University of South Florida at Tampa
Student Government Statutes
Table of Contents

University of South Florida at Tampa Student Government Statutes ......................................................... 1

**Title 1 System of SG Statutes** .................................................................................................................. 5
  - Chapter 100 Introduction ......................................................................................................................... 6
  - Chapter 101 Amendments ....................................................................................................................... 7
  - Chapter 102 Symbols ............................................................................................................................... 8
  - Chapter 103 Acronyms and Terms ....................................................................................................... 10

**Title 2 Membership Procedures** ......................................................................................................... 17
  - Chapter 200 Membership ..................................................................................................................... 18
  - Chapter 201 Code of Ethics .................................................................................................................. 19
  - Chapter 202 Transparency ................................................................................................................... 20
  - Chapter 203 Hiring ............................................................................................................................... 22
  - Chapter 204 Investigations .................................................................................................................. 26
    - Investigation Request Form — ........................................................................................................... 28
  - Chapter 205 Sanctioning Policies ....................................................................................................... 30
  - Chapter 206 Election Audits ............................................................................................................. 32

**Title 3 The Executive Branch** .............................................................................................................. 36
  - Chapter 300 Composition and Authority ......................................................................................... 37
  - Chapter 301 Branch Officers .............................................................................................................. 38
  - Chapter 302 Branch Divisions .......................................................................................................... 41
  - Chapter 303 Administrative Structure ............................................................................................ 42
  - Chapter 304 Transition Team .......................................................................................................... 44

**Title 4 The Legislative Branch** .......................................................................................................... 45
  - Chapter 400 Legislative Branch Composition and Authority .............................................................. 46
  - Chapter 401 General Requirements .................................................................................................. 47
  - Chapter 402 Officers of the Senate .................................................................................................... 48
  - Chapter 403 Order of Succession ....................................................................................................... 50
  - Chapter 404 Election of Senate Officers .......................................................................................... 51
  - Chapter 405 Meetings of the Senate and Standing Committees .................................................... 52
  - Chapter 406 Senate Ad Hoc Committees Act .................................................................................. 54

**Title 5 The Judicial Branch** ............................................................................................................... 56
  - Chapter 500 Composition and Authority ......................................................................................... 57
  - Chapter 501 Duties and Responsibilities of the Supreme Court ...................................................... 58
  - Chapter 502 Duties and Responsibilities of Members of the Supreme Court ................................ 61
  - Chapter 503 Judicial Ethics Act ....................................................................................................... 63
Chapter 504 Constitutional and Declaratory Judgment Panels ................................................................. 66
Chapter 505 Appeals of the Supreme Court ................................................................................................. 68
Chapter 506 Obtaining a Trial ....................................................................................................................... 69
Chapter 507 Rights of Individuals before the Court ..................................................................................... 72
Chapter 508 Pre Trial Proceedings ................................................................................................................. 73
Chapter 509 Original Jurisdiction Proceedings .......................................................................................... 74
Chapter 510 Appellate Jurisdiction Proceedings ......................................................................................... 77

Title 6 Student Government Functional Groups ........................................................................................ 80

Chapter 600 Judicial, Senate, and Executive Committee ........................................................................ 81
Chapter 601 Activity and Service Fee Recommendation Committee ......................................................... 82
Chapter 602 University Wide Committees .................................................................................................. 84
Chapter 603 Day at the Capitol Advising Committee ................................................................................. 85
Chapter 604 Marshall Student Center Advisory Board ............................................................................. 86
Chapter 605 Student Memorial Committee ................................................................................................ 90
Chapter 606 Election Rules Commission ................................................................................................... 92
Chapter 607 Local Fee Recommendation Committee .............................................................................. 94
Chapter 608 Leaders in Training ............................................................................................................... 96

Title 7 Election Code .................................................................................................................................. 97

Chapter 700 Definitions of Terms for Student Government Elections .......................................................... 98
Chapter 701 Election Code of Ethics ............................................................................................................ 103
Chapter 702 Election Timeline ..................................................................................................................... 105
Chapter 703 Duties and Responsibilities of Student Government during Elections ...................................... 107
Chapter 704 Voting in Student Government Elections ............................................................................... 113
Chapter 705 Requirements and Regulations for the General and Midterm Elections ................................. 116
Chapter 706 Campaign Processes and Restrictions .................................................................................... 120
Chapter 707 Special Elections .................................................................................................................... 126

Title 8 Finance Code .................................................................................................................................. 132

Chapter 800 Monies and Accounts .............................................................................................................. 133
Chapter 801 A&S Funding Eligibility ........................................................................................................... 135
Chapter 802 Additional Policies and Procedures ......................................................................................... 137
Chapter 803 A&S Annual Budget Procedure ................................................................................................. 142
Chapter 804 A&S Fee Proviso Language ...................................................................................................... 145
Chapter 805 A&S Fee Interim Funding ......................................................................................................... 152
Chapter 806 SG Grant Programs ................................................................................................................ 154
Chapter 807 Funding Councils ................................................................................................................... 156
Title 9 Student Government Agencies and Departments

Chapter 900 Agency Creation
Chapter 901 Student Government Computer Services
Chapter 902 Bulls Radio
Chapter 903 S.A.F.E. Team

Title 10 Bureaus of Student Government

Chapter 1000 Bureaus of Student Government
Chapter 1001 Student Business Services
Chapter 1002 Student Government Advising, Training, and Operations
Chapter 1003 Bureau Advisory Council
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, expect 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:

![Logo](image)

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 filed 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. **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.
103.82. **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.

103.83. **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.

103.84. **Unrestricted Area** - Any physical location that is free for any individual to campaign on behalf of any Campaign Ticket.

103.85. **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.

103.86. **USF System** – The network comprised of the following entities:

103.86.1. University of South Florida (USF)

103.86.2. University of South Florida St. Petersburg (USFSP)

103.86.3. 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 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.


201.2.5. 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.
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 the 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:

---
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
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 Financial Officer

301.4.1. Duties and Powers

301.4.1.1. Prepare any Executive Branch budget requests
301.4.1.2. Supervise the expenditure of Department and Agency budgets
301.4.1.3. Evaluate the cost-effectiveness of Department and Agency programs
301.4.1.4. Review one-time expenditures as outlined in Title 8
301.4.1.5. Research ways to optimize budgets and reduce costs
301.4.1.6. Assist the Funding Councils in preparing their budgets for ASRC review
301.4.1.7. Assist with managerial and clerical duties prescribed by the President
301.4.1.8. Assist any SG entity budget their funds or prepare budget requests

301.5. Attorney General

301.5.1. Duties and Powers

301.5.1.1. Provide legal assistance for SG in cases before the Supreme Court
301.5.1.2. Provide legal assistance for the prosecution of in cases of impeachment
301.5.1.3. Provide Legal Opinions to the interpretation of SG Governing Documents
301.5.1.4. Enforce SG Government Documents, including via sanctioning policies
301.5.1.5. Draft legal documents on behalf of the Executive Branch and the President
301.5.1.6. Perform these duties autonomously, without bias or fear of retaliation

301.6. Solicitor General

301.6.1. Duties and Powers

301.6.1.1. Provide legal assistance for students in cases before the Supreme Court
301.6.1.2. Provide legal assistance for students filing appeals to the Supreme Court
301.6.1.3. Provide legal assistance for the defense in cases of impeachment
301.6.1.4. Organize and market legal aid, and inform students of these services
301.6.1.5. Ensure Executive Branch documents are properly stored and archived
301.6.1.6. 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 Financial Officer
303.5.1.4. The Attorney General
303.5.1.5. The Solicitor General
303.5.1.6. The Department Directors
303.5.1.7. 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.

402.7.  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 sit 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.
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:

501.1.2. 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.


503.14.8. 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 Judgment 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 at the expense of counsel’s time.

509.2.9.1. Should the prosecution finish before their time is up, they may reserve that time for a rebuttal after the defense’s closing statement.

509.2.9.2. 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, at the expense of counsel’s time.

509.2.11. If the prosecution has reserved any time, they may deliver a final rebuttal to the defense’s closing statement.

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.

510.5.6.2. 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.

510.5.7.2. 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.
Title 6
Student Government Functional Groups
Chapter 600
Judicial, Senate, and Executive Committee

600.1. The purpose of the Judicial, Senate, and Executive Committee (JuSenEx) shall be to ensure open communication between the branches of Student Government and provide a forum to address general issues.

600.2. JuSenEx shall be comprised of the following members:

   600.2.1. Director of SGATO serving as nonvoting chair of the committee.
   600.2.2. Student Body President
   600.2.3. Student Body Vice-President
   600.2.4. Senate President
   600.2.5. Senate President Pro-Tempore
   600.2.6. Supreme Court Chief Justice
   600.2.7. Supreme Court Senior Justice

600.3. Any of the members listed above may appoint a member of their branch to sit for them should they be unable to attend the meeting.

600.4. The JuSenEx committee must approve website infrastructure changes in regards to the Student Government website.

600.5. SG Employee pay scales and pay rates shall be determined and approved with a majority vote of JuSenEx.

600.6. Coordinate and collaborate with other Student Government branches on events and/or initiatives that are mutually agreed upon.
Chapter 601
Activity and Service Fee Recommendation Committee

601.1. Purpose

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

601.2. ASRC Duties

601.2.1. To prepare the annual budget bill for the Senate, including a budget Memorandum of Agreement, by the last Senate meeting of March

601.2.2. To review and evaluate submitted budget requests and to recommend allocations

601.2.3. To maintain fair, viewpoint-neutral allocation standards for RSO budget requests

601.2.4. To review Statutes 804 A&S Fee Proviso and provide amendments as needed

601.3. ASRC Composition

601.3.1. ASRC shall be composed of:

601.3.1.1. The Senate President as a standing seat

601.3.1.2. The Senate Finance Chair as a standing seat

601.3.1.3. The Senate Grants Chair as a standing seat

601.3.1.4. Seven (7) primary Senators and two (2) alternate Senators elected by the Senate

601.3.1.5. The Student Body President

601.3.1.6. The Student Body Vice President

601.3.1.7. The Chief Financial Officer

601.3.1.8. The SASSC Director or their designee as a non-voting member

601.3.1.9. The SBS Director or their designee as a non-voting member

601.3.1.10. The SGATO Director or designee as a non-voting member

601.3.2. Any statutory bill that amends the composition of ASRC requires a supermajority vote of the SG Senate to pass

601.4. ASRC Chair Duties

601.4.1. To preside over ASRC meetings

601.4.2. To ensure ASRC can fulfill its duty efficiently and effectively

601.4.3. To represent ASRC before the Senate and the USF Administration

601.4.4. To oversee and attend to ASRC paperwork

601.4.5. To ensure ASRC meetings are properly recorded
601.4.6. To delegate duties to ASRC members as necessary

601.4.7. To meet with SGATO and SBS Directors on a regular basis

601.4.8. Any other duties as indicated in Statutes

601.5. ASRC Vice-Chair Duties

601.5.1. To preside over ASRC meetings in the absence of the Chair

601.5.2. To supervise and assist ASRC members in their assigned duties

601.5.3. To assist the ASRC Chair with the completion of their duties

601.5.4. To meet with SGATO and SBS Directors on a regular basis

601.5.5. Any other duties outlined in Statutes.

601.6. First Meeting

601.6.1. The Student Body President shall call the first meeting of the ASRC to order by the third (3rd) week of September.

601.6.2. ASRC shall elect its Chair and Vice-Chair in this meeting via an election process that mimics the Senate Special Election process.

601.6.3. The Student Body President shall preside until ASRC elects a Chair.

601.7. Senator Seats

601.7.1. The Senate shall have elections for the elected seats by the second meeting of fall

601.7.2. The eight (8) elected Senator seats shall be numerically designated in the order of election, from Seat #1 to Seat #8, with Seat #7 and Seat #8 as the alternates.

601.7.3. The alternate Senators shall only vote in place of an absent voting member.

601.7.4. If any seat is vacated, Senators in subsequent seats shall be moved up to fill that seat, and the Senate shall have elections for the newly vacated final seat.
Chapter 602
University Wide Committees

602.1. Any USF student who seeks to join a University Wide Committee shall complete an application. The application shall be available for at least five (5) business days on the Student Government website and submitted before the application deadline set by the Student Body President. Student representatives will be chosen from the pool of applicants for each respective University Wide Committee.

602.2. Student Government reserves the right to select student membership on University Wide Committees. Such membership shall not be made in conflict with the University Charter, Policy and Procedures Manual, SB Constitution, Student Government Statutes, or the Committee’s specific charter.

602.3. It shall be the responsibility of the Student Body President to select and, if necessary, remove a Student Representative from these committees. These appointments shall be made no later than ten (10) business days after the Student Body President has been notified of a vacancy for a student seat.

602.4. Student Representatives shall be coordinated by the Student Body President, or his/her designee, with the Student Body President maintaining the right to remove or appoint Student Representative according to the procedure outlined in the Student Government Statutes. Should the Student Body President choose to remove a Student Representative from any committee, he or she will be required to submit a written explanation to the Senate Relations Chair.

602.5. The Student Body President, or his/her designee, shall submit student representative reports to the Senate Relations Chair through electronic mail at the end of each semester wherein the representative’s university-wide committee meeting has met. Failure to submit the by the end of the semester will result in a written warning from the Senate Relations Chair. Failure to submit reports within two additional business days (seven business days since the committee meeting) will result in a subpoena by the Senate Relations Committee. Both disciplinary actions shall be perused at the discretion of the chair.
Chapter 603
Day at the Capitol Advising Committee

603.1. The purpose of the Day at the Capitol Advising Committee shall be to help with USF Day at the Capitol, establish a marketing plan, and make recommendations for event improvements.

603.2. The Day at the Capitol Advising Committee shall be composed of the following members:

603.2.1. The Executive Branch head of governmental affairs, or an individual designated by Student Body President, as chair.

603.2.2. The SGATO Director or designee as a non-voting member.

603.2.3. Two (2) members of the Executive Branch appointed by the Student Body President.

603.2.4. Two (2) members of the Legislative Branch appointed by the Senate President.

603.2.5. Two (2) members of the Judicial Branch appointed by the Chief Justice.

603.2.6. Optional members include:

603.2.6.1. A representative from USF St. Petersburg & USF Sarasota-Manatee.

603.2.6.2. A representative from the Office of Government Relations each USF System campus as a non-voting member.

603.3. A representative from the Alumni Association as a non-voting member.

603.4. The Chair shall call the committee to order at least one (1) semester prior to the Day at the Capitol Event.

603.4.1. The Day at the Capitol Advising Committee shall be responsible for the following:

603.4.2. Assist with determining the time and date of the applicable USF Day at the Capitol.

603.4.3. Assist in establishing a marketing plan for the event.

603.4.4. Assist in the recruiting of students to attend.

603.4.5. Help establish a system wide student legislative priority.

603.4.6. Collaborate with University and system-wide stakeholders on participation.

603.4.7. Assist in creating the agenda for the event.

603.4.8. Consult with the Chief Financial Officer on financial matters.

603.4.9. Any additional duties needed to complete the planning and execution of USF Day at the Capitol as determined by the chair of the committee.
Chapter 604

Marshall Student Center Advisory Board

604.1. The purpose of the Marshall Student Center (MSC) Advisory Board, hereafter referred to as the “Board”, shall be to advise the administration of the Marshall Student Center in improving the Marshall Student Center, to ensure it is providing students with a functional and student oriented center, and to provide feedback on initiatives within the Center.

604.2. The Board shall establish specific matters and goals to embark on by their second meeting of each academic year.

604.2.1. The matters shall be outlined in the Board’s Rules of Procedure and Ad Hoc committees formed to address matters accordingly.

604.2.2. The matter shall be related to operations or programming in the Marshall Student Center.

604.3. The Student Body President shall call the first meeting of the Board prior to the last Friday of September.

604.4. The Board shall be comprised of the following voting members:

604.4.1. Eight student members

604.4.2. Director of Marshall Student Center (non-voting member)

604.4.3. One Alumni of the University

604.4.4. One Faculty member

604.4.5. One member of the USF Staff Senate

604.4.6. One individual housed in the Marshall Student Center

604.5. Any USF Student who seeks to join the Marshall Student Center Advisory Board shall complete an application.

604.5.1. The application shall be advertised on the Student Government website, through social media and through the respective Student Life tower departments for at least five (5) business days.

