

Title 1

Introduction to SG Statutes

Chapter 100

System of Student Government Statutes

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

Title 1 Introduction to SG Statutes

- Chapter 100:** System of Student Government Statutes
- Chapter 101:** Amendments to the Student Government Statutes
- Chapter 102:** Compliance and Enforcement of the Student Government Statutes
- Chapter 103:** Symbols
- Chapter 104:** Definitions of Terms in the Student Government Statutes

Title 2 Memberships Procedures

- Chapter 200:** Membership
- Chapter 201:** Code of Ethics
- Chapter 202:** Transparency
- Chapter 203:** Hiring
- Chapter 204:** Investigations
- Chapter 205:** Sanctioning Policies

Title 3 The Executive Branch

- Chapter 300:** Composition and Authority of the Executive Branch
- Chapter 301:** Powers and Responsibilities of the President
- Chapter 302:** Powers and Responsibilities of the Vice President
- Chapter 303:** Student Government Transition
- Chapter 304:** Standing Positions
- Chapter 305:** Executive Branch Composition and Structure
- Chapter 306:** Executive Branch Structure
- Chapter 307:** Executive Branch Employment Policy & Procedure

Title 4 The Legislative Branch

- Chapter 400:** Legislative Branch Composition and Authority
- Chapter 401:** General Requirements
- Chapter 402:** Officers of the Senate
- Chapter 403:** Order of Succession
- Chapter 404:** Election of Senate Officers
- Chapter 405:** Meetings of the Senate and Standing Committees
- Chapter 406:** Confirmations

- Chapter 407:** Alternate Senators
- Chapter 408:** Senate Ad Hoc Committees Act

Title 5 The Judicial Branch

- Chapter 500:** Composition and Authority
- Chapter 501:** Duties and Responsibilities of the Supreme Court
- Chapter 502:** Duties and Responsibilities of Members of the Supreme Court
- Chapter 503:** Judicial Ethics Act
- Chapter 504:** Constitutional Judgment Panel
- Chapter 505:** Appeals of the Supreme Court
- Chapter 506:** Obtaining a Trial
- Chapter 507:** Rights of Individuals before the Court
- Chapter 508:** Pre Trial Proceedings
- Chapter 509:** Original Jurisdiction Proceedings
- Chapter 510:** Appellate Jurisdiction Proceedings

Title 6 Student Government Functional Groups

- Chapter 600:** Judicial, Senate, and Executive Committee
- Chapter 601:** Activity and Service Fee Recommendation Committee
- Chapter 602:** University Wide Committees
- Chapter 603:** Day at the Capitol Advising Committee
- Chapter 604:** Marshall Student Center Advisory Board
- Chapter 605:** Student Memorial Committee
- Chapter 606:** Election Rules Commission
- Chapter 607:** Local Fee Recommendation Committee

Title 7 Election Code

- Chapter 700:** Definitions of Terms for Student Government Elections
- Chapter 701:** Elections Code of Ethics
- Chapter 702:** Elections Timeline
- Chapter 703:** Duties and Responsibilities of Student Government during Elections
- Chapter 704:** Voting in Student Government Elections
- Chapter 705:** Requirements and Regulations for the General and Midterm Elections
- Chapter 706:** Campaign Processes and Restrictions
- Chapter 707:** Special Elections

Title 8 Finance Code

- Chapter 800:** Monies and Accounts
- Chapter 801:** A&S Funding Eligibility
- Chapter 802:** Additional Policies and Procedures
- Chapter 803:** A&S Annual Budget Procedure

Chapter 804: A&S Fee Proviso Language

Chapter 805: A&S Fee Interim Funding

Chapter 806: SG Grant Programs

Chapter 807: Funding Councils

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

- 100.3.** Each chapter may be subdivided by means of a decimal system.
- 100.4.** There shall be an official book of codification of all statutes compiled, maintained, and kept up to date by the Senate President Pro Tempore.
- 100.4.1.** A copy of the codification shall be located on the Student Government website.
- 100.4.2.** The codification shall include all statutes, with the exception of Constitutional amendments, presented to the Senate dating back from the past ten (10) terms.
- 100.4.3.** When legislation is updated, the old version shall be digitally archived and the new version shall be published by the Senate President Pro Tempore.
- 100.5.** No statute shall conflict with the United States Constitution or laws, the State of Florida Constitution or laws, or the Student Government Constitution.

