within three (3) business days of returning for a travel audit or become ineligible for Travel Grant funding for the remainder of the fiscal year.
  - 806.5.2.6.** The Campus councils shall uphold the standards they have created and the proviso within Title 8 to allow for review of the requests in a viewpoint neutral manner consistent with the purpose of the Grant.
  - 806.5.2.7.** The campus council chair shall send standards to the Senate President in conjunction with SBS or business office equivalent for review.
- 806.5.3.** Organization members that fail to travel on a funded trip may be liable for reimbursing any pre-paid nonrefundable expenses by SBS or office equivalent, per the SOPs.
- 806.5.4.** To allow the respective Campus Council adequate time for review, no applications for Travel Grant Funding in the current fiscal year will be accepted after the second Friday of April each year.

## Chapter 807

### Funding Councils

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#### 807.1. General Guidelines

- 807.1.1. Funding Councils shall be the allocating entities for the student organizations that they comprise, which shall be referred to as Funding Council Clubs (FCCs) throughout this chapter.
- 807.1.2. The Funding Councils as well as any FCCs shall meet all A&S Funding Eligibility standards in order to apply for or receive any A&S Funds.
- 807.1.3. Funding Councils shall adopt their own internal Standard Operating Procedures (SOPs) which shall not conflict with the SB Constitution or SG Statutes.
  - 807.1.3.1. The SOPs shall be subject to an annual review by the Senate Policy Committee, and any amendments shall be reviewed before taking effect.
- 807.1.4. FCCs shall apply to their respective Funding Council for A&S funding whenever applicable instead of directly to Student Government.

#### 807.2. Structure and membership

- 807.2.1. Each Funding Council shall be composed of, at minimum, the following:
  - 807.2.1.1. A General Body, consisting of one (1) representative student from each FCC.
  - 807.2.1.2. An Executive Board of five (5), elected from and by the General Body.
  - 807.2.1.3. A faculty or staff nonvoting advisor appointed by the Executive Board.
  - 807.2.1.4. The Senate President or designee as a nonvoting advisor on SG Policies.

#### 807.3. The annual funding procedure for FCCs shall proceed as follows:

- 807.3.1. FCCs shall submit their Annual Budget request to the Funding Council's Financial Officer by no later than 4:59 pm on the third Friday of December.
- 807.3.2. The Financial Officer shall forward a copy of the Annual Budget request to the Funding Council Executive Board for review.
- 807.3.3. The Funding Council shall additionally establish a method by which FCCs may appeal their allocations. The Funding Council shall report any appeals to SBS.
- 807.3.4. The Funding Councils shall prepare:
  - 807.3.4.1. An Annual Budget request for its own administrative and operating funds.
  - 807.3.4.2. Compile an itemized list of the Annual Budget requests of its FCCs and submit it along with a consolidated/lump sum request to CAFC by the deadline established by ASRC for that fiscal year.
  - 807.3.4.3. An Interim Funding (if applicable) for new FCCs.



