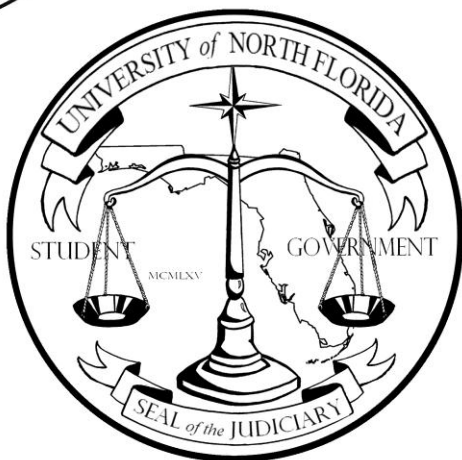


Student Government

Constitution and Statutes

2011 - 2012

Effective: July 1st, 2011



Matthew Brockelman
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PREAMBLE

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

ARTICLE I: THE ORGANIZATION

Section 1: Name

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

Section 2: Branches of Government

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

Section 3: Purpose

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

- A. The allocation of the Activity and Service Fee Budget.
- B. The evaluation and establishment of student programs.
- C. The support and development of student activities, clubs and organizations, publications, and services.
- D. The representation of concerns for student morale, welfare, responsibility, and integrity.
- E. Other activities as may pertain directly to students.

ARTICLE II: THE LEGISLATURE

Section 1: Composition

The Legislative Powers of the Student Government shall be vested in the Student Senate, hereinafter referred to as the Senate, which shall consist of 52 senators.

Section 2: Terms and Qualifications of Senators

- A. Elected Senators: Elected Senators shall be elected for terms of one (1) year, and shall be limited to a maximum of six (6) terms.
- B. Appointed Senators: If a vacancy occurs, Senate may appoint a substitute to serve for the remainder of the term as prescribed by law, but subject to the restrictions enumerated in Section 4B of this Article.
- C. Qualifications: Every Senator must be an A&S fee paying student, enrolled in at least one (1) class during both the fall and spring semester at the University of North Florida, and maintaining a 2.25 GPA or higher unless one has attended the University of North Florida for less than one (1) semester. Senators may continue to serve during the summer semester without being enrolled in a class as long as they are still considered students by the University of North Florida.

Section 3: Senate Officers:

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

Section 4: Apportionment

- A. General Apportionment: The Senate shall consist of fifty-two (52) seats, numbered one (1) through fifty-two (52), with one (1) senator occupying each seat.
- B. Special Provisions:
 - 1. Seat number forty-one (41) can only be occupied by a qualified graduate student.
 - 2. Seat number forty-two (42) can only be occupied by a qualified graduate student.
 - 3. Seat number forty-three (43) can only be occupied by a qualified student from the College of Arts and Sciences.
 - 4. Seat number forty-four (44) can only be occupied by a qualified student from the College of Arts and Sciences.

5. Seat number forty-five (45) can only be occupied by a qualified student from the College of Computing, Engineering and Construction.
6. Seat number forty-six (46) can only be occupied by a qualified student from the College of Computing, Engineering and Construction.
7. Seat number forty-seven (47) can only be occupied by a qualified student from the Brooks College of Health.
8. Seat number forty-eight (48) can only be occupied by a qualified student from the Brooks College of Health.
9. Seat number forty-nine (49) can only be occupied by a qualified student from the Coggin College of Business.
10. Seat number fifty (50) can only be occupied by a qualified student from the Coggin College of Business.
11. Seat number fifty-one (51) can only be occupied by a qualified student from the College of Education and Human Services.
12. Seat number fifty-two (52) can only be occupied by a qualified student from the College of Education and Human Services.
13. Seats numbers one (1) through forty (40) are open to all students qualified under section 2C of this Article.

Section 5: Meetings of the Senate

- A. Organizational Meeting: Within one calendar month of each general election, the Senate shall convene for the purpose of organization and selection of officers as prescribed by law.
- B. Regular Meeting: A regular meeting of Senate shall convene during each academic semester a minimum of two times each thirty-one (31) day period, excluding the last week of each semester. The Senate can waive this requirement, for only one (1) meeting per semester, by two-thirds vote.
- C. Special Meeting: The Student Government President, by written proclamation, presented to the Senate President, stating a legitimate purpose, may convene, 24 hours after the presentation, the Senate in special meeting during which only such legislative business may be transacted as is within the purview of the proclamation, or of a communication from the President, or is introduced by consent of two-thirds of the Senate. The President's power to convene the Senate may be prevented only upon a petition of one-half of the Senate's membership. The Senate's power of prevention cannot be general in nature and must apply only to the President's respective proclamation and order to convene.

Section 6: Definition of Legislation

- A. Bills: Bills shall be legislative proposals to appropriate monies, approve Constitutional amendments and revisions, and adopt statutory amendments and revisions, and other binding acts.
- B. Joint Resolutions: Joint Resolutions shall be resolutions stating the will of Student Government.
- C. Simple Resolutions: Simple Resolutions shall be the formal expression of the opinion of the Senate or the legislative vehicle used for the internal regulation of the senatorial policies and procedures.