604.5.1.1. If Student Government does not receive eight (8) applications after five (5) business days, the application shall be advertised for an additional three (3) business days.

604.6. The Center for Leadership & Civic Engagement, the Center for Student Involvement, New Student Connections, the Office of Fraternity and Sorority Life, the Office of Multicultural Affairs, the Graduate and Professional Student Council, and the Marshall Student Center
shall nominate no more than two candidates for the student membership of each respective seat on the Board.

604.6.1. Student representatives will be chosen from the pool of applicants and appointed by the Student Body President.

604.6.2. Students must be in good academic standing with the University and be currently enrolled at least part-time.

604.6.3. Student members are subject to removal if meeting attendance, including Ad Hoc and subcommittee meetings, falls below 60% after three meetings.

604.6.4. Members can also be removed if the board makes recommendation for removal to Student Body President and Director of the Marshall Student Center with successful supermajority vote.

604.6.5. The deadline for student nominations is the third Friday of September.

604.7. The Alumni Association, Faculty Senate, Academic Affairs, Student Affairs, and the Marshall Student Center can nominate no more than two candidates for membership of each respective seat on the Board. The Director of the Marshall Student Center will appoint one member from each office.

604.7.1. Members are subject to removal if meeting attendance, including Ad Hoc or subcommittee meetings, falls below 60% after three meetings.

604.7.2. Members can also be removed if the board makes the recommendation for the removal to the Student Body President and the Director of the Marshall Student Center with successful supermajority vote.

604.7.3. The deadline for nominations and individuals who apply to serve the Board campus wide are due the third Friday of September.

604.7.4. If membership is not able to represent areas outlined above, applicants can be drawn from all faculty and/or staff.

604.8. The Student Body President shall:

604.8.1. Designate a Chair

604.8.2. Have authority to remove any student members from the Board in collaboration with the Director of the Marshall Student Center.

604.8.3. Appoint a student replacement to fulfill the remainder of the year should a student member resign or be removed for any reason.

604.9. The Director of the Marshall Student Center shall:

604.9.1. Designate a Vice Chair
604.9.2. Have the authority to remove any non-student members from the Board in collaboration with the Student Body President.

604.9.3. Appoint a non-student replacement to fulfill the remainder of the year should a non-student member resign or be removed for any reason.

604.9.4. Meet with the Chair of the MSC Advisory Board on a monthly basis during the fall and spring semesters.

604.10. Voting members of the Board shall not serve for more than three (3) consecutive academic years.

604.11. The Board shall meet at least twice per semester as outlined in the Board’s Rules of Procedure.

604.12. Members of the Board shall have the ability to create Ad Hoc committees to address specific matters via a majority vote.

604.12.1. The Chair and Vice Chair of that Ad Hoc shall be elected at the first meeting of the Ad Hoc committee, which shall be chaired by the Chair of the MSC Advisory Board.

604.12.2. Duties of the Chair(s) and Vice Chair(s) shall be outlined in the Board’s Rules of Procedure.

604.13. A report by the Board shall be presented at Senate Meeting by the last meeting in March. The presentation shall be created and presented by the Chair & Vice Chair.

604.13.1. A copy of the report shall be given to the Director of the Marshall Student Center, the Director of the Student Government Advising, Training, and Operations, the Student Government Senate President, the Vice President of Student Affairs, the Dean for Students, and the Student Body President.

604.13.2. A presentation shall be delivered to the Senate by the Chair of the Board or their designee by the second Senate meeting of the summer semester.

604.14. The Board’s report shall include:

604.14.1. A compilation of all findings from Ad Hoc committees and the Board

604.14.2. Assessment and recommendations

604.14.3. The Board’s report shall be published on the Marshall Student Center and the Student Government websites within fifteen (15) business days of the report being presented to the Senate.

604.15. The Board shall update and approve the Board’s Rules of Procedure no later than the third meeting of the fall semester.

604.15.1. The Rules of Procedure shall include, but is not limited to matters of:
604.15.1.1. Robert’s Rules of Orders
604.15.1.2. Quorum
604.15.1.3. Matters and Goals of the Board for the academic year
604.15.1.4. Ad Hoc Committees and their duties
604.15.1.5. Orders of business
Chapter 605
Student Memorial Committee

605.1. The purpose of the Student Memorial Committee shall be to plan the student memorial ceremonies, determine the eligibility of names to be placed on the memorial, and recommend any maintenance needed.

605.2. The Student Memorial Committee shall be composed of the following members:

605.2.1. The Director of SGATO or designee as a non-voting member.

605.2.2. Two (2) members of the Executive Branch appointed by the Student Body President.

605.2.3. The Senate Relations Committee Chair, one additional relations committee member and another member of the Senate as representatives of the Legislative Branch.

605.2.3.1. The relations committee member shall be selected by a simple majority vote of the Senate Relations Committee.

605.2.3.2. The additional member of the senate shall be appointed by the Senate President.

605.2.3.3. If the Relations Chair or Senators selected cannot able to sit on the committee, they shall send an official notice to the Senate President within two (2) business days of the appointment.

605.2.3.4. The Senate President shall appoint a new designee and update members of the committee within two (2) business days of the new appointment.

605.2.4. One (1) member of the Judicial Branch appointed by the Chief Justice.

605.2.5. The Dean for Students or designee.

605.2.6. The Dean of Undergraduate Studies or designee.

605.3. The Student Body President shall be responsible for designating a Chair prior to the first meeting being called to order.

605.4. The Student Memorial Committee shall determine the eligibility of students in the following process:

605.4.1. Names of students shall be received from the Office of the Dean for Undergraduate Studies, Dean for Students Office, or Office of Graduate Studies.

605.4.2. A&S students paying fees who have passed away during the semester they are enrolled in and/or the following semester are entitled to their name on the student memorial.

605.4.3. Students who have passed away while serving in any branch of the military and currently enrolled shall be entitled to have their name on the student memorial.
605.4.4. Members of the USF community who have passed away during University related activities.

605.4.5. In the case of extraordinary circumstances, the committee may choose to deviate from the above mentioned requirements.

605.5. The recommended maintenance shall be determined by Physical Plant, Committee members, or students. The committee shall analyze the recommendations to factor in cost and feasibility.

605.6. The Student Memorial committee shall be responsible for planning the student memorial ceremony in the following manner:

605.6.1. A ceremony shall be held at least once a year.

605.6.2. Contact the appropriate parties of those who have passed away.

605.6.3. Plan the logistics of the ceremony.

605.6.4. Any additional duties needed to complete the student memorial ceremony.
Chapter 606

Election Rules Commission

606.1. The purpose of the Election Rules Commission is to advertise election cycles, gather voter statistics, and handle all administrative aspects of election cycles, to include but not be limited to, paperwork, organizing candidate meetings, and working with SBS in regards to purchasing.

606.2. The Election Rules Commission shall be comprised of the following individuals:

   606.2.1. The Supervisor of Elections
   606.2.2. Associate Supervisor
   606.2.3. Deputy Supervisor(s)
   606.2.4. Assistant Deputy(ies)

606.3. The ERC shall have a maximum of four (4) paid positions

606.4. The following individuals shall not serve on the Election Rules Commission.

   606.4.1. Non-University of South Florida Students
   606.4.2. Any member of the Executive Branch including Agency Directors and Assistant Directors
   606.4.3. Any member of the Legislative Branch and its interns
   606.4.4. Any member of the Judicial Branch and its interns
   606.4.5. Students running for any Student Government position during that term.

606.5. Should the Supervisor of Elections be unable to perform their duties the order of succession for the Election Rules Commission shall be:

   606.5.1. Associate Supervisor of Elections
   606.5.2. Deputy Supervisors of Elections (Seniority, by confirmation)

606.6. The Supervisor of Elections, Associate Supervisor of Elections, and Deputy Supervisors of Elections shall be eligible for remuneration.

606.6.1. Assistant Deputies shall not serve as paid position, and shall be required to sign an honor commitment, created annually by SGATO that they shall hold the integrity of elections at all times and shall not share any sensitive election information with anyone.

606.7. The Supervisor of Elections shall be nominated by the Student Body President and confirmed by the Senate Ethics Committee and the Senate.
606.8. The Associate Supervisor and Deputy Supervisor(s) shall be nominated by the Supervisor of Elections. The nominees shall be confirmed by Senate Ethics Committee and the Senate.

606.9. The Assistant Deputy(ies) shall be appointed by the Supervisor of Elections.

606.10. All initial nominations and appointments to the Elections Rules Commission shall be done prior to the final Senate meeting of the fall semester excluding Assistant Deputy Appointments.

606.11. Election Rules Commission members shall not be a candidate for any position at the time of their service in an election cycle.

606.12. The Supervisor of Elections shall give a weekly report to the Senate during any election cycle.

606.13. The Election Rules Commission shall serve as an autonomous body of Student Government.

606.14. Oversight of the Election Rules Commission shall fall under the purview of SGATO.

606.15. The Senate shall review the expenditures of the ERC after any election cycle.

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

606.17. The Senate may end the ERC's Supervisors time in office four weeks after spring break or any time after that with a majority vote.
Chapter 607
Local Fee Recommendation Committee

607.1. The purpose of the Local Fee Recommendation Committee shall be to research, propose, analyze, and recommend Activity and Service Fee initiatives before they are submitted and presented to the Local Fee Committee.

607.2. The Local Fee Recommendation Committee has purview over all A&S entities requesting a fee increase.

607.3. The Local Fee Recommendation Committee shall have the authority to propose local fee requests.

607.4. The Local Fee Recommendation Committee shall be composed of the following members:

607.4.1. The Student Body President or designee
607.4.2. The Senate President or designee
607.4.3. The Chief Financial Officer
607.4.4. Three (3) members of the Senate, elected by the Senate
607.4.5. The Dean for Students or designee as a non-voting member
607.4.6. One (1) member of SASSC as a non-voting member
607.4.7. One (1) member of SBS as a non-voting member
607.4.8. One (1) member of SGATO as a non-voting member

607.5. The Local Fee Recommendation Committee shall be called to order by the Student Body President and Senate President by the last Friday of June.

607.6. The Student Body President shall serve as the chair for the first meeting to elect a Chair of the Local Fee Recommendation Committee.

607.7. The committee shall receive a report of the previous fiscal year’s approved and/or denied local fee requests.

607.8. The committee shall schedule meetings with any A&S entity requesting for an A&S fee increase and compile a list of the requests.

607.9. The A&S fee increase requests shall include the proposed ideas and the estimated cost.

607.10. The committee shall research, analyze, discuss and provide feedback to any A&S entity on their proposed fee increase request.

607.11. The committee shall rank the requests in priority order.
607.12. The Local Fee Recommendation Committee shall submit the A&S fee increase requests, in priority order, to the Student Affairs Executive Team before the first meeting of the Local Fee committee.
Chapter 608
Leaders in Training

608.1. The purpose of the Leaders in Training (LIT) Program shall be to introduce first year and transfer students to leadership opportunities on campus and in Student Government.

608.2. LIT shall consist of first year and transfer students interested in becoming involved on campus. These students may or may not already be members of student government.

608.2.1. Students must be in good academic standing with the University and be currently enrolled at least part-time.

608.2.2. Student members are subject to removal if meeting attendance falls below 50% after three meetings unless their absence has been excused by the Leadership Council.

608.3. The Student Body President, Senate President, and Chief Justice shall appoint one person from each of their branches to be a member of the LIT Leadership Council, responsible for the following:

608.3.1. Creating applications for LIT before the first week of the Fall.

608.3.2. Selecting student representatives from the pool of applicants and appointing students before the end of September.

608.3.3. Planning and hosting at least three LIT meetings per semester.

608.3.4. Appointing one person to send out meeting agendas and to approve excusals for members who are not able to attend.

608.3.5. Assigning each member of LIT a mentor who is a current member of Student Government before the end of October.

608.4. Participation in LIT does not qualify as employment in Student Government, as such members are not official members of Student Government and are not subject to Constitutional requirements for membership.

608.4.1. Members of LIT shall not receive payment for attending meetings, only members of the LIT Leadership Council are able to qualify for remuneration.

608.5.
Chapter 700
Definitions of Terms for Student Government Elections

700.1. The following terms shall apply only for the purposes of Title 7 of these Statues. These terms shall be considered binding in all legal actions brought forth during an election.

700.2. **Active Campaigning** - Public and intentional expression of support for a candidate or ticket including vocal campaigning, distributing flyers, and campaigning via social media or email.

700.3. **Administrative Capacity** - Assisting with a campaign in a supervisory role; only including: organizing volunteers, creating plans for marketing, overseeing the creation of campaign materials, campaign strategizing, and/or managing campaign finances.

700.4. **Applicant** - Any person or pair that has submitted an official application to the Election Rules Commission (ERC) prior to the application deadline or Petitioned Senator Application (PSA) to Student Government Advising, Training and Operations (SGATO).

700.5. **Assistant Deputy** - A voluntary position appointed by the Supervisor of Elections to assist in the election process.

700.6. **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.

700.7. **Ballot** - The electronic form containing the names of the candidates and tickets, any constitutional amendments, any referenda, or any recalls to be presented to the Student Body on which they will vote on the items presented before them.

700.8. **Beyond Reasonable Doubt** - The standard that shall be met by the claimant’s evidence that no other logical explanation can be derived from the evidence except that the claim made by the claimant is valid.

700.9. **Bribe** - A prize, reward, gift or favor given or promised with the intent to influence another vote for a particular candidate or ticket. Any campaign materials approved by the Election Rules Commission and given during official campaigning shall not constitute as a bribe or bribery.

700.10. **Campaign Budget Statement** - An itemized list of all campaign expenditures made by a candidate, ticket, or their respective campaign staff, and all campaign contributions received by a candidate, ticket, or their respective campaign staff.

700.11. **Campaign Contributions** - Any resource provided, at fair market value, a reduced price or without cost to the candidate, ticket, or their campaign staff, from a person or entity, on or
off campus, for the purpose of furthering a campaign for a Student Government office. Non-monetary campaign contributions shall be assessed at fair market value.

700.12. **Campaign Expenditures** - The spending of money by a candidate, ticket, or their campaign staff, for the purposes of campaigning for a Student Government office.

700.13. **Campaign Materials** - Any physical or electronic materials which promote a candidate or ticket or impugn another candidate or ticket.

700.14. **Campaign Staff** - Any person who is helping a campaign ticket in any administrative capacity.

700.15. **Campaign Staff List** - The official list of Campaign Staff for each individual Campaign Ticket maintained by the Election Rules Commission and submitted by a Campaign Ticket.

700.16. **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.).

700.17. **Campaign Volunteer** - Any person who is helping a campaign ticket in any non-administrative capacity.

700.18. **Campaigning** - An expression by any medium attracting public attention whether radio, television, newspaper, magazine, periodical, direct mail, e-mail, display, leaflet, speech, or any other means which shall transmit any idea furthering the candidacy of any person.

700.19. **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.

700.20. **Candidate Meeting** - A mandatory meeting for all applicants organized by the ERC.

700.21. **Certification** - The process by which tentative election results are made official.

700.22. **Constitutional Amendments** - Proposed changes to the SB Constitution which have been passed by the Senate, signed by the President, and presented to the Student Body to be voted on.

700.23. **Declaration of Intent to Run** - An official form that an applicant or ticket signs to officially declare their intent to be certified for a Student Government position.

700.24. **Donation** - Any contribution, monetary, or otherwise, given to a candidate, ticket, campaign, or campaign staff member by any individual or entity, specifically for use in the campaign including, but not limited to, campaign staff, other students, or any non-student individual or entity.

700.25. **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.
700.26. **Election Cycle** - The timeframe beginning on the first day of campaigning and ending upon certification of election results.

700.27. **Election Rules Commission (ERC)** - An official entity of Student Government created to oversee the execution and logistics of all Student Government elections.

700.28. **Electorate** - The officially enrolled student body, as determined by the Office of the Registrar, at the University of South Florida, Tampa Campus.

700.29. ** Expedited Elections** - Any elections held in the event that a Supreme Court ruling or other circumstances result in an election needing to be rescheduled.

