



University of South Florida at Tampa Student Government Statutes

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Title 1

System of SG Statutes

Chapter 100

Introduction

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

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

101.2.4. If there is a conflict within Statutes, the most recent clauses take precedent.

101.3. Distribution

101.3.1. All Acts shall be distributed by the Senate President Pro Tempore within five (5) business days of their successful passage through the legislative process:

101.3.1.1. Title 3 Acts shall be distributed to the Executive Chief of Staff.

101.3.1.2. Title 4 Acts shall be distributed to the Senate President.

101.3.1.3. Title 5 Acts shall be distributed to the Chief Justice.

101.3.1.4. Title 6 Acts shall be distributed to the Heads of each Functional Group.

101.3.1.5. Title 7 Acts shall be distributed to the Supervisor of Elections.

101.3.1.6. Title 8 Acts shall be distributed to the Director of SBS.

101.3.1.7. Title 9 Acts shall be distributed to the Directors of each SG Agency.

101.3.1.8. Title 10 Acts shall be distributed to the Heads of each Bureau.

101.4. Upkeep

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

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. The mission of the Student Government at the University of South Florida is to ensure an optimal student experience by advocating on behalf of the Student Body, shaping university policy, and fostering school pride.

102.3. Seal

102.3.1. The official Seal for Student Government shall be:



102.3.2. This Seal shall appear on anything and everything deemed necessary.

102.4. Logo

102.4.1. The official Logo for Student Government shall be:



102.4.2. This Logo shall appear on anything and everything deemed necessary.

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 JuSenEx, prior to being voted on in the form of a bill by the Senate.

Chapter 103

Acronyms and Terms

- 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 C, or fall semester.
- 103.4.** **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.
- 103.5.** **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.
- 103.6.** **Applicant** - Any person or pair that has submitted an official application to the Election Rules Commission (ERC) prior to the application deadline or Petitioned Senator Application (PSA) to Student Government Advising, Training and Operations (SGATO).
- 103.7.** **Assistant Deputy** - A voluntary position appointed by the Supervisor of Elections to assist in the election process.
- 103.8.** **At-Large Seat** - When there are more vacant seats than there are applicants for a particular college during a Midterm election, the remaining vacant seats shall become At-Large Senate seats. Any candidate for the Senate may opt to run for an At-Large seat instead of for a seat in their college.
- 103.9.** **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.
- 103.10.** **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.
- 103.11.** **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.
- 103.12.** **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.

- 103.13. 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.
- 103.14. 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.
- 103.15. 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.
- 103.16. Campaign Expenditures** - The spending of money by a candidate, ticket, or their campaign staff, for the purposes of campaigning for a Student Government office.
- 103.17. Campaign Materials** - Any physical or electronic materials which promote a candidate or ticket or impugn another candidate or ticket.
- 103.18. Campaign Staff** - Any person who is helping a campaign ticket in any administrative capacity.
- 103.19. 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.
- 103.20. Campaign Ticket** - Any person or group certified to take part in the elections (Senate Candidate or Ticket, Referendum Sponsor/Referendum Campaign, Presidential Campaign Ticket, Campaign Staff, etc.).
- 103.21. Campaign Volunteer** - Any person who is helping a campaign ticket in any non-administrative capacity.
- 103.22. Campaigning** - An expression by any medium attracting public attention whether radio, television, newspaper, magazine, periodical, direct mail, e-mail, display, leaflet, speech, or any other means which shall transmit any idea furthering the candidacy of any person.
- 103.23. Candidate** – An applicant who has passed all eligibility checks by SGATO and the ERC and has attended the mandatory candidate meeting(s) as specified by the ERC.
- 103.24. Candidate Meeting** – A mandatory meeting for all applicants organized by the ERC.
- 103.25. Certification** - The process by which tentative election results are made official.
- 103.26. 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.

- 103.27. 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.
- 103.28. 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.
- 103.29. 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:
- 103.29.1.** Incompetence in following simple procedural directions
 - 103.29.2.** Interrupting others and/or speaking out of order
 - 103.29.3.** Abuse of Robert's Rules or other procedures to waste time and/or delay the meeting
- 103.30. 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.
- 103.31. 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.
- 103.32. Early Campaigning** - Actively campaigning before being certified by the ERC and SGATO, and/or prior to the onset of campaigning as determined by the ERC.
- 103.33. Election Cycle** - The timeframe beginning on the first day of campaigning and ending upon certification of election results.
- 103.34. Election Rules Commission (ERC)** - An official entity of Student Government created to oversee the execution and logistics of all Student Government elections.
- 103.35. Electorate** - The officially enrolled student body, as determined by the Office of the Registrar, at the University of South Florida, Tampa Campus.
- 103.36. Ex-Officio:** Any person that is a member of a body by virtue of their position.
- 103.37. Expedited Elections** - Any elections held in the event that a Supreme Court ruling or other circumstances result in an election needing to be rescheduled.
- 103.38. 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.
- 103.39. Fair Market Value** - The price a person or entity would charge any other entity for a good or service.

- 103.40. 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.
- 103.41. Fiscal Year:** The year starting on July 1st and ending on June 30th.
- 103.42. 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.
- 103.43. General Election** - The Annual Spring semester election during which the President, Vice President, and the new term of Senators are elected, any new constitutional amendments are proposed, and any referenda are voted upon.
- 103.44. 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.
- 103.45. 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.
- 103.46. Interim Elections** - The elections held after the General Election to fill any open 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.
- 103.47. 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 result in the candidate or ticket being disqualified from the election.
- 103.48. Majority** - A vote of 50% +1 of the total electorate who voted in the election; applicable to university-wide Student Government elections only.
- 103.49. Majority:** More than half.
- 103.50. Majority Vote:** The affirmative vote of the majority of the present voting members.
- 103.51. Members of the Election Rules Commission** - Includes all employees, paid or non-paid, who comprise the Elections Rules Commission.
- 103.52. 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.
- 103.53. Midterm Election** - The Annual Fall semester election in which new senators are elected to fill vacancies in the Senate, 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.