Section 7: Passage of Legislation

- A. The origination of legislation in Senate shall be prescribed by law.
- B. The passage of Bills and Joint Resolutions shall be governed pursuant to Section 8 of this Article.
- C. The passage of Simple Resolutions that only express the official opinion of the Senate shall require a majority vote and are not subject to the Executive Veto power outlined in Section 8 of this Article.
- D. The passage of Simple Resolutions that amend or revise Senatorial policies and procedures shall require a two-thirds (2/3) vote of Senate and are not subject to the Executive Veto power outlined in Section 8 of this Article.

Section 8: Executive Approval and Veto

- A. Every Bill or Joint Resolution passed by majority vote of the Senate shall be presented, by the Senate President, to the Student Government President as prescribed by law, but not to exceed five (5) business days.
- B. The Bill or Joint Resolution shall become law if the President approves and signs it, or fails to veto it within five (5) business days after its presentation.
- C. In all cases except general appropriation bills, a Presidential veto shall extend to the entire Bill or Joint Resolution. The President may veto any specific appropriation in a general appropriation bill, but may not veto any qualification or restriction without vetoing the appropriation to which it relates nor may he or she approve any general appropriation which becomes law or is appropriated after his or her term of office.
- D. After a Bill, Joint Resolution, or specific appropriation has been vetoed, the President shall transmit written and/or oral objections thereto to the Senate at the next regular meeting.

- E. If any Senator motions to reconsider the vetoed Bill or specific appropriation at the next Regular Meeting following the Presidential veto, the vetoed legislation shall be placed on the floor of the Senate, and be subject to normal parliamentary motions, including a two-thirds override.
- F. The Senate, after reconsidering the vetoed legislation, may by two-thirds vote re-enact the bill or reinstate the specific appropriation, over which the president shall have no veto authority. Any Bill re-enacted under this provision shall immediately become law. Any specific appropriation re-instated under this provision shall be allocated with all reasonable brevity.
- G. Vetoed Bills or specific appropriations that are amended in any way after Senate reconsideration shall become de facto a new piece of legislation and be subject to presidential veto authority.
- H. If no Senator motions to reconsider at the next regular session, the vetoed Bill or specific appropriation cannot be brought back to the floor. This provision applies only to vetoed legislation for the purpose of Senate re-enactment or reinstatement and in no way shall infringe upon the ability of Senate to bring any previously vetoed Bill or specific appropriation back through normal legislative procedures, subject again to presidential veto.
- I. If a joint resolution is vetoed by the President, it shall automatically return to the Senate as a simple resolution.

Section 9: Prohibited Laws

- A. Senate shall not enact a Bill or Joint Resolution that conflicts with or violates any Federal law, State law, Local law or ordinance. This shall include but not be limited to Bills of attainder, ex post facto laws. The Student Government Judicial Branch shall negate and remove, if presented for Judicial Review, existing Student Government law if it conflicts with this provision.
- B. Senate shall not enact a Bill or Joint Resolution which adds any qualification or restriction for membership in the Student Government not already outlined in Section 2C of Article II, Section 4B of Article II, Section 2B of Article III, or Section 3B of Article IV. The Student Government Judicial Branch shall negate and remove, if presented for Judicial Review, existing Student Government law if it conflicts with this provision.

Section 10: Additional Powers and Duties

The Student Senate shall:

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

- B. Approve and allocate the fiscal budget of the Student Government, subject to the provisions of Section 7 of this Article and Chapter 1009.24 of the Florida Statutes.
- C. Establish its own meeting times, rules, and procedures.

ARTICLE III: THE EXECUTIVE

Section 1: Executive Powers

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

Section 2: Terms and Qualifications of the President and Vice President

- A. Terms: The President and Vice President shall be elected for terms of one (1) year, and shall be limited to a maximum of two (2) terms.
- B. Qualifications: The President, Vice President, and all members of the Executive Branch must be A&S fee paying students, enrolled in at least one (1) class during both the fall and spring semester, and maintaining a 2.25 GPA or higher.

Section 3: Vacancies

- A. If a vacancy occurs in the office of the President, the Vice President shall assume office for the remainder of the term.
- B. If a vacancy occurs in the office of the Vice President, the President shall have the power to appoint a new Vice President, subject to majority approval from Senate.
- C. If a vacancy occurs in both the office of the President and the Office of the Vice President, the Senate President shall assume the office of the President for the remainder of the term.

Section 4: Executive Cabinet

- A. The President shall have the power to appoint all Executive Cabinet Officers with majority approval from Senate. The removal of Executive Cabinet Officers shall be prescribed by law.
- B. The creation, termination, and/or funding of Executive Cabinet Positions shall be prescribed by law.
- C. The Student Government President must appoint a qualified individual to the position of Student Government Treasurer within the first month of taking office. This position shall be a member of the Executive Cabinet and report directly to the Senate Budget and Allocations Committee. The appointment, termination, and duties of this position shall be prescribed by law.

Section 5: Additional Duties and Powers of the President

The President shall:

- A. Be the chief executive of Student Government.
- B. Administer and enforce all laws of Student Government.
- C. Provide for the compilation and publication of Constitutional legislation.
- D. Co-sign, along with the Student Government Business Manager, on all expenditures from the Student Government operating budget.
- E. Call and preside over executive meetings of Student Government and student assemblies when appropriate.