- 807.3.5.** CAFC shall then review each Funding Council’s request and recommend an amount in accordance with its standard allocation practices for that fiscal year.
  - 807.3.6.** The Funding Council may appeal for additional funding for its FCCs and/or for its own operating budget.
  - 807.3.7.** Upon receiving a mock budget from CAFC, the Funding Council shall convene to review individual eligible FCC budget requests and prepare an allocation for each.
  - 807.3.8.** Upon completing these allocations, the Funding Council shall send a report to CAFC with allocations by category for all its FCCs, as well as with recommendations for the funding procedure and Proviso for the following fiscal year.
  - 807.3.9.** If for whatever reason the Funding Council fails to initiate its Annual Funding process for the upcoming fiscal year by second Monday of November, its activities shall be suspended for the upcoming fiscal year and its FCCs shall go through the same Annual Budget Procedure as regular, unaffiliated student organizations.
- 807.4.** The interim funding procedure for FCCs shall proceed as follows:
- 807.4.1.** If the Funding Council was allocated funds for an Interim Funding account, it shall ensure that interim funding applications are available for FCCs.
  - 807.4.2.** To be eligible for interim funding, FCCs shall:
    - 807.4.2.1.** Have been recognized as member organizations by the Funding Council.
    - 807.4.2.2.** Is a registered student organization with the CLCE
    - 807.4.2.3.** Have not received A&S Funds in the current fiscal year.
  - 807.4.3.** The Funding Council shall review submitted interim funding requests according to its internal procedures, which shall be consistent with SG Statutes Chapter 804.
    - 807.4.3.1.** The Funding Council may approve none, some, or all each request.
  - 807.4.4.** The Funding Council shall then allocate funds from its Interim Account to the recipient FCC.
  - 807.4.5.** No more than 70% of the Interim Account may be allocated before December 31<sup>st</sup>, unless appealed to and approved by respective Campus Council.
    - 807.4.5.1.** The remainder of the account may be used for the remainder of the fiscal year.
  - 807.4.6.** No single FCC may receive more than 20% of the funds in the Interim Account, unless appealed to and approved by the respective Campus Council.
  - 807.4.7.** No applications for interim funding shall be accepted after the first Friday of April.
  - 807.4.8.** The Funding Council shall prepare a report to send to the Senate President and SBS or business office equivalent with all interim funding allocations on a monthly basis.
- 807.5.** The travel funding procedure for FCCs, if applicable, shall proceed as follows:

- 807.5.1.** If the Funding Council was allocated funds for a Travel Account, it shall ensure that travel funding requests are available for FCCs.
- 807.5.2.** The Funding Council shall ensure that prepayment is only used for registration, hotels, airfare, and/or charter busses.
- 807.5.3.** The Funding Council may use travel reimbursements to pay for vehicle rentals, rental properties, food, and other appropriate expenses.
- 807.5.4.** Travel Account funds shall NOT be allocated for or expended on non-students, including nonstudent instructors, non-staff, or non-staff coaches, or on insurance for vehicle rentals.

**807.6.** The Funding Councils

**807.6.1.** The Sport Clubs Council (SCC)

**807.6.1.1.** The Sport Clubs Council is the allocating body for competitive clubs that promote physical sport activities.

**807.6.1.2.** SCC's FCC membership shall be established in their SOPs.

**807.6.1.2.1.** The Campus Council Chair or Designee shall have a standing non-voting seat on SCC

**807.6.2.** The College of Medicine Allocation Council (COMAC)

**807.6.2.1.** The College of Medicine Allocation Council is the allocating body for clubs that promote medical interests in alignment with the USF MCOM.

**807.6.2.2.** COMAC's FCC membership shall be established in their SOPs.

**807.6.2.2.1.** The Campus Council Chair or Designee shall have a standing non-voting seat on COMAC

**807.6.3.** Engineering Student Council (ESC)

**807.6.3.1.** The Engineering Student Council is the allocating body for clubs that promote interest in fields related to engineering and are interested in organizing S.T.E.M (Science, technology, engineering, and math) related projects.