- 103.54. Officers of the Election Rules Commission** - Includes all paid employees who comprise the Election Rules Commission.
- 103.55. Official Polling Station** - A device or outlet of voting that is directly designated in writing and staffed by the Election Rules Commission on voting days.
- 103.56. On Campus:** Any area within the following locations:
- 103.56.1.** The area bordered by Fletcher to the north, Fowler to the south, 30th to the west, and 50th to the east
 - 103.56.2.** USF Riverfront Park
 - 103.56.3.** USF Health Center for Advanced Medical Learning and Simulation
 - 103.56.4.** USF Marine Science Laboratory
 - 103.56.5.** Any venue where a USF Athletics sponsored event is being held
- 103.57. Petitioned Senator** - A Senator elected through a Senatorial Underrepresentation Petition.
- 103.58. Plurality** - The election of Senators, within their college, using the total vote count of the electorate who voted in the election.
- 103.59. Post-Election Report** - A comprehensive report compiled by the Supervisor of Elections that includes reports from all officers of the Election Rules Commission.
- 103.60. 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.
- 103.61. Presidential Campaign Ticket** - A Joint Presidential and Vice Presidential pair that has been certified by the Election Rules Commission to campaign.
- 103.62. Quorum:** The presence of more than half of a body's total number of voting members, except where specified otherwise.
- 103.63. Recall** - An action 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.
- 103.64. 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.

- 103.65. Restricted Area** - Any physical location that has been restricted from campaigning by the Election Rules Commission, any University Entity, College, Building Manager or Dean.
- 103.66. Run-Off Election** - The election which shall occur if no candidates or tickets receive a majority vote in the election for the offices of President and Vice President or a tie occurs for the last seat of a college between two or more Senate Candidates.
- 103.67. Senatorial Underrepresentation Petition (SUP)** - A petition used to elect Petitioned Senators when there are no candidates available to serve as Senators for a particular college and there is not a low enough percentage of senators to require an interim election.
- 103.68. SB Constitution:** The Constitution of the Student Body of University of South Florida.
- 103.69. SBS:** Student Business Services
- 103.70. SG:** Student Government
- 103.71. SGATO:** Student Government Advising Training and Operations
- 103.72. SG Official:** Any member of SG who is elected by the Student Body or confirmed by the Senate.
- 103.73. SG Term:** The year starting Monday after Spring Commencement and ending after the next year's Spring Commencement
- 103.74. Special Elections** - Any election which is held, other than the General and Midterm Election, throughout the academic year. These elections shall be further outlined in Chapter 707.
- 103.75. Standard Operating Procedure (SOP):** A document detailing the inner workings of an SG entity.
- 103.76. Statute of Limitations** - A statute setting a time limit on legal action in certain cases.
- 103.77. Student Body:** All enrolled students of the University of South Florida
- 103.78. Student Government Referendum** - An action 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.
- 103.79. Student Referendum** - An action which allows any USF student, by petition, to bring forth a question or issue to be voted on by the Student Body.
- 103.80. Supermajority Vote:** The affirmative vote of at least two-thirds (2/3) of the present voting members.
- 103.81. Time Sensitivity:** Any official SG Business that has an established timeline of events outlined in statutes and the deadline is within the final business days of submission or approval unless it is recommended or mandated by University admin or policy.

- 103.82. 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.
- 103.83. 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.
- 103.84. USF Spirit Squad** - The USF Herd of Thunder band, USF Pep Band, Sundolls, USF Cheerleading, USF Diamond Dolls, USF Goal Girls, and Rocky D. Bull.
- 103.85. Unrestricted Area** - Any physical location that is free for any individual to campaign on behalf of any Campaign Ticket.
- 103.86. Unauthorized Polling Station** - Any polling station that is not setup and operated by ERC staff and/or ERC Volunteers. This shall also include any polling station that is being operated by a campaign ticket.
- 103.87. USF System** – The network comprised of the following entities:
- 103.87.1.** University of South Florida (USF)
 - 103.87.2.** University of South Florida St. Petersburg (USFSP)
 - 103.87.3.** University of South Florida Sarasota-Manatee (USFSM)

Title 2

Membership Procedures

Chapter 200 Membership

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.

200.3. Remuneration

200.3.1. Position pay rates shall be as determined by JuSenEx.

200.3.1.1. Pay rates within SG Bureaus may deviate by up to 5% from the JuSenEx rate.

200.3.1.2. Pay rates for positions not covered by JuSenEx may be based on a similar covered position, determined in conjunction with the Director of SGATO.

200.3.2. Position hours shall be as determined by the that respective Branch head, upon consultation with SGATO.

200.3.2.1. The Supervisor of Elections may determine position hours within the ERC.

200.3.2.2. Agency Directors may determine position hours within their agencies.

200.3.2.3. Bureau Directors may determine position hours within their bureaus.

Chapter 201 Code of Ethics

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 the Student Body.
- 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. Uphold the rules and regulations outlined in the SB Constitution and Statutes.

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 entity in which they are invested.
- 201.3.3. Misuse or condone the misuse of SG property.
- 201.3.4. Benefit in a way that creates a conflict with the interests of the Student Body.
- 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. Cause physical or psychological injury out of ill will.
- 201.3.8. Offer or accept funds or resources in relation to SG-related decisions.
- 201.3.9. Condone or induce another to act in violation of SG Governing Documents.
- 201.3.10. Discriminate based on religion, national origin, race, genetic information, color, marital status, sex, sexual orientation, gender identity, gender expression, disability, age, and/or qualified veteran's status as provided by law and/or university policy.
- 201.3.11. Form, organize, or participate in voting blocs in the Legislative Branch. This shall include, but is not limited to:

- 201.3.11.1.** The formation of any caucus that exists for the purpose or behaves as a voting bloc
- 201.3.11.2.** Group chats in which voting on Senate business is organized, discussed, or implied.
- 201.3.11.3.** Private meetings in which voting on Senate business is organized
- 201.3.11.4.** In-person or electronic communication that recommends a vote or action on Senate business, directly or implied.