700.30. **Extenuating Circumstances** - A documented occurrence that would render someone reasonably unable to fulfill a requirement, including but not limited to: personal illness, hospitalization, bereavement, a serious family illness, or another obligation as determined by the Supervisor of Elections.

700.31. **Fair Market Value** - The price a person or entity would charge any other entity for a good or service.

700.32. **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.

700.33. **Governing Documents** - For the purposes of enforcement of Title 7, this shall refer to the SB Constitution, Student Government Statutes, and the Election Rules Commission Rules of Procedure.

700.34. **Grievance** - Any complaint brought forth via the grievance form to the Election Rules Commission and can be submitted against a candidate, ticket, or any group certified to take part in a USF Student Government election.

700.35. **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 filed Senate seats falls below (70%) of the total number of allotted seats. This election may only call for a Senatorial Election.

700.36. **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.

700.37. **Majority** - A vote of 50% +1 of the total electorate who voted in the election; applicable to university-wide Student Government elections only.

700.38. **Members of the Election Rules Commission** - Includes all employees, paid or non-paid, who comprise the Elections Rules Commission.
700.39. **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.

700.40. **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.

700.41. **Officers of the Election Rules Commission** - Includes all paid employees who comprise the Election Rules Commission.

700.42. **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.

700.43. **Petitioned Senator** - A Senator elected through a Senatorial Underrepresentation Petition.

700.44. **Plurality** - The election of Senators, within their college, using the total vote count of the electorate who voted in the election.

700.45. **Post-Election Report** - A comprehensive report compiled by the Supervisor of Elections that includes reports from all officers of the Election Rules Commission.

700.46. **Preponderance of Evidence** - The standard that a question at hand is more likely true than not. The standard is satisfied if there is a greater than 50% chance that the proposition is true. The burden of proof lies with the plaintiff.

700.47. **Presidential Campaign Ticket** - A Joint Presidential and Vice Presidential pair that has been certified by the Election Rules Commission to campaign.

700.48. **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.

700.49. **Referendum Campaign** - Any person or group supporting a Referendum that was certified to take part in an election. A Referendum Campaign will be considered a type of campaign ticket.

700.50. **Restricted Area** - Any physical location that has been restricted from campaigning by the Election Rules Commission, any University Entity, College, Building Manager or Dean.

700.51. **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.
700.52. **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.

700.53. **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.

700.54. **Statute of Limitations** - A statute setting a time limit on legal action in certain cases.

700.55. **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.

700.56. **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.

700.57. **Unofficial Intent to Run** - An unofficial and private declaration to a student(s) peers that they have intent to apply for certification to run for a Student Government position.

700.58. **University logo** - Any logo or trademark that is owned by the university, including but not limited to university, athletic, and the Student Government logos and seals.


700.60. **Unrestricted Area** - Any physical location that is free for any individual to campaign on behalf of any Campaign Ticket.

700.61. **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.
Chapter 701
Election Code of Ethics

701.1. Student Government elections shall be governed in a manner fair to both the Student Body and candidates alike.

701.2. The Election Rules Commission shall be responsible for ensuring the education of candidates and tickets and holding them accountable to all relevant Student Government policies.

701.3. Candidates are responsible for complying with procedure set forth by the Election Rules Commission and for being aware of the governing principals for Student Government Elections.

701.4. No candidate, ticket, or member of a campaign shall be assessed a violation without first having due process before the respective decision making body.

701.5. No candidate, ticket, or member of a campaign shall threaten or commit any violence to any member of a campaign ticket, or campaign staff.

701.6. No candidate, ticket, or member of a campaign shall commit or attempt to commit extortion, blackmail or bribery.

701.7. No candidate, ticket, or member of a campaign shall provide false information before the Election Rules Commission or Supreme Court.

701.8. No candidate, ticket, or member of a campaign shall withhold any financial records when reporting a budget or changes to the budget.

701.9. No candidate, ticket, or member of a campaign shall commit or condone slander or libel.

701.10. No candidate, ticket, or member of a campaign shall commit or condone the destruction or theft of any campaign material.

701.11. No candidate, ticket, or member of a campaign shall use any A&S funded materials for any political campaigns with the exception of materials produced at free printing locations listed on the USF information.

701.12. No candidate, ticket, or member of a campaign shall cast, attempt to cast, or condone the casting of more than one vote or tampering with the election software.

701.13. No candidate, ticket, or member of a campaign shall distribute campaign materials by sliding material under doors of residence halls.

701.14. No candidate, ticket, or member of a campaign shall distribute campaign materials by placing them on vehicles parked on-campus.
701.15. No candidate, ticket, or member of a campaign shall violate any university policy or applicable laws in the course of campaigning.

701.16. No candidate, ticket, or member of a campaign shall condone, authorize, or sponsor an unauthorized polling station.
Chapter 702
Election Timeline

702.1. General Election Timeline

702.1.1. The application period shall begin the first day of the spring semester and shall end at 5 PM on the last day of the business week, six weeks prior to Spring Break.

702.1.2. After a candidate or ticket submits their complete application, the Student Government Advising and Training Operations Bureau (SGATO) shall commence the check of eligibility of candidates and tickets.

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

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

702.1.4. Elections shall be held two weeks prior to the start of Spring Break and shall last for four consecutive business days, Monday Through Thursday of the applicable week.

702.2. Midterm Election Timeline

702.2.1. The application period shall begin the first day of the fall semester and shall end at 5 PM on the Friday of the third week of September.

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

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

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

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

702.3. Run-Off Election Timeline

702.3.1. After the results of the General/Midterm Election have been announced, the Election Rules Commission will inform the candidates and tickets as to whether or not a Run-Off Election will need to be held. All the policies and procedures of the General/Midterm Election shall apply to a Run-Off Election, except those changed by the policies and procedures found below.
702.3.2. Campaigning will begin immediately following the official announcement that a Run-Off Election will occur and end upon the closing of the polls on the final day of voting.

702.3.3. Run-Off Elections shall occur the following Tuesday and Wednesday after the official announcement and certification of the election results.
Chapter 703

Duties and Responsibilities of Student Government during Elections

703.1. Duties of the Officers of the Election Rules Commission

703.1.1. No member of the Election Rules Commission shall be a candidate or on a ticket for any election they preside over.

703.1.2. No member of the Elections Rules Commission shall campaign, endorse, or actively assist an applicant, candidate, or ticket outside of their duties as a member of the Election Rules Commission.

703.1.2.1. Should an accusation from an individual be brought forth regarding a violation of this policy, it shall be submitted in a memo to the Senate President Pro Tempore who will call for the creation of a Senate Impeachment Committee.

703.1.2.2. Assistant Deputies who violate this policy shall be removed from their position by the Supervisor of Elections.

703.1.3. The Election Rules Commission shall adopt a Rules of Procedure which shall not conflict with any Student Government governing document.

703.1.3.1. Any proposed changes to the ERC Rules of Procedure shall be submitted to the Senate Policy Committee for approval twenty-five (25) business days prior to the first Candidate meeting of Midterm Elections.

703.1.3.2. Changes not approved by the Senate prior to the first candidate meeting shall not apply to the election in question.

703.1.4. Be available during office hours to assist, candidates or tickets, and students.

703.1.5. The ERC shall hold at least ten (10) office hours collectively during business days, per week during any election cycle.

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

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

703.1.6. Make public and accessible to all students on the Student Government website any and all referenda, constitutional amendments, and required campaign documents, in collaboration with the Executive Branch department managing the Student Government website.

703.1.7. Oversee the ongoing election process and monitor campaign materials for violations.

703.1.8. Investigate and report any breach of any Student Government governing document by a campaign ticket or member of campaign staff.
703.1.9. Investigate and when applicable assess minor violations against candidates or tickets.

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

703.1.11. Create the candidate packet and related documents for all elections.

703.1.12. Submit the election application packet to SGATO for approval at least ten (10) business days prior to the release of applications for Midterm and General Elections.

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

703.1.14. Create and distribute all certifications of elections for all elected positions.

703.2. Duties of the Supervisor of Elections

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

703.2.2. Ensure all initial nominations and appointments to the Elections Rules Commission are done prior to the final Senate meeting of the Fall Semester excluding Assistant Deputy Appointments.

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

703.2.4. Document the receipt of signed paperwork of campaign tickets or applicants by signing and timestamping the document in the presence of the applicant.

703.2.4.1. If the Supervisor of Elections is not present, the paperwork shall be signed and timestamped by any other member of the ERC or SGATO in the presence of the applicant.

703.2.4.2. The Supervisor of Elections shall then sign the document within three (3) business days.

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

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

703.2.6. Inform all Senate candidates of the number of seats per college, as well as the number of candidates per college.
703.2.7. Serve as the Chair of Election Rules Commission meetings. Announce locations and operating hours of all official polling stations at least five (5) business days in advance of any election.

703.2.8. Ensure that polling locations, candidates, and campaign tickets are placed on the Official Student Government Website and Official Student Government social media at least five (5) business days prior to the first day of any Election.

703.2.8.1. This shall be done by emailing the Executive Departments directly responsible for the oversight of the Official Student Government Website and/or Official Student Government social media.

703.2.9. Disperse a finalized ballot to all candidates and tickets to their official USF email at least (5) five business days prior to the onset of elections.

703.2.10. Create a paper ballot that matches the online ballot to be used in the event that it becomes necessary as determined by the Supervisor of Elections or SGATO.

703.2.10.1. Candidates may request that changes be made to correct errors to the ballot within three (3) business days of the ballot being sent out.

703.2.11. Ensure unofficial vote counts are made available to anyone within (1) one business day following the announcement of results.

703.2.12. Announce cancellation of an official polling station at least twenty-four (24) hours in advance of the applicable voting day, whenever possible.

703.2.13. Postpone any election, in conjunction with the Director of SGATO or their designee, due to the university closing or problems with the voting system.

703.2.14. Announce and make public the results of all elections.

703.2.15. Certify the results of all elections.

703.2.16. Sit on a Senate created Ad Hoc Committee, following the Midterm Election, to suggest ways to improve the election process.

703.2.17. Attend all Election Rules Commission sponsored events including the Elections Rules Commission debates and candidate mixer(s).

703.2.18. Appoint the Associate Supervisor of Elections and Deputy Supervisors of Elections with the advice of the appropriate Hiring Committee.

703.2.19. Appoint Assistant Deputies.

703.2.20. May terminate any employed Associate or Deputy two weeks after Spring break or any time after that with the consent of the Student Body President.

703.3. Duties of Associate Supervisor of Elections
703.3.1. Assume the responsibilities of the Supervisor of Elections should the Supervisor of Elections be unable to complete their term for any reason.

703.3.1.1. If the Associate Supervisor of Elections assumes the role of Supervisor of Elections, they shall be subject to a Vote of Confidence at the next scheduled Senate Meeting as outlined in Senate Rules of Procedure.

703.3.2. Assist the Supervisor of Elections in all ways necessary and proper to ensure the execution of the role of the Election Rules Commission.

703.3.3. Ensure candidates and tickets comply with the governing documents.

703.3.4. Temporarily assume any Election Rules Commission position in the event that the person cannot fulfill their duties.

703.3.5. Act on behalf of the Supervisor of Elections when the Supervisor is not present.

703.3.5.1. While acting on the Supervisors behalf the Associate Supervisor may not

703.3.5.1.1. Certify elections.

703.3.5.1.2. Hire any person to the Election Rules Commission.

703.3.5.1.3. Set deadlines for candidates and tickets not outlined in governing documents.

703.4. Duties of the Deputy Supervisors of Elections

703.4.1. Assume the responsibilities of the Supervisor of Elections should the Supervisor of Elections and Associate Supervisor of Elections be unable to complete their term for any reason.

703.4.1.1. If the Deputy Supervisor of Elections assumes the role of Supervisor of Elections, they shall be subject to a Vote of Confidence at the next scheduled Senate Meeting as outlined in Senate Rules of Procedure.

703.4.1.2. The order of succession of Deputy’s will be determined by order of confirmation.

703.4.2. Ensure candidates and tickets comply with the governing documents

703.4.3. Assist the Supervisor of Elections in all ways necessary and proper to ensure the proper execution of the role of the ERC.

703.5. Duties of the Executive Branch

703.5.1. The duties of the Executive Branch involving Student Government Elections shall include, but are not limited to the following:
703.5.1.1. Ensure all Executive Branch members follow any and all election procedures outlined in the Student Government Constitution, Title 7 and the Elections Rules Commission Rules of Procedure.

703.5.1.2. Ensure the utilization of all social platforms for the marketing of any elections in collaboration with the Elections Rules Commission.

703.5.1.3. Ensure a compatible voting platform has been selected and purchased prior to the onset of any election.

703.5.1.4. Ensure that the link to the vote is easily accessible on the USF Student Government website, as well as from the web link, “usf.edu/vote”.

703.5.1.5. The Student Body President shall consider for approval, any and all constitutional amendments that have been passed by the Senate.

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

703.5.1.7. The Solicitor General shall be available to provide advice and representation to all students during the election process, including any grievance hearings, when requested by a student.

703.5.1.7.1. In the event that the Solicitor General position is vacant, the Student Body President shall appoint another member of the Executive Branch not in the Department of Legal Affairs to fulfill this duty.

703.6. Duties of the Legislative Branch

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

703.6.1.1. Ensure all Legislative Branch Members follow any and all election procedures outlined in the Student Government Constitution, Title 7 and the Elections Rules Commission Rules of Procedure.

703.6.1.2. Consider for approval, any and all constitutional amendments that have been submitted to the Senate President Pro Tempore, as long as the request falls within the timeline in Title 7.

703.6.1.3. The Senate President Pro Tempore, in conjunction with the Director of SGATO or their designee, shall determine the total number of vacant seats in any Midterm and Interim Election and make the seat count public prior to the onset of the elections.

703.6.1.4. The Senate President Pro Tempore, in conjunction with the ERC Supervisor of Elections and Director of SGATO or their designee, shall determine the total number of At-Large seats available in any Midterm elections and shall make the seat count public prior to the onset of the elections.

703.6.1.5. The Senate Policy Committee shall consider the Elections Rules Commission’s Rules of Procedure when amendments are submitted by the ERC.
703.6.1.6. The Senate may end the ERC’s Supervisors time in office four weeks after Spring Break or any time after that with a majority vote.

703.7. Duties of the Judicial Branch

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

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

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

703.7.2. The Supreme Court shall have original jurisdiction over:

703.7.2.1. All cases and controversies involving Student Government
703.7.2.2. All cases and controversies involving constitutional amendments.
703.7.2.3. All cases regarding major election violations

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

703.7.3. The Supreme Court shall have appellate jurisdiction over:

703.7.3.1. All cases and controversies involving candidates, recall elections, and the Election Rules Commission.
Chapter 704
Voting in Student Government Elections

704.1. Online voting shall be utilized in all Student Government elections whenever possible.

704.1.1. If online voting is not available, paper ballots may be used.

704.1.1.1. Paper Ballots shall be signed and timestamped by non-student Staff members of SGATO.

704.1.1.2. The ballots shall include the students’ NetID and College.

704.2. All USF students shall have the right to vote in all Student Government Elections.

704.2.1. If a student attempts to submit more than one ballot, only their first submitted ballot shall be counted.

704.2.1.1. If a student is found to have attempted to tamper with the voting software, they shall be placed in poor standing with Student Government for one (1) calendar year.

704.3. Changes to students’ voting status for the purpose of college selection shall only be considered if the change took place at least thirty (30) business days before voting opens.

704.4. Students shall have the right to vote for Senators in the college in which they are majoring, as well as Senators At-Large.

704.4.1. Students who are not registered to a college at least thirty (30) business days before voting opens shall be assigned to a college by SGATO.

704.4.1.1. SGATO shall make a reasonable attempt to randomly assign these students to each college, with more students assigned proportionally to larger colleges.

704.4.2. Students that have declared majors in two or more colleges may vote for Senators in each college

704.5. The Student Government Advising, Training, and Operations (SGATO) Bureau shall be responsible for maintaining the format of the infrastructure being utilized for voting.