Section 6: Duties and Powers of the Vice President

- A. The Vice President shall assume the duties of the President only in extreme circumstances, such as physical incapacitation, which makes it impossible to discharge the duties of the office.
- B. The Vice President shall coordinate the efforts of the Executive Cabinet and shall serve as coordinator for the formulation and completion of Executive Cabinet projects.

Section 7: Duties and Powers of the Treasurer

- A. The Student Government Treasurer shall serve as the executive liaison to the Student Body on all matters pertaining to Activity and Service Fee procedures.
- B. The Student Government Treasurer shall work with the Senate Budget and Allocation Committee, Student Government Accountant, and Student Government Business Manager in monitoring all Activity and Service Fee accounts and advising all A & S Fee requesters on proper procedure and regulations.
- C. The Student Government Treasurer shall fulfill all job responsibilities as well as duties prescribed by law.

Section 8: Duties and Powers of the Attorney General

- A. The Attorney General shall be an executive position appointed by the Student Government President and confirmed by a majority vote of the Student Senate.
- B. The Attorney General shall be the Chief Executive Prosecutor in all Student Government matters.
- C. The Attorney General shall fulfill all job responsibilities as well as duties prescribed by law.

ARTICLE IV: THE JUDICIARY

Section 1: Judicial Powers

The Judicial Power of Student Government shall be vested in the Judicial Council.

Section 2: Composition of the Judicial Council

- A. The Judicial Council shall be composed of nine (9) total Justices.
- B. A Chief Justice shall be elected annually from within the Council to serve as the presiding officer and shall serve a one (1) year term.
- C. Other officers that the Council deems necessary shall be chosen according to Judicial Rules and Procedures.

Section 3: Terms and Qualifications of Justices

- A. Terms: Upon installation, justices may serve as long as they remain qualified. Acting Justices may also resign their position at any time for any reason.
- B. Qualifications: Justices must be A & S fee paying students, enrolled in at least one (1) class during both the fall and spring semester, and maintain a 2.25 GPA or higher.

Section 4: Installation of Justices

- A. Procedure: When there is a vacancy on the Judicial Council, the President shall forward a Judicial Nominee to Senate for majority confirmation. Upon majority confirmation from Senate, the Judicial Nominee shall immediately be installed as an acting Justice.

Section 5: Jurisdiction and Judicial Review

- A. Powers: The Judicial Council shall have the power of Judicial Review over all Executive and Legislative Acts. This power shall include and be limited as prescribed by law.
 - 1. The Judicial Council must negate and remove existing Student Government Statute, Appropriation, Law, Joint Resolution, Executive Order, and/or Senatorial policy when in conflicts with any provisions of the Student Government Constitution.
 - 2. The Judicial Council must negate and remove existing Student Government Statute, Appropriation, Law, Joint Resolution, Executive Order, and/or Senatorial policy when in conflicts with any Federal law, State law, Local law or ordinance, or University regulation. Prior to any judgment that negates or removes existing Student Government Statute, Appropriation, Law, Joint Resolution, Executive Order, and/or Senatorial policy that is being

challenged on the grounds that it violates Federal law, State law, Local law or ordinance, or University regulation, the Judicial Council must consult with the University of North Florida's General Counsel.

3. The Judicial Council may issue a temporary stay against the application of a Student Government Statute, Appropriation, Law, Joint Resolution, Executive Order, and/or Senatorial policy in time sensitive matters not to exceed ten (10) business days, in order to provide ample time for a judicial hearing and decision. The Judicial Council shall not issue more than two (2) stays for any one complaint or issue.
 4. The Judicial Council shall serve as the final deciding body for all disputes between Student Government student employees, members, and/or elected officials which involve Student Government law. Judicial relief in such cases shall be prescribed by law but must always be comparable to the Judicial power exercised by courts in the United States Federal Court System.
- B. General Restrictions: The aforementioned power of Judicial Review outlined in Section 5 of this Article cannot be enacted unless an A & S fee paying student files a written complaint. Furthermore, the complainant cannot be a member of the Judicial Council and any judgment rendered must be within the purview of the complaint.
- C. Constitutional Restriction: The Judicial Council may not change, amend, negate, or remove any provision of the Student Government Constitution at any time for any reason.

Section 6: Administration: Practice and Procedure

- A. Quorum for a Student Government Judicial Council hearing shall be set at fifty percent (50%) plus one (1) of the current membership.
- B. The Chief Justice of the Judicial Council shall serve as the chief administrative officer of the judiciary and shall be vested with, and shall exercise, in accordance with rules adopted by the court, the authority to:
 1. Assign duties among the Justices of the Council.
 2. Conduct and preside over Council proceedings.
 3. Rule on procedural questions that arise during the course of the judicial proceedings.
 4. Report in writing to the Respondent of any complaint filed with the Judicial Council.
 5. Be responsible for administering the "Oath of Office" to all Student Government officers.