Chapter 202 Transparency

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. Testimony and deliberations regarding ongoing Investigations

202.2.2.3. Deliberations of the Supreme Court regarding ongoing proceedings

202.2.2.4. Hiring Team deliberations while hiring is in progress

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

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

202.4.2. 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 Members of the SG Meeting within six (6) business days of the conclusion of the respective SG Meeting.

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, pictures, or recordings
- 202.5.1.3.** Evidence, deliberations, and testimony relating to *ongoing* Investigations
- 202.5.1.4.** Evidence and deliberations 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 SGATO, 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 SGATO.

202.7.2. SGATO shall timestamp the form and notify the SG Official possessing the record.

202.7.3. The SG Official shall submit the record to SGATO 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.** SGATO shall waive charges that are less than \$10.00

Chapter 203

Hiring

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. The Supervisor of Elections position

203.2.1.3. Executive Branch Cabinet positions

203.2.1.4. Executive Branch Department positions

203.2.1.5. Supreme Court Justice positions

203.2.1.6. Agency Director positions

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

203.2.3. 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. Alternative Hiring Teams shall be formed for:

203.4.3.1. Executive Branch Cabinet positions

203.4.3.2. The Supreme Court Chief Justice position

203.4.3.3. The Supreme Court Associate Justice positions

203.4.3.4. The Supervisor of Elections position

203.4.4. Agency Hiring Teams shall be formed for Agency AD and Coordinator positions.

203.4.5. If the Hiring Team Composition includes a position that is vacant, the NO shall appoint another SG Official in place of the vacant position.

203.4.6. 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 open position's direct supervisor 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 SGATO as a non-voting member

203.5.2. Alternative Hiring Teams shall be composed of, at minimum:

203.5.2.1. The Student Body President as chair

203.5.2.2. The 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 the Senate

203.5.2.5. A member of SGATO 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 Chief Financial Officer or designee

203.5.3.3. One (1) member of the Senate

203.5.3.4. One (1) other member of the Agency

203.5.3.5. A member of SGATO as a non-voting member

203.6. Hiring Team Procedures

203.6.1. The Hiring Team shall interview a minimum of three (3) 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 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. All nominees are subject to confirmation by the Senate Ethics Committee.

203.8.2. The Senate Ethics Committee 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 Senate following their confirmation by the Senate Ethics Committee.

203.8.3.1. The Supervisor of Elections position

203.8.3.2. Supreme Court Justice positions

203.8.3.3. Executive Branch Cabinet positions

203.8.3.4. Director positions within SG Agencies

203.8.3.5. Director positions within SG Departments

203.8.4. The Senate shall confirm or reject applicable nominees within twenty (20) business days of their nomination.

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

203.8.4.2. The Senate's failure to confirm or reject shall be deemed confirmation.

203.8.5. The NO may appeal a rejection by the Senate Ethics Committee to the Senate, which may overturn the Senate Ethics Committee rejection via:

203.8.5.1. A supermajority vote for the positions outlined in 203.8.3.

203.8.5.2. 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 Chief Justice shall have the power to appoint students to be the Judicial Clerk.

- 203.9.4.** The Senate President shall have the power to appoint students to the Parliamentarian and Sergeant-at-Arms positions.
- 203.9.5.** Agency Directors shall have the power to appoint students to positions within their respective Agency.
- 203.9.6.** The SGATO Director shall determine the process for hiring positions within SG Bureaus, such that they are consistent with University Policy.

Chapter 204 Investigations

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.
 - 204.2.3.1. 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 SGATO 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 prepare a folder for each member of the Senate Ethics Committee. This folder shall contain:
 - 204.3.4.1. A copy of this chapter
 - 204.3.4.2. A copy of the submitted IRF
- 204.3.5. The Ethics Chair shall add an Investigation Hearing to the agenda of the next meeting of the Senate Ethics Committee.
 - 204.3.5.1. 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.

204.3.5.2. 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.

204.3.5.3. 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.

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

204.3.6.1. 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 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

204.5.4. 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 –

NAME OF FILER

NAME OF ENTITY OR SERVICE FILED AGAINST:

DATE AND TIME OF ALLEGED NONCOMPLIANCE:

STATEMENT OF NONCOMPLIANCE:

RELEVANT CLAUSES WITHIN SG STATUTES, ROPS, OR SOPs:

OFFICIAL USE ONLY

TIMESTAMP:

SGATO:

DATE:

Chapter 205

Sanctioning Policies

205.1. Purpose

205.1.1. This chapter serves to outline SG disciplinary policies.

205.2. Point System

205.2.1. Each Branch shall use a branch-specific point system to remove **inactive** members.

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 Senate Executive Committee (via a majority vote)

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

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 SGATO

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

205.3.5. 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 majority 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 SB 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 subsequently removed from office, permanently

205.7.2.2. Former SG Officials who were removed via the Point System, for one (1) calendar year

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

Chapter 206 Election Audits

206.1. Purpose and Jurisdiction

- 206.1.1. This chapter serves to outline the procedure and authority of SG Election Audits of A&S funded student organizations.
- 206.1.2. Election Audits serve to ensure the integrity of student organization elections and compliance with SG statutes and procedures.
- 206.1.3. Any member of the Legislative Branch may audit a student organization election.
- 206.1.4. Any USF student may request an Election Audit
- 206.1.5. All A&S funded student organizations must comply with an Election Audit
- 206.1.6. The filing of an SG Election Audit shall not incur prejudice or retaliation

206.2. Election Audit Request (EAR)

- 206.2.1. Any USF student may complete an EAR form.
- 206.2.2. A complete EAR form shall consist of:
 - 206.2.2.1. The name of the filer
 - 206.2.2.2. The name of the student organization
 - 206.2.2.3. If possible, a description of any potential violations
- 206.2.3. The completed EAR shall be submitted via Bullsync Form.