704.5.1. Any changes being made to the voting software shall require the authorization of the Director of SGATO.

704.6. Only non-student staff members of SGATO may have access to the vote counts during active voting.

704.6.1. The aforementioned parties shall not share the running tally of vote counts with any other student or individual, unless requested by the University Board of Trustees, their designees or applicable courts.
704.6.2. The vote counts and all documents pertaining to the voting system shall be made public by the Election Rules Commission once active voting is complete, certified, and archived for historical purposes.

704.6.2.1. All vote counts shall be published online on the Official Student Government Website and Official Student Government social media.

704.7. SGATO shall make a reasonable attempt to ensure that the order of the candidates’ and tickets names on the ballot shall be determined by a randomized selection process as determined by the voting software.

704.8. There shall be no write-in candidates or tickets.

704.9. The Election Rules Commission shall set up and operate official polling station(s) on campus during regular business hours (9 AM – 5 PM) on each voting day for any election.

704.9.1. A polling station shall be set up and operated at the Marshall Student Center for each day of any election.

704.9.2. At least one other polling station shall be set up and operated on campus for each day of the General and Midterm Elections.

704.10. In the event of unforeseen circumstances, which hinder the commission from operating polling stations safely, the Election Rules Commission can operate a minimum of one (1) official polling station until it is deemed safe to resume normal operations.

704.11. Election Certifications

704.11.1. For all General and Midterm Elections, the Election Rules Commission shall release the uncertified results on the day following the close of the respective election’s polls no later than 5:00 PM.

704.11.2. For all General and Midterm Elections, the Election Rules Commission shall release the certified results on the day following the close of the respective election’s polls no earlier than 10:00 AM and no later than 8:00 PM if there are no pending grievances.

704.11.2.1. In the event of a pending grievance following the close of elections, the Election Rules Commission shall certify the results following one (1) business day of the resolution of the final grievance.

704.11.3. If a Run-Off occurs, then the results of the Run-Off Election shall be certified no earlier than 10:00 AM the day following the close of the election’s polls and no later than 5:00 PM on the Friday following the close of the election’s polls. These certifications shall include notice of any pending Supreme Court cases involving the election.
704.11.4. The results of any election are not official until certified by the Elections Rules Commission given that the certification is in compliance with all Student Government governing documents.
Chapter 705
Requirements and Regulations for the General and Midterm Elections

705.1. The purpose of the General Election is to elect a Student Body President and Vice President, elect Senators, propose any Constitutional Amendments and vote on any referenda.

705.2. The purpose of the Midterm Election is to fill the vacant Senate seats, propose any Constitutional Amendments and vote on any referenda.

705.3. Candidacy

705.3.1. Students interested in running for office will be able to pick up an application packet from the Election Rules Commission and access it online starting on the first day of classes prior to the respective election.

705.3.1.1. Once a student has submitted an official application to the ERC, they shall be considered an applicant and may be held liable to all rules and procedures governing the elections process.

705.3.2. In order to be placed on the official ballot applicant(s) must meet the following requirements:

705.3.2.1. Submit the following documents by the appropriate deadline:

705.3.2.1.1. The official application packet
705.3.2.1.2. A Declaration of Intent
705.3.2.1.3. A Student Record Waiver
705.3.2.1.4. Candidates shall also submit information to the ERC as required by Statutes and ERC ROP’s when necessary throughout the campaign process.

705.3.2.2. Attend at least one of the official candidate meetings.

705.3.2.2.1. There will be at least two meetings scheduled before Official Campaigning prior to the General and Midterm Elections.
705.3.2.2.2. The dates and times will be included in the application packet.
705.3.2.2.3. In the case that applicants cannot attend any of the meetings, they can inform the Supervisor of Elections, in writing at least twenty-four (24) hours before the final meeting.
705.3.2.2.4. If the reason(s) for missing all of the meetings are due to extenuating circumstances, then a make-up meeting will be scheduled with the applicant(s).
705.3.3. In order for President/Vice President tickets to be placed on the official ballot they must attend an additional meeting with the Supervisor of Elections in addition to meeting the above requirements.

705.3.3.1. Both candidates shall attend the meeting.
705.3.3.2. The Supervisor of Elections may schedule the time for this meeting after the application deadline.

705.3.3.2.1. Candidates shall be given at least forty-eight (48) hours’ notice of this meeting time.
705.3.3.2.2. If a candidate cannot attend the scheduled meeting time, they can inform the Supervisor of Elections, in writing at least twenty-four (24) hours before the meeting.
705.3.3.2.3. If the reason for missing all the meetings are valid (as decided by the Supervisor of Elections), then a make-up meeting will be scheduled with the candidate.

705.3.4. In order for a single applicant to be placed on the official ballot as a Senatorial candidate AND on a President/Vice President ticket, they must attend meetings fulfilling each of the above requirements.

705.3.4.1. The applicant must additionally sign a form expressing their understanding that, should their ticket win the Presidential election, they shall not be eligible for a Senatorial seat even if they receive the requisite number of votes.
705.3.4.2. If a candidate is elected to both the winning ticket and Senate, their subsequent senate seat(s) shall be given to the runner-up senate candidate(s).

705.3.5. The candidates’ or tickets’ legal name(s) shall be on the ballot. The Election Rules Commission may allow nicknames to be listed along with the legal name on the ballot.

705.3.6. Candidate biographies and photos shall be accessible through the Student Government website, Official Student Government social media, and binders at all polling stations.

705.3.6.1. Candidate biographies and photos shall not be placed on the ballot.

705.3.7. Any USF Student who has served in any of the following positions shall not be eligible to run in the General Elections unless they resigned from that position prior to September 1st of the year immediately before the election.

705.3.7.1.1. A USF SG Supreme Court Justice
705.3.7.1.2. A USF SG Attorney General
705.3.7.1.3. A USF SG Solicitor General
705.3.7.1.4. A member of the USF SG Election Rules Commission
705.3.7.2. This shall apply beginning with those serving at any point in the 59th Term.

705.3.8. Any USF Student who has served as a Justice shall not be eligible to run in the Midterm Elections unless they resigned from that position prior to June 1st that year.

705.3.9. Senatorial candidates and tickets shall not run for more than one Senate seat during the election.

705.3.9.1. Candidates and tickets shall run in the college they are currently registered in according to the Office of the Registrar.

705.3.9.1.1. If a student is registered in more than one college, they shall choose which college they will run in.

705.3.9.1.2. Candidates and tickets who have not declared a major shall run in the college of their choice.

705.3.10. Candidates and tickets may withdraw from an election at any time by submitting a Withdrawal form.

705.3.10.1. Candidates and tickets who withdraw from an election may not reapply for any position in that given election after the close of applications.

705.3.10.2. Should a Presidential or Vice Presidential Candidate remove their name from a campaign ticket, the remaining candidate shall select and report the replacement to the Election Rules Commission within two (2) business days.

705.3.10.3. Violations assessed shall remain in effect for the new ticket.

705.4. Determination of Vacancies in the Senate

705.4.1. The total number of vacant seats shall be determined by the Senate President Pro Tempore in conjunction with the SGATO Director, or designee.

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

705.4.2. At the start of the election process until the commencement of an election, SGATO will routinely check the eligibility of candidates and tickets.

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

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

705.5. At-Large Senate Seats in Midterm Elections

705.5.1. If there are fewer applicants than there are seats available, the ERC supervisor shall turn the remaining seats into an At-Large Senate Seat.
705.5.2. The ERC Supervisor shall confirm the At-Large Senate seat numbers with the Senate President Pro Tempore and SGATO Director, or designee.

705.5.3. The ERC Supervisor of Elections will notify all candidates via official USF email of their option to run for an At-Large seat within 48 hours after the application deadline.

705.5.4. Any candidate for the Senate may choose to run for an At-Large Senate seat.

705.5.4.1. Upon notification of At-Large seat availability, a candidate has two (2) business days to notify the ERC Supervisor of Elections via official USF email of their decision to run for an At-Large Senate seat.

705.5.4.2. Once a candidate has opted to run for an At-Large Senate seat, a candidate shall not revert back to running for a seat in their college for this election cycle.

705.5.4.3. If another At-Large seat is created after this time period closes, this process shall repeat and candidates will again have the ability to choose to run for an At-Large seat.

705.5.5. The final day for seat creation will be the Friday of the week prior to the respective election.

705.6. Run-Off Election Candidates

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

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

705.6.3. If there is a tie between two or more Senate candidates or tickets for the last seat in any college than a Run-Off Election will occur between these candidates or tickets.

705.6.4. If in the election for the offices of President and Vice President, no ticket receives a majority vote, then a Run-Off Election will occur.

705.6.4.1. The Run-Off Election shall take place between the two tickets who received the most votes in the General Election.

705.6.5. The winner of the Run-Off election shall be the campaign ticket that receives the most votes during the Run-Off election.
Chapter 706
Campaign Processes and Restrictions

706.1. Campaigning

706.1.1. Campaigning shall begin two weeks prior to the week of voting. Candidates and listed campaign staff may not campaign prior to Official Campaigning.

706.1.2. Campaigning shall not be permitted in the Student Government office, Bulls Radio, SGCS, or SAFE Team.

706.1.3. SG Officials, paid or unpaid, shall not actively campaign or wear campaign materials while on the clock or while performing in any Official SG capacity.

706.1.3.1. This includes but is not limited to:

706.1.3.1.1. Attending any SG meeting.
706.1.3.1.2. Being in the SG Suite.
706.1.3.1.3. Being in any SG Agency.
706.1.3.1.4. Representing SG at any events.
706.1.3.1.5. Volunteering at any SG events.
706.1.3.1.6. Tabling.
706.1.3.1.7. Wearing any SG uniform, nametag, or polo.

706.1.4. Members of the ERC are not permitted to wear campaign materials or campaign for any candidate or ticket.

706.1.5. Applicants, Candidates and Campaign Tickets may organize campaign staff and volunteers and communicate with potential donors prior to the onset of campaigning.

706.1.6. If Applicants, Candidates or Campaign Tickets solicit assistance of staff and organizers, they are responsible for ensuring that all Campaign Staff are familiar with all rules, statues, and regulations that pertain to the elections process.

706.1.6.1. If a Campaign Manager and/or Campaign Staff are established, then the applicant(s), candidates, or campaign tickets shall report their Campaign Staff List to the Election Rules Commission prior to the start of official campaigning.

706.1.6.2. Adjustments to a campaign staff list shall be submitted by the end of business of Friday of each week.

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

706.2. Campaign Materials
706.2.1. All campaigns materials shall have the candidate’s or ticket’s name on said material.

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

706.2.3. Campaigns materials shall not use University and Student Government logos or trademarks.

706.2.4. Campaigns materials shall not use endorsements from or images of university administrators, USF Departments, the USF Spirit Squad, current NCAA Division I athletes, and/or any current non-student University employee.

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

706.3. Fundraising & Donations

706.3.1. All Campaign Tickets and applicants shall receive no more than $1000 per donor.

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

706.4. Expenditures

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

706.4.2. This statement shall include all campaign contributions and any campaign expenditures with all receipts attached.

706.4.3. A Campaign Ticket shall submit an amended expense form to the Election Rules Commission the Friday before voting begins and the Monday after voting ends, if changes have been made.

706.5. Violations

706.5.1. Should the actions of any Campaign Ticket, Campaign Staff or Candidate violate Student Government Statutes or Elections Rules Commission Rules of Procedure, the respective Campaign Ticket or candidate may be held liable.

706.5.2. The Election Rules Commission and Supreme Court do not have jurisdiction beyond Student Government Statutes, the Student Government Constitution and Election Rules Commission Rules of Procedure, respectively.

706.5.2.1. Violations of University Policy and Student Code of Conduct shall be determined by the office of Student Rights and Responsibilities.

706.5.2.2. Violations of municipal, state and federal law shall be determined by the judiciary of the respective government.
706.5.3. Minor Violations include:

706.5.3.1. Using A&S funded materials to further their campaign (with the exception of anything printed via the free printing locations listed on the USF Information Technology website).
706.5.3.2. Using A&S funds from any USF print shop for campaign materials.
706.5.3.3. Sliding campaign materials under doors of residence halls.
706.5.3.4. Posting signs in unauthorized locations.
706.5.3.5. Chalking in unauthorized locations.
706.5.3.6. Campaigning within fifty (50) feet of an official polling location.

706.5.3.6.1. This shall not apply to any polling locations moved with less than twenty-four (24) hours written notice to all candidates.

706.5.3.7. Campaigning in any Student Government Agency or Bureau.
706.5.3.8. Campaigning while wearing any USF Department uniform, nametag, or apparel given as a result of a position in that department.
706.5.3.9. Early campaigning.
706.5.3.10. Using University administrators, USF Spirit Squad, current NCAA Division 1 athletes, any current non-student University employee as endorsement of a campaign.
706.5.3.11. Placing campaign materials on vehicles parked on-campus.
706.5.3.12. Any violation of the Election Code of Ethics.
706.5.3.13. Condoning others to commit these acts.
706.5.3.14. Misreporting information on a campaign budget statement.

706.5.4. The Elections Rules Commission may assess minor violations to Campaign Tickets or a Candidate. A Campaign Ticket shall be disqualified should the Campaign Ticket accumulate seven (7) minor violations.

706.5.5. For each minor violation after the first violation, a nominal fine of $50 will be levied against a Presidential and Vice-Presidential ticket certified to take part in a USF Student Government election.

706.5.5.1. The ERC shall issue a written notification that included the amount of the fine and the violation.

706.5.6. For each minor violation after the first violation and, a nominal of $20 will be levied against a Senate candidate or referendum campaign certified to take part in a USF Student Government election.

706.5.6.1. The ERC shall issue a written notification that includes the amount of the fine and violation.

706.5.7. All minor violations shall be paid within ten (10) business days of being issued a written notification.
706.5.7.1. If fines are not paid within ten (10) business days, the candidate, or campaign ticket shall be disqualified from the current election.

706.5.7.2. If unpaid fines remain at the end of a USF Student Government election, the financially accountable student for a ticket may request a one-time ten (10) business day extension for payment via a written request to SBS office.

706.5.7.2.1. Fines will be processed in accordance with University of South Florida Regulations.

706.5.8. The Election Rules Commission may assess minor violations to Campaign Tickets or a Candidate. A Campaign Ticket shall be disqualified should the Campaign Ticket accumulate seven (7) minor violations.

706.5.9. Major Violations shall be:

706.5.9.1. Any attempt, successful or unsuccessful, to:

706.5.9.1.1. Use force or threats in any way, including for money, favors, or votes
706.5.9.1.2. Use money or favors to persuade a person or group to act in a certain way, not including purchases of goods or sponsorships
706.5.9.1.3. Spread false, damaging statements against any person or group
706.5.9.1.4. Tamper with voting software
706.5.9.1.5. Condoning the commission of any of these actions by others.

706.5.9.2. Any use of SG or USF resources to assist or harm a campaign, including:

706.5.9.2.1. Using social media pages that are otherwise primarily used for a position, department, or office
706.5.9.2.2. Using ListServs or other similar department/office email lists in any way
706.5.9.2.3. Using department/office tabling events
706.5.9.2.4. Seeking donors or volunteers while on the clock or in the workplace
706.5.9.2.5. Actively campaigning while on the clock or in the workplace
706.5.9.2.6. Condoning the commission of any of these actions by others.
706.5.9.2.7. Group Chats that exist exclusively for the purpose of conducting official business and operations for a department at the University.

706.5.9.2.7.1. Informal group chats shall be excluded from this definition.

706.5.9.3. Any of the following other violations:

706.5.9.3.1. Receiving more than the caps specified in SG Statutes 706.3
706.5.9.3.2. Knowingly providing false information to the Supreme Court, the ERC, and/or to SGATO
706.5.9.3.3. Withholding any financial records or any updates to them
706.5.9.3.4. Damaging, destroying, or thieving a campaign’s materials
706.5.9.3.5. Setting up or operating an unauthorized polling station
706.5.9.3.6. Condoning the commission of any major violations by others
706.5.10. Committing any of the acts stated in 706.5.9.1 or condoning others to commit these acts shall cause the candidate(s) or tickets to be in poor standing with Student Government for two (2) calendar years.