6. Periodically inform the Senate of the condition of the judiciary.
 7. Report to the Senate such defects in the laws as may have been brought to the attention of the Council and suggest such amendments or additional legislation which is deemed necessary.
- C. In the absence of the Chief Justice, an interim Chief Justice shall be designated according to Judicial Rules and Procedures.
 - D. The Judicial Council shall establish its own meeting times, rules, and procedures. Rules and procedures of the Judicial Council may be negated and removed through a bill requiring a two-thirds vote of Senate and Presidential signature approval. If the President does not approve, the Senate may override his veto by three-fourths (3/4) vote.
 - E. The Judicial Council shall conduct open Hearings for all cases.

ARTICLE V: ELECTIONS

Section 1: Eligible Voters

- A. Every student currently registered and paying A&S fees to the University of North Florida shall be entitled to vote in all General and Special Elections.
- B. Only Students currently registered in the College of Arts and Sciences and paying A&S fees to the University of North Florida shall be eligible to vote in the Inter-College Election for Senatorial Seat forty-three (43) and forty-four (44).
- C. Only Students currently registered in the College of Computing, Engineering and Construction and paying A&S fees to the University of North Florida shall be eligible to vote in the Inter-College Election for Senatorial Seat forty-five (45) and forty-six (46).
- D. Only Students currently registered in the Brooks College of Health and paying A&S fees to the University of North Florida shall be eligible to vote in the Inter-College Election for Senatorial Seat forty-seven (47) and forty-eight (48).
- E. Only Students currently registered in the Coggin College of Business and paying A&S fees to the University of North Florida shall be eligible to vote in the Inter-College Election for Senatorial Seat forty fourty-nine (49) and fifty (50).
- F. Only Students currently registered in the College of Education and Human Services and paying A&S fees to the University of North Florida shall be eligible to vote in the Inter-College Election for Senatorial Seat fifty-one (51) and fifty-two (52).
- G. Student Government will enact no law to this Section which adds any additional eligibility criteria or law which unfairly hinders a registered student's right to vote.

Section 2: Candidacy

- A. All Student Government candidates for elective office must be A&S fee paying students, enrolled in at least one (1) class during both the fall and spring semester, and maintain a 2.25 GPA or higher unless one has attended the University of North Florida for less than one (1) semester. In addition, all Presidential/Vice-Presidential candidates are required to run on a two person ticket, with a clear distinction of which office each seeks.

Section 3: Types of Elections

- A. General Elections: Elections that will be held exactly once (1) during the fall and spring semester for the purpose of determining which candidates will assume all Student Government Elective Offices, with the exception of Senatorial apportioned seats forty-three (43) through fifty-two (52), and any Special Election called pursuant

to Section 4O of this Article.

- B. Special Elections: All other elections which are not General Elections or Inter-College Elections.
- C. Inter-College Elections: Elections held during the fall semester and during the spring semester for the purposes of determining which candidates will assume Senatorial apportioned seats forty-three (43) through fifty-two (52).

Section 4: Senatorial Elective Offices

- A. Seats one (1) through twenty (20) and seat forty-one (41) shall be open for election during the fall General Election.
- B. Seats twenty-one (21) through forty (40) and seat forty-two (42) shall be open for election during the spring General Election.
- C. With the exception of seats forty-one (41) and forty-two (42), Senatorial Seats offered during a General Election shall be at-large, with vacant seats being occupied by the candidates receiving the most votes.
- D. Seats forty-one (41) and forty-two (42) shall be occupied by the candidate receiving the most votes who also fulfills the requirements outlined in Section 4B of Article II. These seats take priority over the remaining at-large seats in that they, if possible, shall be allotted to the qualified candidate with the most votes prior to the allotment of at-large seats.
- E. Seat forty-three (43) shall be open for election during one of the fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- F. Seat forty-four (44) shall be open for election during one of the spring Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- G. Seat forty-five (45) shall be open for election during one of the fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- H. Seat forty-six (46) shall be open for election during one of the spring Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- I. Seat forty-seven (47) shall be open for election during one of the fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.

- J. Seat forty-eight (48) shall be open for election during one of the spring Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- K. Seat forty-nine (49) shall be open for election during one of the fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- L. Seat fifty (50) shall be open for election during one of the spring Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- M. Seat fifty-one (51) shall be open for election during one of fall Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- N. Seat fifty-two (52) shall be open for election during one of the spring Inter-College Elections and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 1 of this Article.
- O. The Student body may, upon written petition presented to the Chief Justice bearing the names and signatures of at least ten percent (10%) of the student body, call a special election for one, several, or all of the seats occupied by appointed Senators or left vacant by elected ones. This Special Election shall be held within twenty (20) business days from the date of presentation.
- P. All further Senatorial election requirements and procedures shall be prescribed by law.

Section 5: Executive Elective Offices

- A. The Presidential/Vice-Presidential Election shall be held during the spring General Election.
- B. All further Executive election requirements and procedures shall be prescribed by law.

Section 6: Validation

In the absence of a legitimate challenge to the validity of the entire General, Inter-College, or Special Elections, the Student Senate shall validate election results no later than ten (10) business days after the last day of the election.

Section 7: Installation

- A. The installation process shall begin at the next senate meeting following the validation of any General, Inter-College, or Special Elections results, as in accordance with Section 6 of this Article. Upon installation, elected officials shall

assume all abilities and responsibilities of their respective office.