**807.6.3.2.** ESC's FCC membership shall be established in their SOPs.

**807.6.3.2.1.** The Tampa Deputy Financial Officer or Designee shall have a standing non-voting seat on the EFC

**Title 9**  
**Student Government Agencies and**  
**Departments**

## Chapter 900 Agency Creation

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- 900.1.** An agency shall be an entity of Student Government that is student run, provides a direct service to the student body, is directly A&S funded, and has its duties, composition, and responsibilities outlined in Statutes.
- 900.2.** Criteria for a Student Government Agency shall be:
- 900.2.1.** Provides goods and/or services to the entire Student Body.
  - 900.2.2.** The good and/or service shall be student oriented and shall be available for use by all students.
- 900.3.** The process for the creation of an Agency shall be as follows:
- 900.3.1.** Submission of a formal Business Plan to the Senate Policy Committee and the Senate Ethics Committee in conjunction with SBS or business office equivalent to be approved, by a majority vote.
  - 900.3.2.** Submission of tentative Standard Operating Procedures to the Senate Policy Committee.
  - 900.3.3.** The Business Plan shall consist of the following items:
    - 900.3.3.1.** Mission Statement
    - 900.3.3.2.** Scope of Service(s)
    - 900.3.3.3.** Description of how the service(s) will benefit the Students at the University of South Florida
    - 900.3.3.4.** Organizational Structure
    - 900.3.3.5.** Possible Funding Needed
  - 900.3.4.** The Business Plan shall be given to the Senate Policy Committee and the Senate Ethics Committee Chairs at least two (2) days prior to first reading.
  - 900.3.5.** The tentative Standard Operating Procedures shall be given to the Senate Policy Committee Chair at least two (2) business days prior to the first reading.
  - 900.3.6.** The Senate Policy Committee and the Senate Ethics Committee shall review their respective documents and with a majority vote may approve the Agency creation to proceed to the Senate in the form of a Senate Bill.
  - 900.3.7.** The Agency Senate Bill will require a supermajority vote of the Senate.
- 900.4.** The new Agency shall be added to Title 9 of the Student Government Statutes.
- 900.5.** The minimum staffing requirements for an Agency shall be:

- 900.5.1.** One Student Director
- 900.5.2.** One Student Assistant Director
- 900.5.3.** One Student Staff Member
- 900.6.** Upon creation, the Agency shall formalize their Standard Operating Procedures and shall submit it to the Senate Policy Committee. The Senate Policy Committee may approve the formal Standard Operating Procedure with a supermajority vote in the affirmative.
- 900.7.** The Standard Operating Procedures for the Agency shall not be in conflict with the Student Government governing documents and policies, or University Policy and Procedures.
- 900.8.** The Director of an Agency shall:
  - 900.8.1.** Be responsible for all the duties contained in the Student Government Statutes that delineate the Agency.
  - 900.8.2.** Be the official representative of the Agency before all other entities.
  - 900.8.3.** Prepare the yearly budget for proposal to CAFC.
  - 900.8.4.** Serve as the new Agency's financial officer.
  - 900.8.5.** Develop, implement, and maintain policies, procedures, and programs.
- 900.9.** All proposed amendments to the Standard Operating Procedures must be submitted in writing to the Senate Policy Committee. The Senate Policy Committee may approve the amendments with a majority vote.

## Chapter 901

### Student Government Computer Services

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- 901.1.** The name of this agency shall be Student Government Computer Services (SGCS).
- 901.2.** The Student Government Computer Services Agency shall be a component of the Tampa Executive Branch.
- 901.3.** The purpose of SGCS shall be to provide USF students with easy accessibility to computers, printing, laminating, faxing, scanning, and to promote computer literacy to all students.
- 901.4.** SGCS shall operate under its own Standard Operating Procedures, which shall not conflict with the SB Constitution or Student Government Statutes.
- 901.5.** The Standard Operating Procedures shall be sent to the Senate Policy Committee during the summer semester to be reviewed by the end of the Fall Term for conformity with Student Government governing documents.
- 901.5.1.** The Senate Policy Committee shall have the ability to amend these SOPs during this review.
- 901.5.2.** The Director or designee may be present during review of the agency's SOPs.
- 901.6.** In addition, the Director shall maintain open communication with students, faculty, administration, and any other persons or agency deemed necessary, and provide guidance to other universities in setting up similar programs.
- 901.7.** The design of SGCS shall be:
- 901.7.1.** Director
- 901.7.2.** Assistant Director(s)
- 901.7.3.** Staff members
- 901.8.** The Director shall be nominated by the Tampa campus Lieutenant Governor and subject to confirmation by the campus council.
- 901.9.** The Assistant Director(s) shall be nominated by the Director and subject to confirmation by the campus council.
- 901.10.** The Director of SGCS shall entertain their own hiring process for the purpose of hiring Staff members which shall be outlined in their SOP's.
- 901.11.** The Director shall be responsible for:
- 901.11.1.** Carrying out duties contained in this statute.