706.5.11. The Election Rules Commission may accept grievances and investigate for major violations against candidates and tickets and they shall be turned over to the Supreme Court.

706.5.11.1. If actions constituting a major violation are proven beyond a reasonable doubt then the Supreme Court may assess major violations to the respective Campaign Ticket or Candidate and that Campaign Ticket will be disqualified.

706.6. Grievances

706.6.1. The person filing the grievance shall provide sufficient evidence of the breach in order for the Election Rules Commission to report the grievance.

706.6.1.1. The Grievance must be submitted to the ERC within two (2) business days of its occurrence or shall be deemed null and void.

706.6.2. The Election Rules Commission Grievance form shall be filed with the following required information:

706.6.2.1. The names of the accused candidate or ticket. Only one candidate or ticket can be included in each grievance.

706.6.2.2. The filer’s name and contact information.

706.6.2.3. A description of the alleged violation(s).

706.6.2.4. The evidence supporting the claim.

706.6.3. Should the grievance form filer fail to include the required information, the grievance shall be deemed null and void by the Election Rules Commission.

706.6.4. If the Elections Rules Commission accepts a grievance filed by a student, staff or faculty, the Elections Rules Commission will notify the candidate of their potential violation within two (2) business days.

706.6.5. The notification shall include a copy of the grievance filed including all supporting evidence.

706.6.6. After the notification is sent to the candidate in question, the candidate will have, at minimum, two (2) business days, to prepare a written or oral statement refuting the alleged charges with any applicable evidence.

706.6.7. The Supervisor of Elections may schedule the grievance meeting any time after the two (2) business day to hear arguments.
706.6.8. The person who filed the grievance will be given five (5) minutes to present their statement to the Election Rules Commission.

706.6.9. Accused candidates or a member of the accused Campaign Ticket will be given five (5) minutes to present their statement to the Election Rules Commission.

706.6.10. Should the individual be unable to attend the meeting, a written statement of their testimony may be submitted to the ERC.

706.6.11. At any point during testimony the members of the Election Rules Commission may ask questions of the speaker, at the discretion of the Supervisor of Elections.

706.6.12. The ability to extend time will be at the discretion of the Supervisor of Elections.

706.6.13. Failure by the accused to refute any alleged charges will not impede the Elections Rules Commission from assessing the violation(s).

706.6.14. The Elections Rules Commission will discuss the statements from both parties, review evidence, and vote on whether or not to assess a minor violation to the candidate.

706.6.14.1. The burden of proof shall be by clear and convincing evidence.

706.6.15. An official decision on violation assessment by the Election Rules Commission shall be made public no later than two (2) business days from the adjournment of the meeting.

706.7. No grievances may be filed after 9:59:59 AM of the day after voting ends.

706.7.1. Only grievances pertaining to vote count manipulation shall be accepted after this deadline.

706.7.2. No grievance will be accepted after election results have been certified.

706.8. In the event of a Run-Off, violations assessed to candidates and tickets in the General or Midterm Election shall remain in effect until the certification of the results of the Run-Off Election.

706.9. No grievances may be filed after 9:59:59 AM of the day after voting for the Run-Off Election ends.

706.9.1. Only grievances pertaining to vote count manipulation shall be accepted after this deadline.

706.9.2. No grievance will be accepted after Run-Off Election results have been certified.
Chapter 707  
Special Elections

707.1. Interim Elections

707.1.1. The Senate shall call for an Interim Election when the total number of filled Senate seats fall below (70%) of the total number of seats as determined by the Constitution.

707.1.2. The Senate President Pro Tempore shall determine the total number of vacant seats in conjunction with the director of SGATO and notify the Senate when the total number of filled seats falls below (70%).

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

707.1.3.1. If an Election Rules Commission has not been assembled at the time of the election, then SGATO shall run the election.

707.1.4. An Interim Election may only call for a Senatorial Election.

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

707.2. Petitioned Senator Elections

707.2.1. In the case of no candidates being available to serve as Senators in a particular college, the process for Petitioned Senators filling a seat shall be as follows:

707.2.1.1. A student from the college with vacant seats shall complete a petitioned Senator Application (PSA).

707.2.1.1.1. A student from any college may complete the PSA ten (10) business days after the seat becomes vacant.

707.2.2. After being notified by SGATO that the applicant meets the required qualifications, they may use a Senatorial Underrepresentation Petition (SUP) to campaign for signatures.

707.2.2.1. The applicant must submit a SUP signed by 5% of students registered in the respective college.

707.2.2.2. These signatures will be representative of both the college’s confidence in the applicant and their democratic involvement in selecting them.

707.2.3. SGATO will certify the signatures submitted on the SUP, and will notify the applicant of whether or not they have qualified to represent the college in question.

707.2.3.1. No petitions shall be certified during the midterm or interim elections.
707.2.4. If there are multiple applicants for the position, the applicant who is first to receive the minimum certified required signatures will be elected.

707.2.4.1. If another applicant also receives the minimum number within twenty-four (24) hours, the applicants may continue to collect signatures for three (3) business days, after which the candidate with the most signatures will be elected.

707.2.4.2. If there is a tie, the petition will remain open for an additional day, or until the tie is broken.

707.2.4.3. Petitioned senators shall have the same responsibilities as senators.

707.3. Recalls

707.3.1. A Recall Election may be called by any USF student to initiate a vote of the Student Body in which an SG Official may be removed from their position.

707.3.2. In order for this election to be called a student shall first petition the Student Body.

707.3.2.1. The petition shall follow the guidelines as outlined in the Student Government Constitution.

707.3.3. A Recall Election may be called at any time during an academic semester and will be led by the Student Government Advising, Training, and Operations Bureau with the assistance of the Elections Rules Commission.

707.3.4. Upon announcement of a Recall Election, the officers of the Election Rules Commission will meet with the Student Government Advising and Training Office to draft a plan for the specifics of the election.

707.3.5. The current Student Body President and Vice President, as well as members in a college of the current Senate, are the only people who can be subjected to a Recall Election, as outlined in the SB Constitution.

707.3.6. The Recall Election shall be held no later than three (3) weeks after the individual has submitted all appropriate materials necessary to hold a Recall Election to the Student Government Advising, Training, and Operations Bureau.

707.3.7. The official ballot shall state the name of the Student Government Office in question.

707.3.8. The reasons for the recall and a rebuttal from the elected official(s) being recalled shall be made public and accessible to all students prior to the Recall Election.

707.3.9. A majority of the votes cast in favor of the removal of the elected official(s) shall lead to their removal.
707.3.10. The Student Government Advising, Training, and Operations Bureau shall be responsible for certifying the Recall Election no earlier than 10:00 AM and no later than 5:00 PM the day following the close of the election’s polls.

707.4. Student Referendums

707.4.1. Any student enrolled at the University of South Florida may call for a Student Referendum in accordance with the SB Constitution.

707.4.2. If a student intends to get a Student Referendum on the ballot, then a petition with signatures with at least five (5) percent of the student body shall be required.

707.4.2.1. The Student Referendum shall be proposed to the student body during the next Midterm or General Election.

707.4.2.2. The ERC is responsible for informing the student calling for a referendum the number of necessary signatures to get a Student Referendum on the ballot within three (3) business days of the request.

707.4.3. A Student Referendum shall be submitted with the following documents in order to be considered:

707.4.3.1. Title of Student Referendum.

707.4.3.2. The Petition.

707.4.3.3. The Referendum question.

707.4.3.4. The name and contact information of the student submitting the Referendum.

707.4.4. Only one petition may be submitted per Student Referendum.

707.4.5. Each student that signs the petition shall include their U Number, printed name and signature.

707.4.6. The signatures of the Student Referendum shall be verified by SGATO.

707.4.7. If the signatures cannot be verified, the ERC will notify the student bringing forth the referendum.

707.4.8. The ballot shall include the following:

707.4.8.1. Title of Student Referendum

707.4.8.2. The Referendum question

707.4.8.3. The answer options of the Student Referendum

707.4.9. The ballot of the Student Referendum shall have two options: “Yes, I agree” and, “No, I disagree”.

707.4.10. The official ballot shall state verbatim the resolution Student Referendum as submitted proposed by the Student Referendum by the student.
707.4.11. The official ballot shall also include a statement explaining the reason for bringing forth the Student Referendum.

707.4.12. The deadline for the Student Referendum to be submitted to the Elections Rules Commission (ERC) shall be ten (10) business days prior to the election in which it will be voted on.

707.4.12.1. If no members of the ERC have been hired, the Student Referendum shall be submitted to a member of SGATO.

707.4.13. The ERC shall time-stamp the Student Referendum upon submission.

707.4.13.1. If no members of the ERC have been hired, a time-stamp shall be placed on the referendum by a member of SGATO.

707.4.14. The Referendum as well as the reason for bringing forth the Referendum shall be made public and accessible to all students on the Student Government website or official Student Government social media at least five (5) business days prior to election in which it will be voted on.

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

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

707.5. Student Government Referendum

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

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

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

707.5.2.2. The referendum is subject to the full approval of the Senate at least ten (10) business days prior to the election in which it will be voted on.

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

707.5.2.4. The Student Body President shall sign the Referendum and send it to the Chief Justice within three (3) business days of receiving it or it shall be considered not approved.
707.5.3. The Student Government Referendum shall be signed by both the Senate President and the Student Body President in order to be placed on the ballot at the next Midterm or General Election.

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

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

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

707.5.5.1. If no members of the ERC have been hired, a submission to the SGATO shall suffice.

707.5.6. The official ballot shall state verbatim the Student Government Referendum as submitted by the officer and as approved by the appropriate parties.

707.5.7. The Referendum as well as the reason for bringing forth the Referendum shall be made public and accessible to all students on the Student Government website or official Student Government social media at least five (5) business days prior to the election in which it will be voted on.

707.5.8. A majority of the votes in favor of the Student Government Referendum shall constitute the non-binding approval of the Student Government Referendum by the Student Body.

707.6. Constitutional Amendments

707.6.1. Any student may propose a Constitutional Amendment.

707.6.2. The Amendment shall be approved by a supermajority vote of Senate and be signed by both the Senate President and the Student Body president before being placed on the ballot to be voted upon by the Student Body at the next Midterm or General Election held within the Fall and Spring academic Semesters.

707.6.3. The deadline for the Constitutional Amendment to be submitted to the Election Rules Commission shall be fifteen (15) business days prior to the election in which it will be voted on.

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

707.6.6. If a majority of the votes cast are in favor of the Amendment, then the Amendment shall be adopted.

707.7. Selection of Last Resort

707.7.1. If the processes aforementioned in the Title 7 cannot select an official and sworn Student Body President and Student Body Vice President within ten business days before the Spring Commencement, then the Student Senate of the previous term shall select from the certified pool of Campaign Tickets a joint Presidential and Vice Presidential ticket to be the President and Vice President.

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

707.7.3. If the Student Body President and Student Body Vice President have been selected by Last Resort, then they shall be subject to a Student Body vote of confidence in the next Midterm Election.

707.7.4. Should the Student Body President and Student Body Vice President be removed by a supermajority, then the Order of Succession shall determine the new officers.

707.8. Expedited Elections

707.8.1. Only the Supervisor of Elections and the Student Government Supreme Court can call for Expedited Election.

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

707.8.3. All paperwork submitted by candidates and tickets to the Election Rules Commission shall remain in effect.

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

707.8.5. No part of an Expedited Election may be held during Spring Break, Winter Break, or any University Holiday.
Title 8
Finance Code
Chapter 800
Monies and Accounts

800.1. Purpose

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

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

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

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

800.2.3. A&S Fund allocations and expenditures shall be consistent with the purpose of A&S Fees and shall be subject to any regulations in the SB Constitution and SG Statutes.

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

800.2.5. The Unallocated Cash Reserve Account shall hold all the A&S Funds that haven’t been allocated for the fiscal year.

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

800.3. Auxiliary Account Monies (Auxiliary Funds)

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

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

800.3.3. Auxiliary Funds may only be expended on items related to their product code, unless exempted jointly by the Student Body President and Senate President.

800.4. Foundation Account Monies (Foundation Funds)

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

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

800.4.3. Foundation Fund expenditures shall be consistent with the purpose of Foundation Funds and in accordance with the wishes of the donor.
800.4.4. Student Organizations who receive monetary reward from competing in competitions shall provide a portion of their earnings to the SG Foundation account in a manner consistent with USF policy.
Chapter 801
A&S Funding Eligibility

801.1. Purpose

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

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

801.2.1. Entities funded via Unallocated Cash Bills
801.2.2. Entities within Student Government
801.2.3. Entities within the Division of Student Affairs
801.2.4. Funding Councils and Student Organizations

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

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

801.3.2. This Clause shall be consistent with University Policy.

801.3.3. Any entity which requires mandatory dues for membership.

801.3.3.1. This includes local, regional, national, and international entities; exceptions shall not be made due to the scope of the entity.
801.3.3.2. This does not include entities that charge optional dues, provided no membership privileges are restricted to members who have paid dues.

801.4. Student Organizations receiving A&S Funds:

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

801.4.2. Shall have an active membership of at least ten (10) currently-enrolled USF students. Nonstudents shall not vote, hold office, or otherwise direct the organization.

801.4.3. Shall be active and registered with the Center for Leadership and Civic Engagement (CLCE) for a minimum of fourteen (14) weeks.

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

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

801.4.6. Shall complete any Constitution changes requested by the Senate Ethics Chair.
801.4.7. Shall have been reviewed, approved, and marked as eligible for A&S Funds by the Senate Ethics Chair following compliance with this Chapter.

801.4.8. Shall not provide false information on any SG form or any official SG proceeding.

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

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

801.5.2. The event shall be held on campus, in the absence of controlled substances.

801.5.3. The event attendance shall be recorded using the card swipe system.

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

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

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

801.7. Exceptions To:

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

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

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

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

801.7.2.2. That the event is properly advertised.

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

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

801.7.3.1. Prescribed medication required by attendees.

801.7.3.2. Alcohol served at the MSC Beef 'O' Brady's.

801.7.3.3. Alcohol served at the Raymond James Stadium.

801.7.3.4. Alcohol served at the Yuengling Center.

801.7.3.5. Alcohol served at the Pinnacle Hall BurgerFi.

801.7.3.6. Alcohol served at Corbett Stadium.

801.7.3.7. Alcohol served at the USF Baseball/Softball Complex.

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

801.7.5. **Other:** The SG Senate may allow a deviation from any allocation or expenditure policy via a supermajority vote.
Chapter 802
Additional Policies and Procedures

802.1. A&S Budget Transfers

802.1.1. Budget transfers allow for an entity to expend A&S Funds in a manner that is not in accordance with their allocation as approved by the Senate.

802.1.2. Budget transfer requests are subject to the approval of the Senate Finance Committee, which shall ensure that:

802.1.2.1. The budget transfer is line-item specific.
802.1.2.2. The budget transfer is within the same A&S Funded entity (SG excepted).

802.1.3. Budget transfer requests shall go through the following procedures:

802.1.3.1. The Senate Finance Committee shall review the request.

802.1.3.1.1. If the Senate is out of session, the Senate Finance Chair may approve or deny the request on behalf of the Committee.

802.1.3.1.2. Failure to act within ten (10) business days shall be deemed approval.

802.1.3.2. Denied requests may be overturned by a supermajority vote of the Senate.

802.2. Freezing A&S Accounts

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

802.2.1.1. The CFO in conjunction with the Senate Finance Chair.
802.2.1.2. The Student Body President in conjunction with the Senate President.

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

802.2.2.1. Any frozen A&S account may be unfrozen by the Senate with a majority vote.
802.2.2.2. Any A&S account under review for freezing by the Senate shall be provided the option to debate the freezing in a process that mimics the Senate VOC procedures.

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

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

802.2.4.1. Violation of allocation provision(s)
802.2.4.2. Violation of SG Statutes or the SB Constitution
802.2.4.3. Violation of University Regulations or Policies
802.2.4.4. Violation of Florida Statutes
802.2.4.5. Fiscal irresponsibility as determined by the Senate
802.3. A&S Property

802.3.1. Policies and Procedures

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

802.3.1.2. A&S Property shall be subject to SG Statutes in its usage and storage, and with policies in the SBS Property Manual.