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

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

ARTICLE VI: AMENDMENT PROCESS

Section 1: Proposal of Amendments

An amendment to this constitution may be proposed to the student body through:

- A. A three-fourths (3/4) vote of Senate, or
- B. A written petition presented to the Chief Justice bearing the names and signatures of at least ten percent (10%) of the student body.

Section 2: Procedure after Proposal

- A. All proposed amendments shall be published in the major student publication and otherwise made available to the Student Body for ten (10) business days prior to the vote by the Student Body.
- B. Proposals made via the Student Senate or as written petition bearing the names and signature of at least ten percent (10%) but less than twenty percent (20%) of the student body shall be introduced as a constitutional referendum at the next General Election.
- C. Proposals made via a written petition bearing the names and signatures of twenty percent (20%) or more of the student body may be introduced, at the discretion of the petitioner(s), as a Special Constitutional Referendum, which shall be voted on by the student body within fourteen (14) business days of its presentation and shall have the following restrictions.
 - 1. Special Constitutional Referendums can individually encompass only a singular subject.
 - 2. Special Constitutional Referendums cannot be proposed during the summer semester

Section 3: Ratification

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

ARTICLE VII: IMPEACHMENT

Section 1: Method

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

- A. For a member of the Executive Branch to be impeached, two-thirds (2/3) of Senate and a majority of the Judicial Council must concur.
- B. For a member of Legislative Branch to be impeached, two-thirds (2/3) of Senate and a majority of the Judicial Council must concur.
- C. For an appointed member of the Judicial Council to be impeached, two-thirds (2/3) of Senate and the President must concur. If the President does not concur, the Senate may still impeach the Justice with a three-fourths (3/4) vote of concurrence.
- D. Upon receipt of a petition of 20% of the currently enrolled A & S Fee paying students of the University of North Florida requesting that an elected student government official be removed from office, within 60 days after the filing of a petition, a referendum must be held in which a majority vote of the students will remove the officer from their seat. Also, the grounds for removing a Student Government Officer must be expressly contained within the petition and are limited to the following: malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, or conviction of a felony.

Section 2: Removal

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

TITLE I: THE SYSTEM OF STATUTES

Chapter 100: Statute Compliance and Form

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

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

TITLE	NAME
I.	The System of Statutes (100-199)
II.	Parliamentary Authority (200-299)
III.	The Executive Branch (300-399)
IV.	The Legislative Branch (400-499)
V.	The Judicial Branch (500-599)
VI.	The Election Statutes (600-699)
VII.	The Enforcement Statutes (700-799)
VIII.	The Financial Statutes (800-899)
IX.	Installation and Eligibility Requirements (900-999)
X.	Code of Ethics (1000-1099)
XI.	SG Executive Agencies (1100-1199)
XII.	The Student Advocacy Committee Statutes (1200-1299)

- C. Each chapter may be subdivided by means of a decimal arrangement, for example: Chapter 100 may be divided into sections such as 100.1, 100.2 and so on, and each of these sections may in turn be subdivided by the use of letters in alphabetical order.
- D. Each Statute will have a printed history at the end of it, chronologically listing the bill numbers and dates of any amendments.

Chapter 101: Constitutional and Statutory Authority

101.1 The following shall set forth the hierarchical of authority of the Student Government Constitution, Statues, policy, procedure, or standing rule.

- A. The Student Government Constitution shall be the superseding document of all SG documents, including statutes, policies, procedures, and standing rules.

No statute, policy, procedure, or standing rule may override the SG Constitution.

- B. The Student Government Statutes shall be the superseding document over all SG documents, not previously superseded by the SG Constitution, including policies, procedures, and standing rules. No policy, procedure, or standing rule may override the SG Statutes.
- C. The Student Government Constitution and Statutes will supersede any policies and procedures set forth by any entity of Student Government (Senate, Judicial Council, standing committee).

101.2 Procedural Conflicts

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

- A. In the event that a statute, policy, procedure, or standing rule is found different from a document that supersedes it, the superseding document shall be correct in the matter. In case of this event, the Senate standing committee overseeing the statute, policy, procedure, or standing rule may change the document being superseded to become compliant with the overseeing document without changing the intent thereof.
- B. In the event a Senate standing committee makes any statute, policy, procedure, or standing rule corrections due to overseeing documents, changes must be reported at the next Senate meeting immediately following the committee meeting in which changes were made.

Chapter 102: Commonly Used Definitions

102.1 These terms are used commonly in the statutes. All definitions provided in this section shall be used to understand all other occurrences of the stated words or phrases.

- A. **Business Days:** Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday) during academic sessions. Academic Sessions include Spring, Summer, and Fall semesters only.

HISTORY: SB-96F-933 (September 17, 1996)
SB-00SA-1337 (May 16, 2000)
SB-02SB-1568 (September 19, 2002)
SB-02SB-1568A (October 2002)
SB-04F-1828 (November 29, 2004)
SB-05S-1864 (February 14, 2005)
SB-06SA-2027 (June 19, 2006)
SB-07SB-2138 (July 21, 2007)

TITLE II: PARLIAMENTARY AUTHORITY

Chapter 200: Parliamentary Authority

200.1 Parliamentary Procedure

- A. The Student Government parliamentary authority shall be the current edition of Robert's Rules of Order.
- B. Robert's Rules of Order shall be the authority for all formal and announced Student Government meetings.
- C. Robert's Rules of Order shall be the authority only over those questions that have not been specified by general law or university regulations, or by the Constitution of the Student Government of the University of North Florida, Student Government Statutes or Senate Policies and Procedures.