**901.11.2.** Be the official representative of SGCS before all other entities.

**901.11.3.** Prepare the yearly budget for proposal to the CAFC.

**901.11.4.** Serve as the SGCS financial officer.

**901.11.5.** Develop, implement, and maintain policies, procedures, and programs.

**901.12.** The Assistant Director(s) shall:

**901.12.1.** Be responsible for assisting the Director in carrying out the duties of that office.

**901.12.2.** Assist in the development of programs, policies, and procedures of SGCS.

**901.13.** The staff members shall:

**901.13.1.** Serve as supervisors of daily operations of SGCS.

**901.13.2.** Be required to conduct themselves in a manner becoming a Student Government employee.

**901.13.3.** Follow the Rules of Procedure of SGCS.

**901.13.4.** Attend all staff meetings held by the agency (unless notified otherwise).

## **Chapter 902**

### **Bulls Media**

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- 902.1.** The name of this agency shall be Bulls Media.
- 902.2.** Bulls Media shall operate under its own Standard Operating Procedures, which shall not conflict with the Student Government governing documents and policies, or University Policy and Procedures.
- 902.3.** The Standard Operating Procedures shall be sent to the Senate Policy Committee during the Summer Semester to be reviewed by the end of the Fall Term for conformity with Student Government governing documents.
- 902.3.1.** The Senate Policy Committee shall have the ability to amend these SOPs during this review.
- 902.3.2.** The Director or designee may be present during review of the agency's SOPs.
- 902.4.** Bulls Media shall be a component of the Tampa campus Executive Branch.
- 902.5.** The design of Bulls Media shall be:
- 902.5.1.** Director
- 902.5.2.** Associate Director
- 902.5.3.** Assistant Director(s)
- 902.5.4.** Staff members (paid)
- 902.5.5.** Staff members (non-paid)
- 902.6.** The Director shall be nominated by the Tampa campus Lieutenant Governor and subject to confirmation by the Campus Council.
- 902.7.** The Associate Director shall be nominated by the Director and subject to confirmation by the Campus Council.
- 902.8.** The Assistant Director(s) shall be nominated by the Director and subject to confirmation by the Campus Council.
- 902.9.** The Director of Bulls Media shall entertain their own hiring process for the purpose of hiring Staff members which shall be outlined in their SOP's.
- 902.10.** Staff members shall be nominated and hired by the Director.
- 902.11.** The Director shall be responsible for:
- 902.11.1.** Carrying out duties contained in this Statute.



- 902.11.2.** Be the official representative of Bulls Student Media before all other entities.
- 902.11.3.** Prepare the yearly budget for proposal to CAFC.
- 902.11.4.** Serve as the Bulls Media financial officer.
- 902.11.5.** Develop, implement, and maintain policies, procedures, and programs.
- 902.11.6.** Maintain open communication with students, faculty, administration, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.

**902.12.** The Associate Director shall:

- 902.12.1.1.** Serve as second in command of the agency and fill in for the director as needed.
- 902.12.1.2.** Serve as creative lead of Bulls Media and oversee Bulls Media programming.
- 902.12.1.3.** Assist in the development of programs, policies, and procedures of Bulls Media.

**902.13.** The Assistant Director(s) shall:

- 902.13.1.** Be responsible for assisting the Director in carrying out the duties of that office.
- 902.13.2.** Assist in the development of programs, policies, and procedures of Bulls Media.

**902.14.** The Staff Members shall:

- 902.14.1.** Serve as supervisors of daily operations of Bulls Media
- 902.14.2.** Conduct themselves in a manner becoming a SG Official
- 902.14.3.** Follow the Standard Operating Procedures of Bulls Media.
- 902.14.4.** Have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

**902.15.** By no means shall any entity within Student Government have the power to censor the media content of Bulls Media. All content must conform University Policy and Procedures.