206.3. Pre-Audit Procedure

- 206.3.1. The Ethics Chair shall review each EAR
 - 206.3.1.1. The Ethics Chair shall assign a Senator to complete each Audit for all in-person elections.
- 206.3.2. An EAR must be submitted at least seventy-two (72) hours in advance of the election.
 - 206.3.2.1. Any EAR submitted after seventy-two (72) hours may still be considered, but not guaranteed.
- 206.3.3. The Ethics Chair shall notify the student organization of the upcoming Audit.

206.4. In Person Election Audit Procedure

- 206.4.1. The SG Election Auditor shall:

- 206.4.1.1.** Attend the election.
- 206.4.1.2.** Notify the student organization President of the Audit.
- 206.4.1.3.** Notify the student organization President of any potential violations of statutes and SG procedures.

- 206.4.1.3.1.** If the student organization President is not present, the highest Executive Board member in the line of succession shall be notified.

- 206.4.1.4.** Notify any violations of SG statutes or SG procedures.

206.5. Online Election Audit Procedure

- 206.5.1.** The Ethics Chair shall notify the student organization of the audit request and of SG's role in supervising the online election.
- 206.5.2.** The student organization shall determine the date and time of their election and communicate this date and time with the Ethics Chair.
- 206.5.3.** A Qualtrics form shall be created by the Ethics Committee Chair and the link to said form shall be delivered to the organizations E-board at least 48 hours in advance of when the election is scheduled.
- 206.5.4.** The SG Ethics Chair shall have autonomy over the form and link with oversight from SGATO. The SG Ethics Chair shall report election results to SGATO and the student organization's E-board following the conclusion of elections.

206.6. Post-Audit Procedure

- 206.6.1.** Upon the conclusion of an election audit the Auditor or the Ethics Chair shall present their findings to the Ethics Committee.
 - 206.6.1.1.** The time and date of the presentation shall be determined by the Ethics Chair.
- 206.6.2.** If violation(s) are found by the election auditor the election auditor shall submit an Investigation Request Form (IRF).
 - 206.6.2.1.** The IRF shall follow the procedures for an investigation as outlined in Chapter 204

Title 3

The Executive Branch

Chapter 300

Composition and Authority

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. Executive Branch Offices

300.3.1.2. SG Departments

300.3.1.3. SG Agencies

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 fire Department or Agency Directors, in accordance with HR policy and with the advice and consent of the Senate via a majority vote.

300.5.1.1. The President may fire other Department or Agency employees in accordance with HR policy without coming before the Senate.

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

300.5.2.1. Executive Branch SG Employees may be hired to successive SG Terms.

Chapter 301 Branch Officers

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, SG Agencies, and SG 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. Fire Executive Branch SG Employees as outlined in Title 3
- 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 SB Constitution and Title 1
- 301.2.1.13. Call ASRC and the BAC 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. Delegate any of these powers to other entities within the Branch
- 301.2.1.16. Any other powers specified in the SB 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 SGATO and the Senate President by the second (2nd) Friday of May
- 301.2.3.2. Nominate a Chief Justice by the last business day of May
- 301.2.3.3. Nominate a Supervisor of Elections by the last business day of July
- 301.2.3.4. Call an Our Shirt Task Force by the second (2nd) Friday of November

Statutes updated and certified accurate on 11/4/2019

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 twenty (20) business days

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. Serve as the direct student supervisor for SG Cabinet positions

301.4. Chief of Staff

301.4.1. Duties and Powers

301.4.1.1. Assist the President and Vice President in overseeing the Executive Branch

301.4.1.2. Schedule bi-weekly meetings with meeting agenda and branch updates

301.4.1.3. Serve as a strategic advisor and counsel to the President and Vice President

301.4.1.4. Coordinate hiring of Executive Branch personnel

301.4.1.5. Assist in purchasing when CFO is unavailable.

301.5. Chief Financial Officer

301.5.1. Duties and Powers

301.5.1.1. Prepare any Executive Branch budget requests

301.5.1.2. Supervise the expenditure of Department and Agency budgets

301.5.1.3. Evaluate the cost-effectiveness of Department and Agency programs

301.5.1.4. Review one-time expenditures as outlined in Title 8

301.5.1.5. Research ways to optimize budgets and reduce costs

301.5.1.6. Assist the Funding Councils in preparing their budgets for ASRC review

301.5.1.7. Assist with managerial and clerical duties prescribed by the President

301.5.1.8. Assist any SG entity budget their funds or prepare budget requests

301.6. Attorney General

301.6.1. Duties and Powers

- 301.6.1.1.** Provide legal assistance for SG in cases before the Supreme Court
- 301.6.1.2.** Provide legal assistance for the prosecution of in cases of impeachment
- 301.6.1.3.** Provide Legal Opinions to the interpretation of SG Governing Documents
- 301.6.1.4.** Enforce SG Government Documents, including via sanctioning policies
- 301.6.1.5.** Draft legal documents on behalf of the Executive Branch and the President
- 301.6.1.6.** Perform these duties autonomously, without bias or fear of retaliation

301.7. Solicitor General

301.7.1. Duties and Powers

- 301.7.1.1.** Provide legal assistance for students in cases before the Supreme Court
- 301.7.1.2.** Provide legal assistance for students filing appeals to the Supreme Court
- 301.7.1.3.** Provide legal assistance for the defense in cases of impeachment
- 301.7.1.4.** Organize and market legal aid, and inform students of these services
- 301.7.1.5.** Ensure Executive Branch documents are properly stored and archived
- 301.7.1.6.** Perform these duties autonomously, without bias or fear of retaliation

Chapter 302 Branch Divisions

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. Up to 3 additional student employees

302.3. Office of the Chief Financial Officer

302.3.1. CFO

302.3.2. Up to 2 additional student employees

302.4. Office of Legal Affairs

302.4.1. Attorney General

302.4.2. Solicitor General

302.4.3. Up to 2 additional student employees

302.5. SG Departments

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

302.6. SG Agencies

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

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

302.7. Task Forces

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

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

302.8. Street Team

302.8.1. Street Team shall be used to provide interested students with volunteer roles and opportunities to participate in any part of SG, including in project/event planning, as legislative aides, or as tabling volunteers.