201.2 Statutory Terminology

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

HISTORY: SB-96F-934 (September 17, 1996)
SB-06SA-2028 (June 19, 2006)

TITLE III: THE EXECUTIVE BRANCH

Chapter 300: Authority of the Executive Branch

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

- A. The Executive Branch shall be the administrative arm of Student Government.
- B. The Executive Branch shall be responsible for the enforcement and execution of the Student Government Statutes.
- C. The Executive Branch shall be responsible for the planning and execution of programs, projects, and services provided to the students through Student Government.
- D. The Executive Branch shall be responsible for researching and developing programs to enhance the health, education, safety, and welfare of the Student Body of the University of North Florida.
- E. The Student Body President shall address the student body using the most popular media forum at least once every Fall and Spring semesters respectively.

Chapter 301: Composition of the Executive Branch

301.1 The Executive Branch shall be composed of:

- A. President
- B. Vice President
- C. Student Government Treasurer
- D. Student Government Attorney General
- E. Student Government Deputy General
- F. Other Cabinet offices that the President deems necessary

Chapter 302: The Executive Office

302.1 The Executive Office derives its authority from the Student Government President and has no authorization, power or authority to act unless specifically granted by the President or Vice President.

302.2 The President has sole power of appointment within the Executive Office and may dismiss at his/her discretion, any appointment at any time with the exception of Student Government Treasurer and Attorney General.

302.3 Administrative Authority

- A. The President may organize the Executive Office, as he/she deems necessary and proper within the limits imposed upon him/her by the Student Government Constitution and Statutes.
- B. If a new administration support office or position is created, the President must notify the Senate President in writing, immediately, of its creation.

Chapter 303: The Executive Cabinet

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

303.2 The Director of each administrative support office shall serve as members of the Executive Cabinet.

303.3 The Executive Cabinet shall meet on a regular basis no less than once every thirty-one (31) days during the fall and spring semesters. Minutes of these meetings will be recorded and kept on record.

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

303.5 The President serves as the Chairperson of the Cabinet. If he/she is unable to do so, the Student Government Vice President will assume the role.

303.6 Individuals holding Cabinet level status may be referred to hereinafter as "Executive Cabinet Members, Executive Cabinet Officers" or "Executive Cabinet Directors."

303.7 Suggested Executive Cabinet positions are as follows:

A. Chief of Staff

- 1. The Chief of Staff would be responsible for the effective operation of the executive office, and execution of discretionary programs or projects for the Executive Office.
- 2. The Chief of Staff would be responsible for screening of Executive Cabinet applicants, as well as oversee and work with the Vice

President to manage the Executive Cabinet and its offices, as well as work to create policy concerning the Executive Branch.

B. Peer Student Advocate

1. The Peer Student Advocate would be responsible for representing the interests of the Student Body, as expressed through the President, to the faculty and administration on all major academic related programs or initiatives of the University.
2. The Peer Student Advocate would serve as the Student Ombuds Officer through the Student Government to assist Students with problems concerning academics or the administration.
3. The Peer Student Advocate would be responsible for researching and developing programs for the President that improve the University of North Florida campus and affect students on a daily basis.
4. The Peer Student Advocate shall be responsible for providing defense counsel to all parties accused of election code violations, barring a conflict of interest.

C. Student Lobbyist

1. The Student Lobbyist would be responsible for advising the Executive Office of all matters pertaining to the Florida Legislature and the United States Congress.
2. The Student Lobbyist would be responsible for representing the interests of the student body, as articulated by the President, to the University Board of Trustees, the Florida Board of Governors, the Florida Board of Education, the State Legislature, and the United States Congress when appropriate.
3. The Student Lobbyist would be responsible for using the resources of the Executive Office to enhance student awareness of legislative issues as well as directing the voter registration activities of the Student Government in conjunction with the appropriate Student Senate committee.

D. Public Relations Director

1. The Public Relations Director would be responsible for providing the Executive Office information and ideas for publicizing the activities of the Student Government.

Chapter 304: Student Government Treasurer

304.1 The Student Government Treasurer is responsible for ensuring financial accountability and serving as the executive liaison to the student body on all matters pertaining to Activity and Service Fee monies.

304.2 The duties of the Treasurer include:

- A. Assist the Student Government Accountant and Student Government Budget Business Manager in auditing all Activity and Service Fee accounts.
- B. Report all Activity and Service Fee account errors, inappropriate expenditures, and other activities that are in violation of state, local, or Student Government rules or regulations to the Senate Budget and Allocation Committee and Student Senate.
- C. Advise all entities that request Activity and Service Fee money on all state, local, and Student Government rules and procedures.
- D. Enforce all policies and regulations set forth in the Title VIII of the University of North Florida Student Government Constitution and Statutes.
- E. Enforce all restricted expenditures and provisional language of the Activity and Service Fee Budget.
- F. Shall attend Club Alliance meetings and serve as the activity and service fee advisor to all chief financial officer to clubs and organizations.