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

802.3.1.4. A&S Property that has a value greater than $100 shall be identified with an A&S Property tag upon purchase by SBS.

802.3.1.5. SBS shall publish a Property Manual on an annual basis that outlines property expectations.

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

802.3.2. Capital Assets

802.3.2.1. Capital Assets shall be any A&S Property that can be checked in and checked out through SBS by A&S funded entities.

802.3.2.2. Capital Assets shall be stored on-campus, unless exempted by the CFO.

802.3.2.3. Capital Assets shall be inventoried annually by SBS.

802.3.3. High-Risk Assets

802.3.3.1. High-Risk Assets shall be any Capital Assets that carry a high risk of damage or loss as determined by SBS.

802.3.3.2. High Risk Assets are subject to additional inventories at the discretion of SBS, or at the request of the Student Body President or Senate President.

802.3.4. High-Value Assets

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

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

802.4. Additional Approval Policies

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

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

802.4.1.2. The most fiscally responsible quote is chosen.

802.4.2. Any recurring expenditure of less than $50,000 a year of SG Account Funds shall be subject to the joint approval of the Student Body President and Senate President.
802.4.3. Any recurring expenditure of over $50,000 a year of SG Account Funds shall be subject to the joint approval of the Student Body President and the Senate.

802.4.4. Any one-time expenditure less than $1,000 from the SG Auxiliary or SG Foundation Account is subject to the approval of the CFO.

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

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

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

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

802.5. A&S Sweep Exemptions

802.5.1. All A&S Funds shall be 100% swept at the end of the fiscal year.

802.5.2. Any A&S funded entity may request for some or all of the A&S Funds remaining in its account to be exempt from the sweep by completing a sweep exemption form and submitting it to the Senate Finance Committee by the last Friday in May.

802.5.2.1. Any pertinent information and justification shall be provided with the form.

802.5.3. The Senate Finance Committee shall review submitted requests, and may fail them or recommend some or all of the requested amount to the Senate as a fiscal bill.

802.5.4. If the fiscal bill passes through the Senate and Student Body President, it shall be subject to the approval of the University President.

802.5.5. If the approved sweep exemption amount is greater than the amount remaining at the end of the fiscal year, only the remaining A&S Funds shall be exempted.

802.6. SG Monies collected through Student Organization Competitive Earnings

802.6.1. In order for a Student Organization to utilize A&S Fees on any items or materials for a competition that could result in a monetary reward, the student organization president must sign a written declaration agreeing to provide a breakdown of all A&S and Non-A&S expenses incurred on materials that pertain to the competition they are seeking permission to utilize A&S funding for.

802.6.1.1. If Senate allows the organization to utilize funds for a competition that could result in monetary reward, the organization must provide a quarterly expense
breakdown for the materials and items pertaining to the respective competition to the Senate President, the CFO and SBS.

802.6.2. Additionally, the Student Organization President must also sign a form acknowledging that a portion of their competitive earnings are to be housed in the SG Foundation account based on the percentages outlined in 802.6.8.

802.6.3. After the Student Organization President has signed the written declaration on behalf of their organization, they must request an exemption from Senate via written request to the Senate President no later than five (5) business days prior to the subsequent senate meeting.

802.6.4. If the Senate President receives this request within the timeline specified in 802.8.3, they shall place the exemption request on the agenda for the very next Senate meeting.

802.6.5. The Senate may grant up to three (3) exemptions to a Student Organization per fiscal year, so long as each exemption applies to a separate competition that the respective Student Organization wishes to participate in.

802.6.5.1. Additionally, a Student Organization may only request up to three (3) exemptions per fiscal year, so long as each exemption applies to a separate competition that the respective Student Organization wishes to participate in.

802.6.5.2. A Student Organization shall only be allowed to request one (1) exemption per project per fiscal year.

802.6.6. If Senate votes via a simple majority vote to grant the exemption to the Student Organization, and the organization receives a monetary reward from participation in the subsequent competition, the organization shall give SG a portion of their earnings which shall be provided to the SG Foundation account through the USF Foundation.

802.6.6.1. SG shall house these monetary rewards in its Foundation Account in a manner consistent with USF policies and procedures.

802.6.7. The amount that the SG receives in its foundation account from respective Student Organization competitive earnings shall depend on the percentage of funds that the Student Organization expended on items and materials that were purchased with A&S fees.

802.6.8. The percentage that SG retains in its Foundation Account shall align with the following percentage breakdown:

802.6.8.1. If a Student organization expends between zero to ten percent (0-10%) of its overall A&S allocation on items and materials for a competition that could result in monetary gain, SG shall retain zero percent (0%) of the reward.
802.6.8.2. If a Student organization expends between ten to thirty percent (10-30%) of its overall A&S allocation on items and materials for a competition that could result in monetary gain, SG shall retain twenty percent (20%) of the reward.

802.6.8.3. If a Student organization expends between thirty to fifty percent (30-50%) of its overall A&S allocation on items and materials for a competition that could result in monetary gain, SG shall retain forty percent (40%) of the reward.

802.6.8.4. If a Student organization expends between fifty to seventy percent (50-70%) of its overall A&S allocation on items and materials for a competition that could result in monetary gain, SG shall retain sixty percent (60%) of the reward.

802.6.8.5. If a Student organization expends between seventy to one hundred percent (70-100%) of its overall A&S allocation on items and materials for a competition that could result in monetary gain, SG shall retain eighty percent (80%) of the reward.

802.6.8.5.1. If a competition stipulates that a portion of earnings shall go towards initiatives outside the scope of A&S fees, these percentages shall reset to the apportionment of earnings that SG is permitted to retain.

802.6.9. Student Organizations shall only include the cost of tangible items and materials in their breakdown of overall expenses.

802.6.10. The Chief Financial Officer (CFO) and Finance Chair shall work in coordination with SBS, the Funding Councils and the USF Foundation (when applicable) to track the earnings gained from each competition, as well as the exemptions that are granted and denied by Senate.

802.6.11. If a Student Organization wishes to participate in a multi-year project which culminates in a single competition with a monetary reward, they shall only be required to submit one (1) exemption request.

802.7. Audits

802.7.1. SBS shall, on a biweekly basis, send a list of A&S Funded events to the Senate President for distribution to Senators in the fall and spring semesters.

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

802.7.2.1. The audit shall be submitted to the Senate Finance Chair.
802.7.2.2. The Chair shall review the audit for any violation of Statutes.

802.7.2.2.1. If no violation is found, then the audit shall be archived.
802.7.2.2.2. If a violation is found, the Chair shall submit an official grievance and alert SBS and the CFO.
Chapter 803
A&S Annual Budget Procedure

803.1. A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title 8.

803.2. There will be three separate submission deadlines for budget requests as shown below:

803.2.1. Student Affairs Entities - Third Friday in December
803.2.2. Student Government Entities - Third Friday in December
803.2.3. Funding Councils and Student Organizations - last Friday in January

803.3. The budget requests shall only be submitted once and are due no later than 4:59:59 PM on the respective date. Any organization that received A&S funding before January 15\textsuperscript{th} of the current fiscal year shall meet the deadline. Any budget submitted after the 4:59:59 PM deadline will be considered late and not be accepted for the Annual Funding Procedure. Any budget submitted after the 4:59:59 PM deadline up to the end of the next fiscal year shall be recommended to seek funding through the Interim Funding Process. Any organization that submitted a budget request after the 4:59:59 PM deadline and previously funded through the Annual Funding Procedure will be subject to penalties addressed in Title 8, except as follows:

803.3.1. Organizations which gain A&S funding eligibility (new organizations) after January 15\textsuperscript{th} of each fiscal year shall not be subject to the penalties specified in Title 8 for the following year’s funding.

803.3.2. Organizations which were not funded in the current fiscal year are not required to adhere to the deadline and shall not be subject to the penalties specified in Title 8 for the following year’s funding.

803.3.3. Technical issues with the budget program which prevent organizations from submitting their budget in a timely manner and which are the responsibility of the university or SG (i.e. excessive web server outages) can be taken into account by SBS, and the budget deadline may be extended for extraordinary circumstances.

803.4. All student organizations are required to submit a performance report as part of their budget request. The performance report shall include, but is not limited to:

803.4.1. The organization profile (mission, officer listing, and membership).
803.4.2. Individual descriptions of projects, programs, and services.
803.4.3. Information on meetings conducted during the past fiscal year.
803.4.4. Additional items may be requested by a majority vote of the Senate Finance Committee or ASRC.
803.5. SBS will be responsible for the following procedures:

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

803.5.1.1. Updated proviso limits and rules in conjunction with Student Government
803.5.1.2. Training module for budget submission
803.5.1.3. Technical support for budget program

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

803.5.3. Verify Budget Workshop attendance/ video equivalent/ website equivalent.

803.5.4. During ASRC deliberations, provide committee members with the appropriate information about the organizations’ financial histories, overall budget status, and other pertinent information.

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

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

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

803.6.2. Review each budget request as a committee and amend the request according to Proviso and standards, taking into consideration the organization’s performance in the past year and the funds available for allocation during the next fiscal year.

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

803.6.3.1. Appeals may be submitted after the mock budget has been sent out to the requestor.
803.6.3.2. The ASRC Chair shall allocate five (5) business days for requestors to submit and appeal to the Chair.
803.6.3.3. The Requestor may submit a request for a written or oral appeal.
803.6.3.4. Written appeals shall be sent to the ASRC Chair.
803.6.3.5. Oral appeals shall be requested and the requestor will meet with a member of ASRC to hear their appeal.
803.6.3.6. The ASRC may review appeals as they are submitted.
803.6.3.7. All appeals shall be reviewed by ASRC.

803.7. ASRC shall provide for the Senate as a whole their recommendation in the form of a bill for the next fiscal year’s budget no later than the first week in April, unless a new deadline is approved by supermajority vote of the Senate. SBS will present a briefing to the Senate to present the budget recommendation and address the decision-making process.
803.7.1. If the budget is not approved by the Student Government Senate, ASRC will revise the budget taking into consideration the concerns of the Senate. ASRC will represent the revised budget in the form of a bill to the Senate. This process shall be repeated until the bill is passed by Senate.

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

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

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

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

803.11.1. If the President of the University returns the budget for any reason, the Senate President will call a special ASRC meeting to act upon any areas of disagreement. A new budget recommendation shall be submitted within fifteen (15) business days after being returned by the President of the University.
Chapter 804
A&S Fee Proviso Language

804.1. Purpose

804.1.1. This chapter serves to outline the funding conditions for the allocation and expenditure of A&S Fees in the 2019-2020 fiscal year.

804.1.2. This chapter shall replace the 2018-2019 A&S Fee Proviso, which shall be archived and used for the remainder of the 2018-2019 fiscal year.

804.2. Restricted Reserve Allocation

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

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

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

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

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

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

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

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

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

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

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

804.3.8. The ASRC shall establish a set of internal standards and guidelines on the Student Government website.
804.3.8.1. All guidelines must be submitted to be updated onto the Student Government website at most five (5) business days after being revised.

804.3.9. The ASRC may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the USF Print Shop partnership or its equivalent.

804.3.10. The ASRC and the Senate Finance Committee have the authority to allocate monies lower than the maximum amount of maximum occurrence.

804.3.11. The ASRC and the Senate Finance Committee have the discretion to deny funding to any Activity & Service fee budget request with proper justification.

804.3.12. The Senate shall delegate allocation authority, when appropriate, to the Senate Grants Committee on for the purposes of allocating grants, with the exception of Conference Presentation Grant which shall be delegated to SBS. Grant allocations shall adhere to all restrictions as set forth by this proviso.

804.3.13. Any request to deviate from Proviso by ASRC must be presented by the ASRC chair with the committee’s justification for deviations from Proviso during the first reading of the ASRC Bill to Senate.

804.3.14. Any request to deviate from Proviso from Student Government, Student Government Sponsored events, student affairs departments and student organizations must include a detailed justification. The request to deviate Proviso must be approved jointly by a supermajority vote of the Senate and Student Body President.

804.3.14.1. The request must be presented at the next regularly scheduled Senate meeting.

804.3.14.2. In the event that the Senate is out of session, the Senate President shall have the authority to approve or deny the deviation on behalf of the Senate. In the event that this happens, the Senate President shall inform the Senate of the decision at the next regularly scheduled Senate meeting.

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

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

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

804.3.14.5.

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

- **804.4.1.1.** Shirts: $7 per t-shirt
- **804.4.1.2.** Polo's: $35 per polo shirt
- **804.4.1.3.** Food: $7 per student in attendance per event

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

804.5. Rules and Regulations for all A&S funded Student Affairs Departments

804.5.1. Only Student Government sponsored concerts may charge students.

- **804.5.1.1.** Requests to hold a Student Government sponsored concert that charges students can be submitted by any A&S funded student affairs department.
- **804.5.1.2.** Requests must be submitted to the Senate President and Student Body President at minimum thirty-five (35) business days prior to the scheduled concert.
- **804.5.1.3.** In order for the request to move forward, a Senator must sponsor a Joint Resolution granting the department to charge students. The Joint Resolution, shall be presented by the sponsoring Senator as well as the department Director, or designee, at the next regularly scheduled Senate meeting.
- **804.5.1.4.** If the request is passed by the Senate with a majority vote, and approved by the Student Body President, a memorandum of agreement shall be created requiring that all revenues be swept back into the appropriate Student Government Auxiliary Account.
  - **804.5.1.4.1.** Revenue generated from the Student Government sponsored concert may be used to offset the cost of the concert.
  - **804.5.1.4.2.** The memorandum must be agreed upon at a minimum of twenty (20) business days prior to the scheduled concert, between the Student Body President, Senate President, and the Director of the requesting department.

804.5.2. MSC Security Fund

- **804.5.2.1.** The MSC Security Fund shall only be used for RSO events that are open for all USF Tampa students.
  - **804.5.2.1.1.** An RSO shall only use this fund once per semester
  - **804.5.2.1.2.** If the RSO is found non-compliant with 804.5.2.1, they shall be ineligible to use the MSC Security Fund for three (3) semesters.
804.5.3. Only A&S funded departments and registered student organizations with a focus on community service shall be funded for off campus volunteer and/or service work.

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

804.5.5. Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions’ funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.

804.5.6. A&S fees allocated to A&S funded departments may be funded to a maximum amount or maximum occurrence:

804.5.6.1. Shirts: $7 per t-shirt
804.5.6.2. Polo’s: $35 per polo shirt
804.5.6.3. Food: $7 per student in attendance per event

804.6. Rules and Regulations regarding A&S funded RSOs (Registered Student Organizations)

804.6.1. The ASRC shall establish standards for funding eligible RSOs in a manner consistent with the purpose of the A&S Fee and Title 8. These standards may be less than or equal to the caps outlined in Title 8.

804.6.1.1. SG may allocate for RSO event expenses, up to $4 per USF student attendee.
804.6.1.2. SG may allocate for RSO promotional items, up to $5 each and $500 per FY.
804.6.1.3. SG may allocate for RSO crafts and publications, up to $2,000 per FY.
804.6.1.4. SG may allocate for RSO capital assets, up to $2,000 per FY.

804.6.2. RSOs shall be permitted to maintain some flexibility in the expenditure of their allocated A&S funds, however they shall not be permitted to:

804.6.2.1. Expend greater than $7 per USF student attendee for food at RSO events.
804.6.2.2. Expend greater than $7 per item, with the exception of $9 for t-shirts in sizes XXL or larger, $1,400 per FY on RSO promotional items.
804.6.2.3. Expend greater than $500 on non-event related items within 2 months of the end of the fiscal year.