Chapter 303

Administrative Structure

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 SB 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 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

303.3.1. An Executive Order shall be a written proclamation through which the President 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. An 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

303.4. 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, or Legal Affairs
- 303.4.1.2. The SG Department positions
- 303.4.1.3. The SG Agency Director 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 and JuSenEx payroll categories
- 303.4.2.4. Be established by the President and submitted to the SGATO Director

303.4.3. Amendment and Termination

- 303.4.3.1. Amendments to the Branch Structure may be proposed *only* by the 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 of Staff
- 303.5.1.4. The Chief Financial Officer
- 303.5.1.5. The Attorney General
- 303.5.1.6. The Solicitor General
- 303.5.1.7. The Department Directors
- 303.5.1.8. The Agency Directors

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

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 five (5) 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 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 and Senate Ethics Chair shall be notified of any such appointments within forty-eight (48) hours of the appointment.

Title 4

The Legislative Branch

Chapter 400

Legislative Branch Composition and Authority

- 400.1.** The composition and authority of the Legislative Branch shall be as contained in the SB Constitution.
- 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

- 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.
- 401.4.** All Senators shall be required to complete two (2) audits per semester.
 - 401.4.1.** Senators are not required to complete audits during the summer semester.
 - 401.4.2.** Audits shall be completed by the start of the last Senate meeting in the respective semester.
 - 401.4.3.** Senators elected during Mid-term elections shall not be required to complete audits in the same semester in which they were elected.
- 401.5.** Standing Committees of the Senate shall be outlined in the Senate 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 Senate Rules of Procedure
 - 401.6.2.** Additional and alternative attendance requirements may be outlined in the Student Government Senate 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 one calendar year after being pointed out.
- 401.7.** The Senate President shall submit all bills to the Student Body President within five (5) business days of being passed by the Senate.
- 401.8.** 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.
- 401.9.** The Senate President shall present all vetoed bills that have been overridden by the Senate to SGATO and the Student Body President within five (5) business days.

Chapter 402 Officers of the Senate

- 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 Grants Committee Chair
 - 402.1.7.** The Senate Relations Committee Chair
- 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.
 - 402.6.9.** Those duties enumerated in the Senate Rules of Procedure.

402.7. The Duties of the Senate Pro Tempore shall be:

- 402.7.1.** To fulfill the duties of the Senate President should they become unable to perform their duties.
- 402.7.2.** To aid the Senate President in his or her duties.
- 402.7.3.** To certify legislation that has been updated by the Senate Policy Chair and to send the certified updates to the individual(s) responsible for publishing them to the Student Government website.
- 402.7.4.** To maintain the legislative area of the SG Website.
- 402.7.5.** To maintain a list of all Senators and their contact information.
- 402.7.6.** Those duties enumerated in the Senate Rules of Procedure.

402.8. The Duties of the Committee Chairs shall be:

- 402.8.1.** To manage all activities within their respective Committees.
- 402.8.2.** To maintain attendance records within their respective Committees.
- 402.8.3.** To maintain a record of positive points within their respective Committees.
- 402.8.4.** Those duties outlined for Committee Chairs in the Senate Rules of Procedure.

Chapter 403 Order of Succession

403.1. Should the Senate President be unable to fulfill his or her 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 Grants Chair

403.1.6. The Senate Relations 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

- 404.1.** All Senate Officers for a new legislative term shall be elected in accordance with the Senate Rules of Procedure.
- 404.2.** The Senate President for the current legislative term shall call a meeting for the purpose of electing officers for the next legislative term, no sooner than two (2) weeks after the general election and no later than the last meeting of the current term.
- 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 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.
- 404.4.1.** All elected officers shall be elected Senators for the new term in which they will serve.
- 404.4.2.** The officers elected for the next term must have completed at least one academic semester.
- 404.4.3.** The officers elected for the next term must be able to serve during the summer, fall, and spring semesters continuously on the USF Tampa campus.
- 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

Meetings of the Senate and Standing Committees

405.1. Meetings of the Senate

- 405.1.1. Meetings of the Senate shall be defined as a Meeting of all elected Senators called by the Senate President to conduct business.
- 405.1.2. Any and all instances of the word “Senate” or “Special Sessions of the Senate” in this Title shall refer to Meetings of the Senate.
- 405.1.3. The Senate President shall determine the time, day, place, and frequency of the Meetings of the Senate.
- 405.1.4. The Senate shall meet during the summer A, B, and C, fall, and spring semesters to conduct business.
- 405.1.5. The Senate shall not meet during the first week of classes of the fall, spring, and summer A semesters.
- 405.1.6. The Senate shall not meet during the last week of classes of the fall, spring, summer A, summer B, and summer C semesters.
- 405.1.7. The time period after the adjournment of the last meeting of the Senate of each respective semester and the first meeting of the next applicable Senate semester shall be referred to as the Senate being out of session.

405.2. Summer Sessions

- 405.2.1. Senate must meet no less than twice per month and each meeting shall take place no more than three weeks from the previous meeting.
- 405.2.2. 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.

405.3. Meetings of Standing Committees

- 405.3.1. 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.
- 405.3.2. The Chair of a Standing Committee shall determine the time, day, and place of the meeting.
- 405.3.3. Senators who site on Standing Committees are appointed by the Senate President Pro Tempore.
- 405.3.4. Standing Committees shall meet during the summer A, B, and C, fall, and spring semesters to conduct business.

- 405.3.5.** Standing Committees shall not meet during the first week of classes of the fall, spring, and summer A semester.
- 405.3.6.** Standing Committees shall not meet during the last week of classes of the fall, spring, summer A and summer B semester.
- 405.3.7.** Standing Committees shall not meet when the Senate is out of session.