## Chapter 903 S.A.F.E. Team

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- 903.1.** The name of this entity shall be the Safe and Free Escort (S.A.F.E.) Team.
- 903.2.** The Student Government S.A.F.E. Team shall be overseen, managed, and administered in accordance with the terms mutually agreed upon by the USF Chief of Police and Student Government.
- 903.3.** S.A.F.E. Team shall operate under its own Standard Operating Procedures, which shall not conflict with the Student Government governing documents and policies, or the policies, procedures, and related documents or directives of the University Police.
- 903.4.** The Standard Operating Procedures shall be sent to the Senate Policy Committee during the Summer Semester to be reviewed by the end of the Fall Term for conformity with SG governing documents.
- 903.4.1.** The Senate Policy Committee shall have the ability to amend these SOPs during this review.
- 903.4.2.** The Director or designee may be present during review of the agency's SOPs.
- 903.5.** The design of S.A.F.E. Team shall be:
- 903.5.1.** Director
- 903.5.2.** Associate and/or Assistant Director(s)
- 903.5.3.** General field staff Base dispatchers
- 903.5.4.** Alternate staff members as needed
- 903.6.** The Director and Associate/Assistant Director(s) of S.A.F.E. Team shall be nominated and hired by the University Police Department. The Director of S.A.F.E. Team shall entertain their own hiring process for the purpose of hiring general field staff, Base Dispatchers, and Alternate staff members, which shall be outlined in their SOP's.
- 903.7.** General field staff, Base dispatchers, and Alternate Staff members shall be nominated and hired by the Director.
- 903.8.** The Director shall:
- 903.8.1.** Be responsible for carrying out duties contained in this Statute.
- 903.8.2.** Be the official representative of S.A.F.E. Team before all other entities
- 903.8.3.** Prepare the yearly budget for proposal to CAFC.
- 903.8.4.** Serve as the S.A.F.E. Team financial officer.

**903.8.5.** Develop, implement, and maintain policies, procedures, and programs in accordance with the policies and procedures of the University Police and Student Government.

**903.8.6.** Maintain open communication with students, faculty, administration, the University Police, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.

**903.9.** The Associate Director(s) shall:

**903.9.1.** Be responsible for assisting the Director in carrying out the duties of that office.

**903.9.2.** Assist in the development of programs, policies, and procedures of S.A.F.E. Team.

**903.10.** The Assistant Director shall:

**903.10.1.** The Assistant Director shall be responsible for S.A.F.E team publicity advertising and promotional efforts.

**903.10.2.** Monitoring and maintaining all SAFE Team social media accounts and presence.

**903.10.3.** Be responsible for Safe team publicity advertising and promotional efforts.

**903.10.4.** Assist either director in any way needed.

**903.10.5.** If there is no Assistant Director (D3), their responsibilities will be split between Director 1 and Director 2.

**903.11.** The Staff members shall:

**903.11.1.** Serve as supervisors of daily operations of S.A.F.E. Team.

**903.11.2.** Be required to conduct themselves in a manner becoming of a Student Government employee.

**903.11.3.** Follow the Standard Operating Procedures of S.A.F.E. Team.

**903.11.4.** Have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

**903.12.** The Base Dispatcher is accountable for all team actions during their assigned Base Night. Therefore, abide by their decisions without argument. The Base Dispatcher has the authority and full backing of the Directors in the Directors' absence. Any unresolved matters will be handled by the Director or Associate Directors as soon as possible.