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

Chapter 305: Student Government Attorney General

305.1 The Student Government Attorney General is the chief legal representative of the prosecutor for Student Government.

305.2 The duties of the Attorney General:

- A. The Attorney General is responsible for issuing, upon receipt of a written request by any member of Student Government, an interception of any questions relating to the Student Government Constitution or Statutes. The Attorney General's interception is binding unless negated upon appeal to the office of the Judiciary.
- B. The Attorney General may give both solicited and unsolicited legal advice to any member of Student government at any time.

- C. During an election, the Attorney General shall act as an advisor to the Supervisor of Elections Supervisor and also act as chief prosecutor of all allegations of Election Code violations.
 - D. The Attorney General is responsible for periodically reviewing the Constitution and Statues for mistakes, conflicts or contradictions subject to the approval of the Constitution and Statues Committee.
- 305.3 The Student Government Attorney General is appointed by the Student Government President, subject to confirmation by the Student Senate.

Chapter 306: Deputy Attorney General

- 306.1 The Student Government Deputy Attorney General is responsible for assisting the Attorney General.
- 306.2 The duties of the Deputy Attorney General shall be:
- A. In the absence or vacancy of the Attorney General, the Deputy Attorney General shall exercise the duties of the Attorney General.
 - B. The Deputy Attorney General shall be the liaison between any A&S fee paying student seeking legal interpretation of any part of SG Constitution and Statutes and the Attorney General.
 - C. The Student Government Deputy Attorney General shall be responsible for other duties as outlined in Statues.
- 306.3 The Student Government Deputy Attorney General is appointed by the Student Government President, subject to confirmation by the Student Senate.

Chapter 307: Presidential Appointment and Dismissal Powers

- 307.1 Candidate Search
- A. No position requiring Student Senate confirmation may be filled until the position has been advertised.
 - B. Advertisements must run, in a widely distributed print media forum, at least once during the candidate search time period.
- 307.2 Executive Officer Positions
- A. The President shall appoint all Executive Cabinet Officers as defined in 303.6.

- B. Any individual appointed to a Cabinet level position as indicated in the Student Government Statutes shall require confirmation by the Student Senate.
- C. The President may appoint an Acting Executive Cabinet Officer who shall serve in the role, and will receive compensation until a nominee can be forwarded to the Student Senate. Acting Executive Cabinet Officers may not serve longer than one month without confirmation. The President must report any Acting Cabinet Officer's first official day of work to the Senate President.
- D. Individuals may serve as an Acting Executive Cabinet Director until the next scheduled Senate Meeting, unless the person in question is unable to attend the next Senate Meeting due to extraordinary circumstances.
- E. The President-elect shall have the power to designate the Executive Cabinet nominees for his/her administration.
 - 1. Upon installation of the Student Government President-elect, Executive Cabinet Officer nominees shall assume all the duties, responsibilities, rights, and compensation incumbent with the position for up to one (1) month, pending Senate confirmation.
 - 2. The nominees must be confirmed by a majority vote of the Student Senate.
 - 3. The confirmed nominee shall then be referred to as the "designee" (i.e. Chief of Staff designate).
 - 4. The terms of all Executive Office nominees/designees shall end with the term of the Student Government President who appointed them.
 - 5. The Student Government President may dismiss any nominee/designee to the Executive Office at his/her discretion.

Chapter 308: Vacancy in the Office of Vice President

308.1 Vice President Vacancy

- A. The Student Government President shall forward a name to the Student Senate for confirmation.
- B. A majority vote of the Student Senate is required for confirmation.

Chapter 309: Executive Transition Period

- 309.1 The Transition Period begins upon the validation of election results by the Senate and concludes after the first Senate meeting of the term.
- 309.2 During this transition period, the outgoing administration must transfer all records and files regarding Student Government to the newly elected administration.
- 309.3 The incoming and outgoing administrations shall share all office space allocated to the executive branch for purposes of conducting business relating to the transition.
- 309.4 All signature authority for Student Government shall be automatically transferred upon the swearing-in of the new administration.
- 309.5 The swearing-in of the new administration must be held within fifteen (15) business days after the final elections complaint has been resolved.

Chapter 310: External Affiliations

- 310.1 The President shall be responsible for leading the UNF delegation to the Florida Student Association (FSA) and will either serve as the UNF representative on the FSA Board of Directors or will appoint a designee to do so.
- 310.2 The President shall serve as the primary Student Government representative to community organizations including, but not limited to, the Student Alliance of Jacksonville.