Chapter 406

Senate Ad Hoc Committees Act

- 406.1.** The Senate shall have the power and authority to create and conduct fact-finding Committees on entities both internal and external to Student Government.
- 406.2.** 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:
- 406.2.1.** 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
 - 406.2.2.** The Senate President, who must inform the Senate of the formation of the Committee upon the next regular Senate Meeting.
- 406.3.** 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.
- 406.4.** In Senate Ad Hoc Committees formed by the Senate President, he or she shall appoint both the chair and the committee members. The Committee Members shall set the business and deadlines of the Committee.
- 406.4.1.** If any appointed Member of the Committee respectfully declined his/her seat in the Committee, the Senate President shall have the ability to appoint an additional Member.
- 406.5.** Senate Ad Hoc Committee Meetings shall be open to the public.
- 406.6.** The duties of the Chair of an Ad Hoc Committee shall be:
- 406.6.1.** To manage all activities within their respective Ad Hoc Committee.
 - 406.6.2.** To give a committee report at the weekly Senate meeting.
 - 406.6.3.** To compile a summary of the findings of the committee prior to its dissolution.
- 406.7.** Ad Hoc Committees created by the Senate President shall be disbanded upon either:
- 406.7.1.** A supermajority vote in the affirmative by the Ad Hoc committee, or
 - 406.7.2.** At the end of the current Senate term.

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

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

406.8.2. Upon the deadline set by the Senate upon the adoption of the Committee.

Title 5

The Judicial Branch

Chapter 500

Composition and Authority

- 500.1.** The Judicial Branch shall be composed of:
- 500.1.1.** The Chief Justice
 - 500.1.2.** The Senior Justice
 - 500.1.3.** The Ranking Justice
 - 500.1.4.** Four (4) Associate Justices
 - 500.1.5.** The Judicial Clerk
- 500.2.** The Supreme Court shall be composed of:
- 500.2.1.** The Chief Justice
 - 500.2.2.** The Senior Justice
 - 500.2.3.** The Ranking Justice
 - 500.2.4.** Four (4) Associate Justices
- 500.3.** The Supreme Court shall contain the Judicial Power of the Student Body.
- 500.4.** The Supreme Court 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, 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

- 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 for Removal from Office following Impeachment.
- 501.2.** The Supreme Court shall have appellate jurisdiction over:
- 501.2.1.** Cases and controversies elections and the ERC.
 - 501.2.2.** Final student appeals of 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 Judicial Branch 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.
- 501.4.1.** A Writ of Mandamus shall be a Court order demanding that an SG Official performs their duties as outlined in Statutes.
- 501.5.** The Supreme Court shall allow any student to choose another student to represent them in any case pending before the Supreme Court, with the exception of 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 Rules of Procedure.
- 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.
- 501.8.** 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 Clerk of the Court. If submitted in writing, the motion must be time stamped at the time of submission by the receiving party.
- 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 twenty-four (24) 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 four (4) Justices on the Supreme Court, the Supreme Court cannot meet quorum.
- 501.12.** Exceptions to quorum regarding final student appeals of Parking and Transportation Services violations shall be made in the Supreme Court Rules of Procedure.
- 501.13.** 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 in order to satisfy the requirement for quorum.
- 501.14.** Attendance shall be monitored by the means of a point system which is further outlined within the Supreme Court Rules of Procedure.
- 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.** The ability of the Supreme Court to oversee Parking Appeals shall be granted by USF Parking and Transportation Services.

501.19.1. 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.

Chapter 502

Duties and Responsibilities of Members of the Supreme Court

- 502.1.** The Supreme Court shall be composed of seven 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 Senior Justice and Ranking 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 5 Justices appointed to the Supreme Court at the time of selection.
- 502.3.** The Chief Justice, the Senior Justice, and the Ranking Justice shall be expected to serve during the fall, spring, and summer C 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 Judiciary.
 - 502.6.1.2.** To administer the Oath of Office to the President and Vice President of the Student Body, and all incoming Justices.
 - 502.6.1.3.** To run meetings and arrange dockets and agendas for said meetings.
 - 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 attendance 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 Senior Justice

502.7.1. The duties of the Senior 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.
- 502.7.1.3.** Have second speaking rights on all issues.
- 502.7.1.4.** Review all complaints and appeals with the Chief Justice.
- 502.7.1.5.** Review all Justice absence excuse forms.
- 502.7.1.6.** Any duties deemed necessary by a majority of the Supreme Court.

502.8. The Ranking Justice

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

- 502.8.1.1.** Preside over all meetings, in the absence of both the Chief and Senior Justices.
- 502.8.1.2.** Preside over at least one (1) meeting per semester.
- 502.8.1.3.** 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.
- 502.9.1.2.** Read all Parking and Transportation rules and regulations.
- 502.9.1.3.** Perform any duties deemed necessary and proper to execute the mission of the Judicial Branch.

502.10. Clerk of the Court

502.10.1. The duties of the Clerk of the Court 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 Student Government website and on BullSync.
- 502.10.1.4.** Other duties deemed necessary by the Chief Justice or a majority of the Supreme Court.

Chapter 503

Judicial Ethics Act

- 503.1.** All Justices and the Clerk of the Court 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,” established standards for the ethical conduct of the Supreme Court Justices on and off the bench. The statutes below should be read together as a whole and each provision should be construed in context and consistent with every other provision. Nothing in the Act shall either impair the essential independence of Justices in making decision or provide a separate basis for civil liability.
- 503.4.** 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 of their activities through following the measures prescribed below:
- 503.8.** A Justice shall respect and comply with the law and shall act at all times 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 recuses 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 run for office as per Title 7 in SG Statutes.

503.14.10. No Justice shall publically 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.

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

503.14.13. Deliberations of the court are public records except for materials protected by Federal and/or State law.

Chapter 504

Constitutional and Declaratory Judgment Panels

504.1. The Constitutional Judgement Panel

504.1.1. The purpose of the Constitutional Judgment Panel, hereafter referred to as the “CJP”, shall be to offer a conclusive and legally binding opinion with regard to the constitutionality of Statutes and/or Acts of Student Government Statutes, which may not mandate any further action to be taken.