804.6.3. RSOs shall not be permitted to expend any of their allocated A&S Funds on:

804.6.3.1. scholarships
804.6.3.2. Awards of cash value, unless exempted by the senate via the process outlined in 802.6.
804.6.3.3. Fundraising-related expenses
804.6.3.4. Personalized clothing (i.e. individual products)
804.6.3.5. Personal items, including but not limited to personal electronics, personal hygiene products, and personal groceries, determined at the discretion of SBS
804.6.3.6. Individual membership fees (except for competition participation fees)
804.6.3.7. Door Prizes
804.6.3.8. Any controlled substances
804.6.3.9. Food for general body meetings
804.6.3.10. Materials and/or services that are available to USF students or to RSOs via other funding sources.
804.6.3.11. Travel for volunteer or service work
804.6.3.12. Media Advertising

804.7. Additional Rules and Regulations for Organizations under purview of the Sport Clubs Council (SCC):

804.7.1. A&S fees will not **fund** nor be **expended** on the following items:
804.7.1.1. T-shirts
804.7.1.2. Food

804.7.2. A&S fees may be **funded** and **flexibly expended** to a maximum amount listed below at the discretion of ASRC and/or the SCC Executive Board with the proper justification.
804.7.2.1. Personal equipment items
804.7.2.2. Membership dues only if required for the organization or individual to participate in a competition or conference
804.7.2.3. University Approved Coach/Instruction Fees: $5,000 total per club

804.7.3. A&S funds may be expended to a maximum amount for travel per year listed below (“least cost” method will be used)
804.7.3.1. Total travel expenses: Maximum of $20,000 per year

804.8. Additional Rules and Regulations for the Travel Grant Program:

804.8.1. Student organizations seeking travel funds may request a travel grant from the Senate Grants Committee, except for organizations within Funding Councils that have been allocated travel funds.

804.8.2. A&S fees may be **funded** and **flexibly expended** to a maximum amount for travel per year listed below (“least cost” method will be used):
804.8.2.1. Total travel expense: Maximum of $7,000 per year
804.8.2.2. Food for travel may be provided as defined by state statutes or university policy
804.8.2.3. Personal Vehicles: as defined by state statute or university policy.

804.8.3. A&S fees may be **funded** to a maximum amount before taxes for travel per year listed below ("least cost" method will be used):

- **804.8.3.1.** Vehicle Rental (Up to 6 passengers): $60 per day, per vehicle
- **804.8.3.2.** Vehicle Rental (7-11 passengers): $75 per day, per vehicle
- **804.8.3.3.** Vehicle Rental (12+ passengers): $100 per day, per vehicle
- **804.8.3.4.** Lodging: $50 per student per night
- **804.8.3.5.** Registration: $250 per student per conference
- **804.8.3.6.** Bus Rental: $1,500 per event

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

- **804.8.4.1.** A&S funds allocated to recipients that do not travel shall not be expended.
- **804.8.4.2.** Recipients who do not travel may find another member of the organization to replace them within 10-business days of the first day of travel, in which case the travel grant funds shall be expended.
- **804.8.4.3.** Students shall be physically present at conferences to be eligible to receive funding.

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

- **804.9.1.** To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The Senate Grants Committee shall decide the amount allocated per request in compliance with these Statutes.

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

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

- **804.9.3.** A Homecoming Grant should not be allocated for more than one (1) event per organization.

**804.10** Additional Rules and Regulations for the Conference Presentation Grant Program (CPGP)

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

- **804.10.2.** Students traveling within the United States except in the state of Florida may be awarded up to an additional $250 once per fiscal year.
804.10.3 Students traveling within the United States except in the state of Florida may be awarded a maximum of $500 per fiscal year.

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

804.10.1. Students traveling outside of the United States may be awarded up to an additional $250 once per year to offset the cost of international travel.

804.11. No international traveler may be awarded more than $750 per fiscal year.
Chapter 805
A&S Fee Interim Funding

805.1. The interim funding account shall be used as a provisional source of funding for student organizations that meet the required criteria in this Chapter.

805.2. The ASRC shall determine the annual allocation of the Interim Funding account.

805.3. The Executive Branch shall be eligible for interim funding via a request made by the incoming Student Body President upon their ascension to office.

805.3.1. No more than 20% of the interim funding account shall be allocated to the Executive Branch.

805.4. Student Organizations that receive an allocation greater than $0 through the Annual Budget Procedure shall not be eligible for interim funding.

805.4.1. An exception may be made in the event of extenuating circumstances via the written approval from the Senate President, Student Body President, Senate Finance Chair and Chief Financial Officer.

805.4.2. Following an exception outlined in 805.4.1, the interim budget will follow the interim funding process outlined in Chapter 805.

805.5. Student Organizations that receive an interim allocation through the interim funding procedure shall not be eligible for additional interim funds in the same fiscal year.

805.6. A student organization may be eligible for interim funding if it has met all of the A&S Funding Eligibility requirements in addition to at least one (1) of the following:

805.6.1. The organization is requesting funds for the first time.

805.6.2. The organization was deactivated in a previous fiscal year and reactivated in the current fiscal year after the annual budget deadline.

805.6.3. The organization was funded in the previous fiscal year through the Annual Budget Procedure and did not submit an annual budget for this fiscal year.

805.6.4. The organization was funded in the previous fiscal year through the Annual Budget Process and submitted an annual budget after the deadline for this fiscal year’s ASRC cycle.

805.6.5. The organization was allocated $0 during this fiscal year’s Annual Budget Procedure.

805.6.6. The organization received an interim allocation after January 15th of the previous fiscal year.
805.7. A student organization shall only be subject to one or more allocation-based penalties for the year in which it meets one of more of these criteria:

805.7.1. The organization was funded in the previous fiscal year through the Annual Budget Procedure or was funded before January 15th of the previous fiscal year.

805.8. If a student organization submitted a budget before the deadline for this fiscal year’s Annual Funding Procedure but was not allocated funds, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.

805.8.1. After interim funding request is approved the Senate Finance Committee, a 20% reduction shall be applied to allocated funds.

805.8.2. If the organization requests for and receives Student Government Grant funds (Travel and Homecoming), a 20% reduction shall be applied to the allocated funds.

805.9. If a student organization did not submit a budget before the deadline for this year’s ASRC cycle, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.

805.9.1. After the interim funding request is approved by the Senate Finance Committee, a 20% reduction shall be applied to allocated funds.

805.9.2. After the final per person allocation of an SG Grant (Travel and Homecoming) is recommended, a 20% reduction shall be applied to allocated funds.

805.10. The Senate Finance Committee shall make a recommendation to the Student Government Senate in the form of an interim funding fiscal bill. The recommendation shall be presented by a Senator with an explanation of the recommended allocation, if different from the requested amount.

805.11. If the interim funding fiscal bill is approved by the Senate and signed by both the Senate President and Student Body President, the Senate Finance Chair shall notify the entity by email.

805.11.1. If the bill is denied, the Senate Finance Chair shall notify the requestor by email.

805.12. Upon signature of the Senate President and Student Body President, the interim funding fiscal bill becomes an allocation.

805.13. In order to allow the Senate Finance Committee and Senate adequate time for review, no applications for Interim Funding in the current fiscal year will be accepted after the first Friday of April each year.

Chapter 806
SG Grant Programs

806.1. Purpose

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

806.2. General Procedures

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

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

806.2.3. Student Organizations requesting Grant funding shall submit the appropriate Grant application by that Grant’s respective deadline.

806.2.4. The Senate Grants Committee shall review requests for Grant Funding in a viewpoint neutral manner per its SOPs and standards.

806.2.5. The Senate Grants Committee may transfer monies between the different Grants via a supermajority vote.

806.2.6. Any allocated Grant monies remaining after the event or trip they were designated for shall be swept back into the appropriate Grant account.

806.2.7. No more than 50% of the monies in each Grant account (except for the Homecoming Grant) may be expended before December 31st of each fiscal year.

806.2.7.1. The remaining monies may be expended in the remainder of the fiscal year.

806.3. Conference Presentation Grant Program (CPGP)

806.3.1. The purpose of the Conference Presentation Grant shall be to subsidize travel and expenses for students to present at conferences.

806.3.2. The Conference Presentation Grant Program is an exception to the standard Grant process, and shall be managed by SBS per procedures in CPGP SOPs. Any amendments to the CPGP SOPs are subject to the review and approval of the Senate Policy Committee, which shall also review the SOPs at least one (1) time per term.

806.4. Homecoming Grant

806.4.1. The purpose of the Homecoming Grant shall be to encourage Student Organization participation in Homecoming by subsidizing Homecoming Events, including funding for floats and supplies.

806.4.2. Student Organizations seeking Homecoming Grant funding shall:
806.4.2.1. Submit their request by the deadline established by the Senate Grants Chair.
806.4.2.2. Detail within the request a budget for food and for materials.
806.4.2.3. Describe how their event will improve the overall Homecoming experience.

806.4.3. The Senate Grants Committee shall maintain standards that allow it to review the requests in a viewpoint neutral manner consistent with the purpose of the Grant.

806.4.4. Grants shall not exceed $1,550 each.

806.5. Travel Grant

806.5.1. The purpose of the Travel Grant shall be to subsidize travel for Student Organizations to attend a conference or educational event.

806.5.2. Student Organizations seeking Travel Grant funding shall:

806.5.2.1. Submit their request no later than twenty-five (25) business days prior to the desired departure date.
806.5.2.2. Select students to attend the trip fairly, and convey its reasoning to the Senate Grants Committee’s satisfaction.
806.5.2.3. Turn in travel-related receipts to SBS within three (3) business days of returning for a travel audit, or become ineligible for Travel Grant funding for the remainder of the fiscal year.

806.5.3. The Senate Grants Committee shall maintain standards that allow it to review the requests in a viewpoint neutral manner consistent with the purpose of the Grant.

806.5.4. Organization members that fail to travel on a funded trip may be liable for reimbursing any nonrefundable expenses, per the Senate Grants Committee SOPs.
Chapter 807
Funding Councils

807.1. General Guidelines

807.1.1. Funding Councils shall be the allocating entities for the student organizations that they comprise, which shall be referred to as Funding Council Clubs (FCCs) throughout this chapter.

807.1.2. The Funding Councils as well as any FCCs shall meet all A&S Funding Eligibility standards in order to apply for or receive any A&S Funds.

807.1.3. Funding Councils shall adopt their own internal Standard Operating Procedures (SOPs) which shall not conflict with the SB Constitution or SG Statutes.

807.1.3.1. The SOPs shall be subject to an annual review by the Senate Policy Committee, and any amendments shall be reviewed before taking effect.

807.1.4. FCCs shall apply to their respective Funding Council for A&S funding whenever applicable instead of directly to Student Government.

807.2. Structure and membership

807.2.1. Each Funding Council shall be composed of, at minimum, the following:

807.2.1.1. A General Body, consisting of one (1) representative student from each FCC.
807.2.1.2. An Executive Board of five (5), elected from and by the General Body.
807.2.1.3. A faculty or staff nonvoting advisor appointed by the Executive Board.
807.2.1.4. The Senate President or designee as a nonvoting advisor on SG Policies.

807.3. The annual funding procedure for FCCs shall proceed as follows:

807.3.1. FCCs shall submit their Annual Budget request to the Funding Council's Financial Officer by no later than 4:59 pm on the third Friday of December.

807.3.2. The Financial Officer shall forward a copy of the Annual Budget request to the Funding Council Executive Board for review.

807.3.3. The Funding Council shall additionally establish a method by which FCCs may appeal their allocations. The Funding Council shall report any appeals to SBS.

807.3.4. The Funding Councils shall prepare:

807.3.4.1. An Annual Budget request for its own administrative and operating funds.
807.3.4.2. Compile an itemized list of the Annual Budget requests of its FCCs, and submit it along with a consolidated/lump sum request to ASRC by the deadline established by ASRC for that fiscal year.
807.3.4.3. An Interim Funding (if applicable) for new FCCs.
807.3.5. The ASRC shall then review each Funding Council’s request and recommend an amount in accordance with its standard allocation practices for that fiscal year.

807.3.6. The Funding Council may appeal for additional funding for its FCCs and/or for its own operating budget.

807.3.7. Upon receiving a mock budget from ASRC, the Funding Council shall convene to review individual eligible FCC budget requests and prepare an allocation for each.

807.3.8. Upon completing these allocations, the Funding Council shall send a report to ASRC with allocations by category for all of its FCCs, as well as with recommendations for the funding procedure and Proviso for the following fiscal year.

807.3.9. If for whatever reason the Funding Council fails to initiate its Annual Funding process for the upcoming fiscal year by second Monday of November, its activities shall be suspended for the upcoming fiscal year and its FCCs shall go through the same Annual Budget Procedure as regular, unaffiliated student organizations.

807.4. The interim funding procedure for FCCs shall proceed as follows:

807.4.1. If the Funding Council was allocated funds for an Interim Funding account, it shall ensure that interim funding applications are available for FCCs.

807.4.2. In order to be eligible for interim funding, FCCs shall:

807.4.2.1. Have been recognized as member organizations by the Funding Council.

807.4.2.2. Is a registered student organization with the CLCE.

807.4.2.3. Have not received A&S Funds in the current fiscal year.

807.4.3. The Funding Council shall review submitted interim funding requests according to its internal procedures, which shall be consistent with SG Statutes Chapter 804.

807.4.3.1. The Funding Council may approve none, some, or all of each request.

807.4.4. The Funding Council shall then allocate funds from its Interim Account to the recipient FCC.

807.4.5. No more than 50% of the Interim Account may be allocated before December 31st.

807.4.5.1. The remainder of the account may be used for the remainder of the fiscal year.

807.4.6. No single FCC may receive more than 20% of the funds in the Interim Account, unless appealed to and approved by the Senate Finance Committee.

807.4.7. No applications for interim funding shall be accepted after the first Friday of April.

807.4.8. The Funding Council shall prepare a report to send to the Senate President and SBS with all interim funding allocations on a monthly basis.

807.5. The travel funding procedure for FCCs, if applicable, shall proceed as follows:
807.5.1. If the Funding Council was allocated funds for a Travel Account, it shall ensure that travel funding requests are available for FCCs.

807.5.2. The Funding Council shall ensure that prepayment is only used for registration, hotels, airfare, and/or charter buses.

807.5.3. The Funding Council may use travel reimbursements to pay for vehicle rentals, rental properties, food, and other appropriate expenses.

807.5.4. Travel Account funds shall NOT be allocated for or expended on non-students, including nonstudent instructors or coaches, or on insurance for vehicle rentals.

807.6. The Funding Councils

807.6.1. The Sport Clubs Council (SCC)

807.6.1.1. The Sport Clubs Council is the allocating body for competitive clubs that promote physical sport activities.

807.6.1.2. SCC’s FCC membership shall be established in their SOPs.

807.6.2. The College of Medicine Allocation Council (COMAC)

807.6.2.1. The College of Medicine Allocation Council is the allocating body for clubs that promote medical interests in alignment with the USF MCOM.

807.6.2.2. COMAC’s FCC membership shall be established in their SOPs.

807.6.2.2.1. The Senate Finance Chair or Designee shall have a standing non-voting seat on COMAC

807.6.3. Engineering Funding Council (EFC)

807.6.3.1. The Engineering Funding Council is the allocating body for clubs that promote interest in fields related to engineering.

807.6.3.2. EFC’s FCC membership shall be established in their SOPs.

807.6.3.2.1. The Chief Financial Officer shall have a standing non-voting seat on the EFC
Title 9
Student Government Agencies and Departments
Chapter 900
Agency Creation

900.1. An agency shall be an entity of Student Government that is student run, provides a direct service to the student body, is directly A&S funded, and has its duties, composition, and responsibilities outlined in Statutes.

900.2. Criteria for a Student Government Agency shall be:

900.2.1. Provides goods and/or services to the entire Student Body.

900.2.2. The good and/or service shall be student oriented and shall be available for use by all students.

900.3. The process for the creation of an Agency shall be as follows:

900.3.1. Submission of a formal Business Plan to the Senate Policy Committee and the Senate Ethics Committee in conjunction with SBS to be approved, by a majority vote.

900.3.2. Submission of tentative Standard Operating Procedures to the Senate Policy Committee.

900.3.3. The Business Plan shall consist of the following items:

900.3.3.1. Mission Statement
900.3.3.2. Scope of Service(s)
900.3.3.3. Description of how the service(s) will benefit the Students at the University of South Florida
900.3.3.4. Organizational Structure
900.3.3.5. Possible Funding Needed
900.3.3.6. The Business Plan shall be given to the Senate Policy Committee and the Senate Ethics Committee Chairs at least two (2) days prior to first reading.

900.3.4. The tentative Standard Operating Procedures shall be given to the Senate Policy Committee Chair at least two (2) business days prior to the first reading.