Chapter 101

Amendments to the Student Government Statutes

- 101.1.** All Student Government Statutes may be amended via the passage of a Statutory Bill.
- 101.2.** 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.
- 101.3.** All Acts shall go into effect immediately, except for the following if specified in a motion:
 - 101.3.1.** Acts amending Statutes chapter 303 Student Government Transition
 - 101.3.2.** Acts amending Statutes chapter 306 Executive Branch Structure
 - 101.3.3.** Acts amending Statutes chapter 804 Activity and Service Fee Proviso Language.
 - 101.3.4.** Acts amending Statutes Title 5 The Judicial Branch
- 101.4.** All Acts shall be distributed by the Senate President Pro Tempore within five (5) business days of their successful passage through the legislative process:
 - 101.4.1.** Title 3 Acts shall be distributed to the Chief of Staff of the Executive Branch.
 - 101.4.2.** Title 4 Acts shall be distributed to the Senate President of the Legislative Branch.
 - 101.4.3.** Title 5 Acts shall be distributed to the Chief Justice of the Judicial Branch.
 - 101.4.4.** Title 6 Acts shall be distributed to the Heads of each Functional Group.
 - 101.4.5.** Title 7 Acts shall be distributed to the Supervisor of Elections.
 - 101.4.6.** Title 8 Acts shall be distributed to SBS.
 - 101.4.7.** Title 9 Acts shall be distributed to the Directors of each SG Agency or Department.
 - 101.4.8.** Title 10 Acts shall be distributed to the Heads of each Bureau.

Chapter 102

Compliance and Enforcement of the Student Government Statutes

- 102.1.** All SG Officials shall comply with the Student Government Statutes. Any disregard, unintentional or deliberate, of any Statute may be considered as cause for impeachment in accordance with the Student Government Constitution.
- 102.2.** All students serving in any capacity with Student Government must comply with the Student Government Statutes. Any disregard, unintentional or deliberate, of any Statute may subject that student to removal from the position in accordance with the Student Government Constitution and Statutes.
- 102.3.** When a conflict between Statutes is encountered, the most recently amended Statute shall take precedence.
- 102.4.** A Notification of Non-Compliance is to be used as a written notification that the recipients has failed to adhere to or is in violation of the Student Government Constitution, Statutes, or other governing documents.
- 102.4.1.** The authority of this notification shall not be constructed in a manner which would supersede or conflict with the authorities and standards granted by University Regulations, Student Body Constitution, Student Government Statutes or the laws of the State of Florida.
- 102.4.2.** The following parties may issue a Notification of Non-Compliance:
- 102.4.2.1.** The Student Body President
- 102.4.2.2.** The Chief Financial Officer, in relation to the allocation and expenditures of Activity and Service Fees
- 102.4.2.3.** The Attorney General
- 102.4.2.4.** The Senate Executive Committee (SenEx), via a majority vote
- 102.4.2.5.** The Senate President
- 102.4.2.6.** The Senate Ethics Committee with a majority vote of the committee members (in relation to grievances and investigations under purview of the committee)
- 102.5.** The issuer of the notification of non-compliance shall deliver and supply the accused group or individual with said notification within forty-eight (48) hours of its issuance.
- 102.5.1.** No action shall be initiated if the alleged violator has not been notified of said notification within the specified forty-eight (48) hours.
- 102.6.** The issuer shall provide the following offices with a copy of the Notification of Non-Compliance:
- 102.6.1.** The Director of SGATO
- 102.6.2.** The Student Body President

- 102.6.3. The Senate President
- 102.6.4. The Senate Ethics Chair
- 102.6.5. The Attorney General.

102.7. Failure to comply within one week of the receipt of the Notification of Non-Compliance shall subjugate the aforementioned group or individual to Student Government repercussive actions, notwithstanding removal from Student Government office, freezing of the said group or individuals account or suspension of future financial allocations.

102.8. A Notification of Non-Compliance shall be considered invalid if issued more than twenty (20) business days after the alleged violation has occurred.

102.9. A Notification of Non-Compliance shall be drafted in the following fashion:

Notification of Non-Compliance	
Issuing Party:	__ (Name and Title) _____
Party Issued To:	__ (Name and Title) _____
This shall serve as an official notification that you are in noncompliance with:	
__ (Exact Wording of Legislation Specific to the Noncompliance) _____	
The following is noted to be in noncompliance:	
__ (Description of Noncompliance) _____	
__ (Signature) _____	__ (Date) _____
Issuing Party	Date

Chapter 103 Symbols

103.1. Purpose

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

103.2. Mission Statement

103.2.1. 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.

103.3. Seal

103.3.1. The official Seal for Student Government shall be:



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

103.4. Logo

103.4.1. The official Logo for Student Government shall be:



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

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

103.5. Oath of Office

103.5.1. The Oath of Office shall be:

103.5.2. “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.”