504.2. The Declaratory Judgement Panel

504.2.1. The purpose of the Declaratory Judgement Panel, hereafter referred to as the “DJP”, shall be to offer a conclusive and legally binding opinion, with regard to 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.

504.3. The CJP and DJP shall be conducted using the procedures outlined in Chapter 510 whenever applicable.

504.4. The CJP and DJP shall be composed of all Justices of the Supreme Court, with a minimum of five (5) Justices being present in order for an opinion to be provided.

504.4.1. The Chief Justice shall preside as Chair.

504.5. In the event that 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.

504.6. Any Student Government Official may make a request for Constitutional Judgment or Declaratory Judgement to the Chief Justice or the Judicial Clerk.

504.7. The request for a Constitutional Judgement Panel shall include:

504.7.1. The name of requestor

504.7.2. A time stamp showing the time the request was received

504.7.3. The Statute(s) and/or Acts in question

504.7.4. The names of any persons or groups who would be adversely affected by this judgement

504.8. The request for a Declaratory 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 question concerning Statute(s)
 - 504.8.4. The exact Statute(s) requesting clarification for
 - 504.8.5. The names of any persons or groups who would be adversely affected by this judgement.
- 504.9. The CJP and DJP must meet within five (5) business days of a request being made.
- 504.10. 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 any persons or groups that would be adversely affected by this judgement.

Chapter 505

Appeals of the Supreme Court

- 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.
- 505.1.2.** The Director of SGATO 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, SGATO shall forward it to said appellate board or designee.
- 505.3.** If a student wishes to appeal a ruling of the Student Supreme Court, they must submit their case to SGATO via printed material. SGATO shall then time stamp the appeal and all evidence/statements from the appealing party. SGATO 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 SGATO. SGATO 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.
- 505.3.1.** 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.
- 505.4.** Once any evidence/statements are submitted to SGATO, SGATO will time stamp any evidence/statements. Once SGATO has received all evidence/statements, they shall forward the appeal, evidence, and statements to the respective appellate board or designee.
- 505.4.1.** If all evidence/statements are collected before the end of the five (5) business days, SGATO may forward the appeal, evidence, and statements to the respective appellate board or designee prior to five (5) business days.
- 505.5.** The respective board appellate board or designee shall inform SGATO of their decision, and SGATO shall release the decision to all parties and JuSenEx within two (2) business days of receiving it.
- 505.6.** If a ruling of the Student Supreme Court is overturned, the decision from the respective appellate board or designee shall take effect immediately.

Chapter 506 Obtaining a Trial

- 506.1.** Trial procedures may only occur when the University is in session, excluding school observed holidays and federal holidays.
- 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 University of South Florida Student Government, Supreme Court Chief Justice or Clerk.
- 506.2.1.2.** The electronic copy is recognized as an email with a scanned 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 Court shall be responsible for notifying all parties of a request for trial and of any subsequent meetings pertaining to their case.
- 506.8.2.** The Court shall be responsible for notifying all parties of applicable trial procedures and shall provide no less than four (4) business days for gathering of evidence following the granting of a Writ of Certiorari.
- 506.8.2.1.** The discovery period may be expedited via the approval of all parties.
- 506.8.2.2.** The discovery period may be expedited in emergency circumstances via the unanimous vote of the Supreme Court.
- 506.8.3.** The Clerk shall forward a copy of the complaint to the defendant named therein and request a response by the next regularly scheduled meeting of the Supreme Court.
- 506.8.4.** Should the defendant named in the complaint not file their response within ten (10) 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.
- 506.8.5.** 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 consider the request as to whether the complaint contains sufficient information and an adequate argument as to whether the request raises a justifiable issue of error only if four (4) or more Justices vote in favor of granting the trial.
- 506.9.2.** The Supreme Court shall, after due consideration, either grant or deny a new trial no later than the next meeting 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 should 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 he/she was wrongfully prevented from raising said issues in their first request.

- 506.10.** Any party to a case may submit any pretrial motion for consideration by the Supreme Court.
- 506.10.1.** Such motions may include: a motion for summary judgment, motion to dismiss, motion for a continuance, motion in limine, or discovery motion.
- 506.11.** All parties proceeding to trial must submit their evidence, including any and all depositions, exhibits, etc., to the Judicial Clerk by no later than 5 PM or the close of business hours and seven (7) business days before the trial date.
- 506.11.1.** The Clerk will notify and make available to the adverse party, the evidence submitted.
- 506.11.2.** The Supreme Court will not consider any evidence not submitted by the established deadline.
- 506.12.** Any brief or piece of evidence not submitted by the established deadline will not be considered by the Supreme Court.
- 506.13.** Depositions must occur in a manner agreed to by the parties as well as the Supreme Court; including interrogatories, recorded depositions, or written depositions.
- 506.13.1.** Each deposition shall include a written verification that the party deposed has testified truthfully under oath.
- 506.14.** Once the evidentiary deadline has occurred, there shall be a period of discovery, in which both parties shall be entitled to review each other's materials. The Judicial Clerk shall notify the parties (via phone or email) 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.
- 506.15.** A list of any potential witnesses and their contact information must be provided to the Supreme Court by counsel one (1) business day before trial, and in turn the potential witness(es) shall be notified by the Judicial Clerk as to their impending involvement in a Supreme Court proceeding.

Chapter 507

Rights of Individuals before the Court

- 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, the Solicitor General, and/or the Attorney General 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

- 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.** Parties may obtain discovery 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.
- 508.2.1.** Materials are not free from the chance of objection. 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.
- 508.3.** The parties will have a maximum of a five (5) business day discovery period.
- 508.3.1.** 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.
 - 508.3.2.** Failure to comply with these rules will result in omission of evidence improperly submitted.
 - 508.3.3.** Should both parties agree to expedite the hearing, the discovery period may be reduced to no less than two (2) business days.
 - 508.3.4.** It is the Judicial Clerk's responsibility to forward all evidence submitted to the opposing parties.
 - 508.3.4.1.** It is the responsibility of the parties to give all evidence to their respective counsel. Failure to do so will not result in a continuance of the hearing and/or mistrial.