900.3.5. The Senate Policy Committee and the Senate Ethics Committee shall review these documents and with a majority vote may approve the Agency creation to proceed to the Senate in the form of a Senate Bill.

900.3.6. The Agency Senate Bill will require a supermajority vote of the Senate.

900.4. The new Agency shall be added to Title 9 of the Student Government Statutes.

900.5. The minimum staffing requirements for an Agency shall be:

900.5.1. One Student Director
900.5.2. One Student Assistant Director

900.5.3. One Student Staff Member

900.6. Upon creation, the Agency shall formalize their Standard Operating Procedures and shall submit it to the Senate Policy Committee. The Senate Policy Committee may approve the formal Standard Operating Procedure with a supermajority vote in the affirmative.

900.7. The Standard Operating Procedures for the Agency shall not be in conflict with the Student Government governing documents and policies, or University Policy and Procedures.

900.8. The Director of an Agency shall:

900.8.1. Be responsible for all the duties contained in the Student Government Statutes that delineate the Agency.

900.8.2. Be the official representative of the Agency before all other entities.

900.8.3. Prepare the yearly budget for proposal to ASRC.

900.8.4. Serve as the new Agency’s financial officer.

900.8.5. Develop, implement, and maintain policies, procedures, and programs.

900.9. All proposed amendments to the Standard Operating Procedures must be submitted in writing to the Senate Policy Committee. The Senate Policy Committee may approve the amendments with a majority vote.
Chapter 901  
Student Government Computer Services

901.1. The name of this agency shall be Student Government Computer Services (SGCS).

901.2. The Student Government Computer Services Agency shall be a component of the Student Government Department of Student Services and shall report to its Executive Director.

901.3. The purpose of SGCS shall be to provide USF students with easy accessibility to computers and to promote computer literacy to all students, and establish and maintain a web site and/or sites for Student Government and Student Government Agencies.

901.4. SGCS shall operate under its own Standard Operating Procedures, which shall not be in conflict with the SB Constitution or Student Government Statutes.

901.5. The Standard Operating Procedures shall be reviewed during the Summer Semester for conformity with Student Government governing documents by the Senate Policy Committee.

901.5.1. The Senate Policy Committee shall have the ability to amend these SOPs during this review.

901.5.2. The Director of designee shall be present during review of the agency’s SOPs.

901.6. SGCS shall provide the needed computer services to all Student Government agencies and entities, update the Student Government e-mail system and accounts, and develop, implement, and maintain policies, procedures and programs.

901.7. In addition, the Director shall maintain open communication with students, faculty, administration, and any other persons or agency deemed necessary, and provide guidance to other universities in setting up similar programs.

901.8. The design of SGCS shall be:

901.8.1. Director

901.8.2. Assistant Director(s)

901.8.3. Staff members

901.9. The Director shall be nominated by the Student Body President and subject to confirmation by the Senate Ethics Committee and the Senate.

901.10. The Assistant Director(s) shall be nominated by the Director and subject to confirmation by the Senate Ethics Committee.

901.11. The Director of SGCS shall entertain their own hiring process for the purpose of hiring Staff members which shall be outlined in their SOP’s.
901.12. The Director shall be responsible for:

901.12.1. Carrying out duties contained in this statute.

901.12.2. Be the official representative of SGCS before all other entities.

901.12.3. Prepare the yearly budget for proposal to the Student Government Senate.

901.12.4. Serve as the SGCS financial officer.

901.12.5. Develop, implement, and maintain policies, procedures, and programs.

901.13. The Assistant Director(s) shall:

901.13.1. Be responsible for assisting the Director in carrying out the duties of that office.

901.13.2. Assist in the development of programs, policies, and procedures of SGCS.

901.14. The staff members shall:

901.14.1. Serve as supervisors of daily operations of SGCS.

901.14.2. Be required to conduct themselves in a manner becoming a Student Government employee.

901.14.3. Follow the Rules of Procedure of SGCS.

901.14.4. Attend all staff meetings held by the agency (unless notified otherwise).
Chapter 902
Bulls Radio

902.1. The name of this agency shall be Bulls Radio.

902.2. Bulls Radio shall operate under its own Standard Operating Procedures, which shall not be in conflict with the Student Government governing documents and policies, or University Policy and Procedures.

902.3. The Standard Operating Procedures shall be reviewed during the Summer Semester for conformity with Student Government governing documents by the Senate Policy Committee.

902.3.1. The Senate Policy Committee shall have the ability to amend these SOPs during this review.

902.3.2. The Director or designee shall be present during review of the agency’s SOPs.

902.4. Bulls Radio shall be a component of the Student Government Department of Student Services and shall report to its Executive Director.

902.5. The design of Bulls Radio shall be:

902.5.1. Director

902.5.2. Assistant Director(s)

902.5.3. Staff members (paid)

902.5.4. Staff members (non-paid)

902.6. The Director shall be nominated by the Student Body President and subject to confirmation by the Senate Ethics Committee and the Senate.

902.7. The Assistant Director(s) shall be nominated by the Director and subject to confirmation by the Senate Ethics Committee.

902.8. The Director of Bulls Radio shall entertain their own hiring process for the purpose of hiring Staff members which shall be outlined in their SOP’s.

902.9. Staff members shall be nominated and hired by the Director.

902.10. The Director shall be responsible for:

902.10.1. Carrying out duties contained in this Statute.

902.10.2. Be the official representative of Bulls Student Radio before all other entities.

902.10.3. Prepare the yearly budget for proposal to the Activity and Service Fee Committee.
902.10.4. Serve as the Bulls Radio financial officer.

902.10.5. Develop, implement, and maintain policies, procedures, and programs.

902.10.6. Maintain open communication with students, faculty, administration, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.

902.11. The Assistant Director(s) shall:

902.11.1. Be responsible for assisting the Director in carrying out the duties of that office.

902.11.2. Assist in the development of programs, policies, and procedures of Bulls Radio.

902.12. The Staff Members shall:

902.12.1. Serve as supervisors of daily operations of Bulls Radio

902.12.2. Conduct themselves in a manner becoming a SG Official


902.12.4. Have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

902.13. By no means shall any entity within Student Government have the power to censor the media content of Bulls Radio. All content must conform to Federal Communication Commission regulations and University Policy and Procedures.
Chapter 903
S.A.F.E. Team

903.1. The name of this entity shall be the Safe and Free Escort (S.A.F.E.) Team.

903.2. The Student Government S.A.F.E. Team shall be overseen, managed, and administered in accordance with the terms mutually agreed upon by the USF Chief of Police and Student Government.

903.3. S.A.F.E. Team shall operate under its own Standard Operating Procedures, which shall not be in conflict with the Student Government governing documents and policies, or the policies, procedures, and related documents or directives of the University Police.

903.4. The Standard Operating Procedures shall be reviewed during the Summer Semester for conformity with SG governing documents by the Senate Policy Committee.

903.4.1. The Senate Policy Committee shall have the ability to amend these SOPs during this review.

903.4.2. The Director or designee shall be present during review of the agency’s SOPs.

903.5. The design of S.A.F.E. Team shall be:

903.5.1. Director

903.5.2. Associate and/or Assistant Director(s)

903.5.3. Staff members

903.5.4. Base dispatchers

903.5.5. Alternate staff members as needed

903.6. The Director and Associate/Assistant Director(s) of S.A.F.E. Team shall be nominated and hired by the University Police Department. The Director of S.A.F.E. Team shall entertain their own hiring process for the purpose of hiring Staff members, Base Dispatchers, and Alternate staff members, which shall be outlined in their SOP’s.

903.7. Staff members, Base dispatchers, and Alternate Staff members shall be nominated and hired by the Director.

903.8. The Director shall:

903.8.1. Be responsible for carrying out duties contained in this Statute.

903.8.2. Be the official representative of S.A.F.E. Team before all other entities

903.8.3. Prepare the yearly budget for proposal to the Student Government Senate.

903.8.4. Serve as the S.A.F.E. Team financial officer.
903.8.5. Develop, implement, and maintain policies, procedures, and programs in accordance with the policies and procedures of the University Police and Student Government.

903.8.6. Maintain open communication with students, faculty, administration, the University Police, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.

903.9. The Associate and/or Assistant Director(s) shall:

903.9.1. Be responsible for assisting the Director in carrying out the duties of that office.

903.9.2. Assist in the development of programs, policies, and procedures of S.A.F.E. Team.

903.10. The Staff members shall:

903.10.1. Serve as supervisors of daily operations of S.A.F.E. Team.

903.10.2. Be required to conduct themselves in a manner becoming of a Student Government employee.

903.10.3. Follow the Standard Operating Procedures of S.A.F.E. Team.

903.10.4. Have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

903.11. The Base Dispatcher is accountable for all team actions during their assigned Base Night. Therefore, abide by their decisions without argument. The Base Dispatcher has the authority and full backing of the Directors in the Directors’ absence. Any unresolved matters will be handled by the Director or Assistant Directors as soon as possible.
Title 10
Bureaus of Student Government
Chapter 1000
Bureaus of Student Government

1000.1. A Bureau shall be an entity of Student Government that is professionally staffed by Student Affairs personnel, and is accountable to the Division of Student Affairs but governed by Student Government statutes.

1000.2. Bureaus are considered to be direct support entities that execute or process Student Government functions as prescribed by Student Government law and practice.

1000.3. Bureau personnel are directed by full-time administrative/staff members who are responsible to their respective superiors, however, many functions of the entity representing Student Government, are governed in accordance with applicable Student Government policy and consent.

1000.4. The Bureaus of Student Government shall be:

1000.4.1. Student Business Services Bureau (or its equivalent)

1000.4.2. Student Government Advising, Training, and Operations Bureau
Chapter 1001
Student Business Services

1001.1. The name of this entity shall be the SBS may hereinafter be referred to as SBS. This entity may also be referred to as the Business Office.

1001.2. The purpose of SBS shall be to manage all Activity and Service Fee funds, Student Government financial accounts, and Student Organization A&S accounts.

1001.3. The mission of this Bureau is to provide Student Government, the Student Body, Student Organizations, the Division of Student Affairs, and the University Administration transparent and accurate accounting data, as well as top of the line fiscal, administrative support and customer services to A&S funded entities.

1001.4. SBS shall be comprised of the following individuals:

1001.4.1. Director

1001.4.2. Accountant(s)

1001.4.3. Accounting Assistants or their equivalents

1001.4.4. Student Customer Service Representatives

1001.5. The Bureau shall be accountable to Student Government, the Division of Student Affairs, and the University Board of Trustees.

1001.6. The Bureau must follow all applicable Student Government governing documents, practices, and University Policies and Procedures.

1001.7. In addition to its primary purpose the Bureau must fulfill the following criteria:

1001.7.1. Communicate the current financial status of all accounts under bureau management on a regular basis to the Senate Finance Committee and the Chief Financial Officer

1001.7.2. Be able to provide the balance on all accounts under Bureau management within five days of any transactions taking place within said account.

1001.7.3. Provide a front-end system that is user friendly for students and department financial officers to use to conduct front-end purchasing and access to their respective accounts.

1001.7.4. Keep an inventory of all property acquired by any of the accounts under Bureau management.

1001.7.5. Ensure that all A&S accounts are spent according to the Finance Code, Proviso, and general regulations in regards to A&S monies.
1001.7.6. Train all financial officers of A&S entities, in conjunction with the Office of Management and Budget, on a yearly basis or as needed, in the rules and guidelines of A&S funds.

1001.7.7. All internal policies and operating procedures of the Bureau shall be explicitly set by the Director, in consultation with the Bureau Advisory Council.

1001.7.8. Said policies shall not conflict with Student Government Statutes, SB Constitution or University Regulations or Policy.
Chapter 1002
Student Government Advising, Training, and Operations

1002.1. The name of this entity shall be Student Government Advising, Training, and Operations Bureau (SGATO), hereinafter referred to as the SGATO.

1002.2. The purpose of the SGATO is to provide advising, training and leadership development to all student officers of Student Government as well as general administrative support.

1002.3. The mission and vision of SGATO is to advise and assist SG Officials with the planning and implementation of programs, operations, and services to ensure student success in order to create an adaptive, ethical environment where students aspire to change the world.

1002.4. The SGATO shall be comprised of the following:

1002.4.1. The Director
1002.4.2. The Assistant Director
1002.4.3. The Office Manager
1002.4.4. Graduate Advisor(s)
1002.4.5. Office Student Assistant(s)

1002.5. The Director shall:

1002.5.1. Supervise the office staff and graduate advisors.
1002.5.2. Oversee human resources, Student Affairs duties, and all other related business
1002.5.3. Chair the JuSenEx Committee
1002.5.4. Consult with the Director of SBS on financial matters.
1002.5.5. Advise Student Government branches and/or members on questions, concerns, or initiatives.
1002.5.6. Be familiar with Student Government governing documents.
1002.5.7. Sign grievances that have been time stamped and create a hard copy file of any grievance.
1002.5.8. Serve as a non-voting member of the Activity and Service Fee Recommendation Committee (ASRC) or appoint a designee from SGATO
1002.5.9. Attend any meeting deemed appropriate to fulfill the vision of Student Government and/or Student Affairs
1002.5.10. Perform all other actions necessary and proper to fulfill the duties of this position.
1002.6. The Assistant Director shall:

1002.6.1. Assist the Director in their duties and carry out all necessary and proper tasks delegated to them.

1002.6.2. Supervise graduate advisor(s).

1002.6.3. Advise SG Members on questions, concerns, or initiatives.

1002.6.4. Attend any meeting deemed appropriate to fulfill the vision of Student Government and/ or Student Affairs

1002.6.5. Be familiar with Student Government documents.

1002.6.6. Serve as a non-voting member of the Activity and Service Fee Recommendation (ASRC) Committee meetings in the absence of the Director.

1002.6.7. Assist and collaborate with SG Officials to execute programs, events, or initiatives.

1002.6.8. Perform all other actions necessary and proper to fulfill the duties of this position.

1002.7. The Office Manager shall:

1002.7.1. Oversee all day-to-day fiscal and operational duties of the office.

1002.7.2. Oversee human resources duties including but not limited to hiring, time sheets, payroll, and termination processes.

1002.7.3. Provide a notary public service.

1002.7.4. Supervise the office assistants.

1002.7.5. Perform all other actions necessary and proper to fulfill the duties of this position.

1002.8. The Graduate Advisor(s) shall:

1002.8.1. Assist the SGATO full time staff in advising all members of Student Government

1002.8.2. Attend weekly standing, task force and/or Ad Hoc meetings.

1002.8.3. Advise SG Members on questions, concerns, or initiatives.

1002.8.4. Serve on the Leadership Development Team.

1002.8.5. Perform all other actions necessary and proper to fulfill the duties of this position.

1002.9. The Office Student Assistant shall:

1002.9.1. Perform any clerical duties assigned by the SGATO staff Office Manager or SGATO Staff

1002.9.2. Audit Student Government employee work times with class schedules
1002.9.3. Provide information and support services for the Student Government suite offices.
Chapter 1003
Bureau Advisory Council

1003.1. The name of this entity shall be the Bureau Advisory Council, hereinafter referred to as the BAC.

1003.2. The purpose of this entity is to advise and review all Bureaus of Student Government.

1003.3. The Bureau shall be comprised of the following:

1003.3.1. Student Body President (or designee)
1003.3.2. Student Senate President (or designee)
1003.3.3. Chair of the Senate Finance Committee
1003.3.4. The Attorney General
1003.3.5. The Chief Financial Officer (CFO)
1003.3.6. The Chair of the Senate Ethics Committee
1003.3.7. Director of SGATO, non-voting
1003.3.8. Director of SBS, non-voting

1003.4. Bureaus shall consult with the BAC before making any policy or structural changes to their respective Bureaus. Student Government shall not be held responsible for any action or change implemented without prior consent of the council.

1003.5. All Bureaus should consult with the BAC on hiring decisions.

1003.6. The Student Body President shall call the first meeting of the Bureau Advisory Council no later than the second Thursday of the applicable Student Government Term.

1003.6.1. The Student Body President shall have ten (10) business days to call the council to order upon the ratification of this amendment.

1003.7. The Student Body President shall serve as the chair of the council and shall only vote in the event of a tie.