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

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

103.6. Amendments

103.6.1. 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 104

Definitions of Terms in the Student Government Statutes

- 104.1. When a Senate Bill introduces new terminology to the Statutes, appropriate definitions shall be attached to the Senate Bill. Once the Senate Bill passes, the definitions shall be added alphabetically to the section below.
- 104.2. **A&S Property**: Any items purchased using A&S Funds.
- 104.3. **Accountable Officer**: Any individual with purchasing authority or financial responsibility over any Activity and Service Fee funded entity. This definition shall also be applicable to the term “Financial Officer.”
- 104.4. **Act**: A bill after it has completely and successfully gone through the legislative procedure.
- 104.5. **Agency**: 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.
- 104.6. **Alternate Senator**: A Senator that temporarily serves in place of an elected Senator who is excused from serving during any semester.
- 104.7. **Bill**: An allocation, or an amendment to Student Government Statutes that has not fully gone through the legislative process.
- 104.8. **BOT**: The USF Board of Trustees.
- 104.9. **Budget Authority**: The ability granted by the Student Senate to an entity to spend Activity and Service Fee cash within a set of defined categories.
- 104.10. **Bureau**: An entity of Student Government, that is professionally staffed by Student Affairs personnel, and is accountable to the Division of Student Affairs but governed by Student Government statutes.
- 104.11. **Business Day**: Any weekday, excluding days in which the University is closed. A business day starts at 9 AM and ends at 5 PM.
- 104.12. **Coercion**: The use of force or threats to compel a person to commit an act.
- 104.13. **Custodian of Public Records**: The person who is the creator of a public record.
- 104.14. **Department**: An entity of the Executive Branch that assists the President and Vice-President in the execution of their duties, initiatives and projects. A department shall report directly to the President through the Executive Cabinet.
- 104.15. **Division of Student Affairs**: The corporate division of the university charged with the management of all matters concerning student development, housing and wellness. Student

Government's professional workers are a part of Student Affairs. Student Government officers are a part of Student Government Association State Agency.

- 104.16. Door Prizes:** Something of value awarded via a random drawing, raffle, or lottery to one or more individuals at an event.
- 104.17. 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.
- 104.18. Executive Administrative Code:** The Executive Administrative Code shall serve to detail the internal procedures and policies of the Executive Branch and shall not conflict with the Student Government Constitution and Statutes. This document shall be authored and adopted by the Executive Branch and shall not be attached with the Student Government Constitution and Statutes.
- 104.19. Executive Appointees:** Any appointment made by the Student Body President for purposes of serving on or in conjunction with the Executive Branch.
- 104.20. Executive Cabinet of the President:** The entity to which all Executive Departments shall report to. The Executive Cabinet shall report directly to the Student-Body President.
- 104.21. Executive Office of the President:** An entity that directly reports to the Student-Body President. Executive Offices of the President shall assist the President and Vice-President with direct support, policy and legal analysis, budget and finance, direct management of the Executive Branch, and anything necessary prescribed to it by the President and Vice-President.
- 104.22. Executive Order:** A written edict or proclamation from the Student Body President, that establishes or enacts the following: policies, taskforces, departments, offices, or commissions; enforces Statutes or Constitutional provisions; and/or carries out any other acts that are necessary and proper for the Student Body President to carry out their duties as prescribed in the Student Body Constitution and Statutes. Executive orders are considered binding and standing unless reversed by the Student Body President, explicitly stated to have an expiration date within the written document or overturned by the Student Supreme Court.
- 104.23. Ex-Officio:** Any person that is a member of a body by virtue of their position.
- 104.24. Faculty Senate:** The collegial representative body of faculty that represents issues of concern before the administration of the university.
- 104.25. Financial Officer:** An individual of an A&S funded entity who is directly responsible and accountable for the respective entity's budget, transactions and financial operations.
- 104.26. Fiscal Irresponsibility:** The propensity of any A&S funded entity to abuse and misuse A&S monies.