Chapter 509

Original Jurisdiction Proceedings

- 509.1.** The Impeachment of Student Government officials and including Judicial Review Committee proceedings 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 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.
- 509.1.3.** 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 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 may 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 the witness unless time is otherwise extended by the Supreme Court.
- 509.2.7.** The defense will make an opening statement that shall not last longer than ten (10) minutes.
- 509.2.8.** The defense will then call their witnesses who will be examined by counsel for the defense and cross-examined by counsel for the prosecution.
- 509.2.8.1.** Each side will have ten (10) minutes to question the witness unless time is otherwise extended by the Supreme Court.
- 509.2.9.** 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.
- 509.2.9.1.** Should justices ask any questions, the counsels' time shall be paused for both the question and response.
- 509.2.9.2.** Should the prosecution finish before their time is up, they may reserve that time for a rebuttal after the defense's closing statement.
- 509.2.9.3.** Should multiple Justices have questions at the same time, the order of questioning shall be by rank and then seniority.
- 509.2.10.** The counsel for the defense then will deliver a closing statement, lasting no more than twenty (20) minutes, during which time Justices may, at any time, pose questions.
- 509.2.10.1.** Should the justices ask any questions, the counsels' time shall be paused for both the question and response
- 509.2.10.2.** Should the defense finish before their time is up, they may reserve that time for a rebuttal after the plaintiff's rebuttal statement.
- 509.2.11.** Each counsel shall receive one (1) rebuttal each.
- 509.2.12.** Once the trial has come to a close, the trial shall be adjourned, and the Supreme Court shall retire for deliberations.
- 509.2.13.** The Presiding Justice may motion for the Judicial Clerk 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.
- 509.2.13.1.** 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 shall meet privately for discussion.

- 509.3.1.** After adequate discussion, the Supreme Court shall recess for no more than forty-eight (48) hours for the individual members to study and reflect upon the case.
- 509.3.2.** During the recess, the Supreme Court members shall not discuss the case with non-court members.
- 509.4.** The Supreme Court shall meet, within forty-eight (48) hours after being recessed, for the deliberation of the ruling of the case, unless a majority of the Supreme Court deems an immediate ruling appropriate.
- 509.4.1.** Deliberations shall last no longer than five (5) business days.
- 509.5.** This ruling shall be the will of the majority of those present and voting
- 509.6.** The Supreme Court shall, following the vote, make reasonable attempts to notify both parties and make public the ruling.
- 509.6.1.** Notification shall include, but not be limited to, telephone calls/messages, e-mail notification, or pronouncement of the Supreme Court's decision on the Supreme Court's webpage.
- 509.7.** 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.
- 509.8.** The following rules shall apply to the opinions of the Supreme Court:
- 509.8.1.** The majority opinion must be made public, in writing, within such a time to be determined by the presiding Justice at the conclusion of a trial.
- 509.8.1.1.** The maximum time period for the writing of an opinion shall be Five (5) business days.
- 509.8.2.** Dissenting and concurring opinions shall be made public with the majority opinion, when such opinions exist.
- 509.8.3.** The majority opinion shall serve as the opinion of the Supreme Court.
- 509.8.4.** Members of the Supreme Court in agreement of their opinions shall select from amongst themselves one member of their voting block (majority, minority, dissenting, or concurring) to write their respective opinion.
- 509.8.5.** No Justice may author an opinion that does not coincide with their respective vote.
- 509.8.6.** The rule of 4.12.5 may not be suspended at any time, as to guarantee that each Justice shall only write an opinion that corresponds with their vote.
- 509.8.7.** 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.

Chapter 510

Appellate Jurisdiction Proceedings

- 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 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, 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 SGATO 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 five (5) minutes to present their opening statement.
- 510.5.5.** The defense will then have a maximum of five (5) 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 course of the presentation, any Justice may pose questions at the expense of counsel's time.
- 510.5.6.1.1.** Should justices ask any questions, the counsels' time shall be paused for both the question and response.
- 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 course of the presentation, any Justice may pose questions, at the expense of counsel's time.
- 510.5.7.1.1.** Should justices ask any questions, the counsels' time shall be paused for both the question and response.
- 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 five (5) minutes for closing statements.
- 510.5.10.** Once the trial has come to a close, the trial shall be adjourned, and the Supreme Court shall retire for deliberations.
- 510.5.11.** The Presiding Justice may motion for the Judicial Clerk 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.
- 510.5.11.1.** 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.
- 510.6.** Immediately upon adjournment, the Supreme Court shall meet privately for deliberation.
- 510.6.1.** After adequate discussion, the Supreme Court shall recess for not more than forty-eight (48) hours for the individual members to study and reflect upon the case.
- 510.6.2.** During the recess, the Supreme Court members shall not discuss the case with non-court members.

- 510.7.** The Supreme Court shall meet within forty-eight (48) hours after being recessed for the determination of the ruling of the case, unless a majority of the Supreme Court deems an immediate ruling appropriate.
- 510.7.1.** Deliberations shall last a maximum of five (5) business days.
- 510.8.** This ruling shall be the will of the majority of those present and voting.
- 510.9.** The Supreme Court shall, following the writing of the opinion(s) notify the parties via official USF email and make the opinion(s) public.
- 510.10.** 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.
- 510.11.** The following rules shall apply to the opinions of the Supreme Court:
- 510.11.1.** It is asked that the majority opinion must be made public, in writing, within such a time to be determined by the presiding Justice at the conclusion of a trial.
- 510.11.1.1.** The maximum time period for the writing of an opinion shall be five (5) business days.
- 510.11.2.** Dissenting and concurring opinions shall be made public with the majority opinion, when such opinions exist.
- 510.11.3.** The majority opinion shall serve as the opinion of the Supreme Court.
- 510.11.4.** Members of the Supreme Court in agreement of their opinions shall select from amongst themselves one member of their voting block (majority, minority, dissenting, or concurring) to write their respective opinion.
- 510.11.5.** No Justice may author an opinion that does not coincide with their respective vote.