## Chapter 904

### Bulls Student Advisors

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- 904.1.** The name of this agency shall be Bulls Student Advisors (BSA).
- 904.2.** The purpose of BSA shall be to provide nonlegal, non-adversarial services to all undergraduate and graduate students at the University of South Florida.
- 904.3.** BSA shall maintain fair and equal treatment for all students by providing them with support, knowledge of the student conduct process, and information about the rights they are afforded as members of the USF community.
- 904.4.** BSA shall operate under its own Standard Operating Procedures, which shall not conflict with the Student Government governing documents and policies, or University Policy and Procedures.
- 904.5.** The Standard Operating Procedures shall be sent to the Senate Policy Committee during the Summer Semester to be reviewed by the end of the Fall Term for conformity with Student Government governing documents.
- 904.5.1.** The Senate Policy Committee shall have the ability to amend these SOPs during this review.
- 904.5.2.** The Director or designee may be present during review of the agency's SOPs.
- 904.6.** The design of BSA shall be:
- 904.6.1.** Director
- 904.6.2.** Assistant Director(s)
- 904.6.3.** Staff members
- 904.7.** The Director shall be nominated by the Lieutenant Governor and subject to confirmation by the Campus Council.
- 904.8.** The Assistant Director shall be nominated by the Agency Director and subject to confirmation by the Campus Council.
- 904.9.** Staff members shall be nominated and hired by the Director.
- 904.10.** The Director of BSA shall entertain their own hiring process for the purpose of hiring Staff members which shall be outlined in their SOP's.
- 904.11.** The Director shall be responsible for:
- 904.11.1.** Carrying out duties contained in this Statute.
- 904.11.2.** Being the official representative of BSA before all other entities.

**904.11.3.** Creating and maintaining a Memorandum of Agreement (MOA) with Student Conduct and Ethical Development (SCED) outlining the terms of the relationship between BSA and SCED.

**904.11.4.** Prepare the yearly budget for proposal to CAFC.

**904.11.5.** Serve as the BSA financial officer.

**904.11.6.** Develop, implement, and maintain policies, procedures, and programs.

**904.11.7.** Maintain open communication with students, faculty, administration, and any other person(s) or agency(ies) deemed necessary; and provide guidance to other universities setting up similar programs.

**904.12.** The Assistant Director shall:

**904.12.1.1.** Serve as second in command of the agency and fill in for the director as needed.

**904.12.1.2.** Serve as creative lead of BSA and oversee BSA programming.

**904.12.1.3.** Assist in the development of programs, policies, and procedures of BSA.

**904.13.** The Staff Members shall:

**904.13.1.** Serve as supervisors of daily operations of BSA.

**904.13.2.** Conduct themselves in a manner becoming of an SG Official.

**904.13.3.** Follow the Standard Operating Procedures of BSA.

**904.13.4.** Have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

**Title 10**  
**Bureaus of Student Government**

## Chapter 1000

### Bureaus of Student Government

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- 1000.1.** A Bureau shall be an entity of Student Government that is professionally staffed by Student Success personnel and is accountable to the Division of Student Success but governed by Student Government statutes.
- 1000.2.** Bureaus are direct support entities that execute or process Student Government functions as prescribed by Student Government law and practice.
- 1000.3.** Bureau personnel are directed by full-time administrative/staff members who are responsible to their respective superiors, however, many functions of the entity representing Student Government, are governed in accordance with applicable Student Government policy and consent.
- 1000.4.** The Bureaus of Student Government shall be:
- 1000.4.1.** Student Business Services Bureau (or its equivalent)
  - 1000.4.2.** Student Government Advising, Training, and Operations Bureau (SGATO)
    - 1000.4.2.1.** SGATO shall be comprised of:
      - 1000.4.2.1.1.** Director
      - 1000.4.2.1.2.** Assistant Director
      - 1000.4.2.1.3.** Two (2) Program Coordinators
      - 1000.4.2.1.4.** Office Manager
      - 1000.4.2.1.5.** Student Assistant
      - 1000.4.2.1.6.** Four (4) ERC positions:
        - 1000.4.2.1.6.1.** Supervisor of Elections
        - 1000.4.2.1.6.2.** Assistant Supervisor
        - 1000.4.2.1.6.3.** Two (2) Deputy Supervisors

## Chapter 1001

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