- 104.27. **Fiscal Year**: The year starting on July 1st and ending on June 30th.
- 104.28. **General Business/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.
- 104.29. **ICOFA Categories**: All account and budget categories as stated by the Florida Board of Governors Inter-Institutional Committee on Finance and Accounting Financial Statement's Manual (newly revised).
- 104.30. **Incompetence**: Lack of qualification, inadequate qualification, or lack of the qualities necessary to fulfill the duties of a position.
- 104.31. **Judicial Capacity**: Of or related to the duties of the Student Government Supreme Court as outlined in Title 5.
- 104.32. **Judicial Recusal**: The removing of oneself from a Supreme Court proceeding due to a conflict of interest with the pending matter.
- 104.33. **Majority**: More than half.
- 104.34. **Majority Vote**: The affirmative vote of the majority of the present voting members.
- 104.35. **Malfeasance**: Commission of a wrongful or unlawful act involving or affecting the performance of one's duties.
- 104.36. **Meeting Disruption**: The state in which a meeting of Student Government cannot function under normal operations because of an external or internal distraction or exogenous variable.
- 104.37. **Misfeasance**: Performance of a lawful action in an illegal or improper manner or with an improper or corrupt motive.
- 104.38. **Nonfeasance**: Failure to perform an act that is either an official duty or a legal requirement.
- 104.39. **Office of Budget and Policy Analysis**: The office or its current equivalence which is responsible for generating and calculating the University's expected cash flow for each fiscal year.
- 104.40. **On Campus** – Anywhere on the USF Tampa Campus, USF Riverfront Park, USF Health Center for Advanced Medical Learning and Simulation, the USF Lehigh Valley Campus, USF Marine Science Laboratory, or any venue where a USF Athletics sponsored event is being held.
- 104.41. **Political Campaign(s)** – Any person or party running for any position in:
- 104.41.1. Student Government Election/ Any Campus Election
 - 104.41.2. Local Elections

- 104.41.3. State Elections
- 104.41.4. National Elections
- 104.42. **Processor of Public Records** – The person charged with the responsibility of maintain the office having public records, or their designee.
- 104.43. **Promotional Materials** – Merchandise or items distributed for the purpose of promoting or marketing an organization, person, or event.
- 104.43.1. If the material is distributed prior to an event in which it is associated with, it shall be considered a promotional material.
- 104.43.2. If the material is distributed during an event in which it is associated with, it shall only be considered a promotional material if it includes the name and/or logo of an A&S funded entity.
- 104.44. **Quorum**: The presence of more than half of a body’s total number of voting members, unless specified otherwise.
- 104.45. **Semester**: The USF spring, summer C, or fall semester.
- 104.46. **SG**: Student Government
- 104.47. **SG Candidate**: Any person running or applying to become an SG Official
- 104.48. **SG Employee**: Any person remunerated from SG accounts.
- 104.49. **SG Official**: Any member of SG who is elected by the Student body or confirmed by the Senate.
- 104.50. **Spring Commencement**: The matriculation ceremony conducted at the end of the spring semester by the Office of Commencement Ceremonies.
- 104.51. **Standard Operating Procedure (SOP)**: An unofficial guide detailing the inner workings of a Student Government entity.
- 104.52. **Strategic Planning Fund**: the fund that shall only be used for long term strategic goals of Student Government.
- 104.53. **Student Body**: All enrolled students of the University of South Florida, Tampa Campus.
- 104.54. **Student Counselors**: Students representing other students before the Student Government Supreme Court.
- 104.55. **Student Government Meeting**: Any meeting of two or more officers of the same collegial body to discuss a future action that will be taken, within the respective body’s current or future business items.

- 104.56. Student Government Records:** All material, regardless of physical form or characteristics, made or received pursuant to law or in connection with official business by any committee, agency, or branch of Student Government.
- 104.57. Student Representative:** Any student appointed by the Student Body President to serve on a University Wide Committee.
- 104.58. Supermajority Vote:** The affirmative vote of at least two-thirds (2/3) of the present voting members.
- 104.59. Term:** The time period starting Monday after spring Commencement and lasting for one (1) year.
- 104.60. Travel:** Any trip made by a SG Official or Student Organization with an off-campus destination that furthers the purpose of the organization's mission.
- 104.61. Unallocated Cash:** Any A&S fee's that are generated or received between budget cycles or any balance of A&S fees swept from a previous fiscal year will be swept into the current year's fiscal account and designated Unallocated Cash.
- 104.62. USF Student Code of Conduct:** The code of rules and regulations generated by the University Board of Trustees for how students should conduct themselves while being a student at the university.
- 104.63. University of South Florida System** – The network comprised of the following entities:
- 104.63.1.** University of South Florida (USF)
 - 104.63.2.** University of South Florida St. Petersburg (USFSP)
 - 104.63.3.** University of South Florida Sarasota-Manatee (USFSM)
- 104.64. University Regulations and Policy:** Any set code or policy generated by the University Board of Trustees or President.
- 104.65. Writ of Mandamus:** An order by the Supreme Court to force a Student Government Officer to perform their duties as outlined in statutes.
- 104.66. Yearly Budget Allocation:** The annual A&S budgetary authority a bureau, agency, office or department receives for its operations.