HISTORY: SB-96F-948 (October 15, 1996)
SB-00SA-1345 (July 6, 2000)
SB-01S-1412 (April 12, 2001)
SB-03S-1669 (April 3, 2003)
SB-05S-1886 (March 29, 2005)
SB-06SA-2029 (June 19, 2006)
SB-06SB-2042 (June 30, 2006)
SB-07S-2084 (March 6, 2007)
SB-07S-2092 (March 6, 2007)
SB-07S-2140 (July 21, 2007)
SB-07SB-2144 (August 5, 2007)
SB-08S-2223 (May 14, 2008)
SB-08F-2274 (December 8, 2008)
SB-09F-2355 (September 28, 2009)
SB-09F-2360 (September 29, 2009)
SB-09F-2355 (September 30, 2009)
SB-10S-2391 (April 15th, 2010)

TITLE IV: THE LEGISLATIVE BRANCH

Chapter 400: The Authority of the Legislative Branch

- 400.1 The powers and duties within the Legislative Branch, herein referred to as the Student Senate, are derived and defined from the Student Government Constitution and Statutes.
- A. The Student Senate shall be responsible to represent the student body in all University-wide matters and to develop and promote activities of practical value and interests to students.
 - B. The Student Senate shall maintain communication with the student body and the Student Government President on matters of concern to students.
 - C. The Student Senate shall enforce, follow, and adhere to all laws, policies, and guidelines set forth in the Student Government Constitution and System of Statutes.
 - D. The Student Senate shall be responsible for composing and voting on the approval of Student Government Constitutional Amendments and the enacting of Student Government Statutory revisions.
 - E. The Student Senate shall consider all legislation for the operation of the Student Government.
 - F. The Student Senate shall override, when appropriate, a Presidential veto of any legislation by a two-thirds (2/3) vote of those members in attendance of the Senate meeting and voting.
 - G. The Student Senate shall serve as the validating body for all Student Government elections.
 - H. The Student Senate shall approve, by a two-thirds (2/3) vote, all Senate appointments made by the Elections, and Appointments Committee.
 - I. Under no circumstances shall the Student Senate vote by paper balloting.
 - J. The Student Senate shall be responsible for the Senate Policies and Procedures. The Senate Policies and Procedures is a living document which can only be changed through a Standing Rule which the Student Body President has no authority.
 - K. The Student Senate shall follow all rules and guidelines set forth in the Senate Policies and Procedures.

Chapter 401: Senate Absences

401.1 Absentee Policy

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

Chapter 402: Organization of the Student Senate

402.1 Senate Session

A. Fall Session

The Fall Session of the Senate shall begin on the first business day of fall classes and terminate at the end of the Fall semester.

B. Spring Session

The Spring Session of the Senate begin on the first business day of spring classes and terminate at the end of the Spring semester.

C. Summer Session

The Summer Session of the Senate shall begin on the first business day of the first week of classes of the earliest academic term and shall terminate at the end of the summer academic term.

D. Each Session of the Student Senate may adopt its own Rules and Procedures in accordance with the Student Government Constitution and Statutes.

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

402.2 Senate Officers

The Senate President shall be responsible for the duties of all vacant Senate Officers.

A. There shall be a Senate President who shall be elected by majority vote of the Student Senate and who shall be selected from within the Student Senate. The Senate President shall be the Chief Legislative Officer of Student Government and shall perform duties as provided by Senate Policies and Procedures. The Senate President shall enforce all rules, policies and procedures of the Student Senate. The term of this position shall be from

the beginning of the Summer Session until the end of the following Spring Session.

- B. There shall be a Student Senate President Pro-Tempore who shall be elected by a majority vote of the Student Senate and who shall be selected from within the Student Senate. The Senate President Pro-Tempore shall assist the Senate President and perform duties as provided by Senate Policies and Procedures. The term of this position shall be from the beginning of the Summer Session until the end of the following Spring Session.
- C. There shall be a Secretary of the Student Senate who shall be appointed by the Senate President and who shall serve at his/her discretion. The Secretary of the Student Senate shall perform duties as provided by Senate Policies and Procedures and as directed by the Senate President.
- D. There shall be a Parliamentarian who shall be selected from within the Student Senate. The Parliamentarian shall, upon request, give advice on Parliamentary procedure.
- E. There shall be a Sergeant-at-Arms, who shall be appointed by the Senate President, subject to confirmation by the Student Senate. The Sergeant-at-Arms shall attend the Student Senate during its meetings and maintain order under the discretion of the Senate President or Presiding Officer. The Sergeant-at-Arms shall enforce strictly the rules relating to the privileges of the chamber.
- F. Standing committee Chairs shall be elected by a majority vote of the Student Senate. Elections shall occur upon the convening of a new Senate after the Fall and Spring elections for both semi-annual and yearlong positions, as stated in Senate Policies and Procedures.
- G. Upon receipt of a proposed Bill, Constitutional Amendment, or Resolution the Senate President must submit it to the Student Senate within a two (2) week period.

402.3 Calling of Senate Meetings and Quorum

- A. The Senate President shall be empowered to call Student Senate meetings, and shall call a meeting if petitioned by a majority of the members of Senate holding office at the time the petition is presented, or if requested by a majority vote of the Student Senate. The Senate Secretary shall notify Student Senators of all meetings.
- B. Quorum shall be 50% + 1 of the membership of the Student Senate. Membership shall be defined as the total number of Senators entitled to vote, with the exception of Senators on leaves of absence. Quorum shall be 50% + 1 of voting members of a committee.

402.4 Standing Committees of the Student Senate

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

- A. The Budget and Allocations Committee
- B. The Constitution and Statutes Committee
- C. The Elections and Appointments Committee
- D. The Student Advocacy Committee

402.5 Legislative Cabinet

- A. The Legislative Cabinet shall consist of the following officers:
 - 1. The Senate President
 - 2. The Senate President Pro-Tempore
 - 3. The Parliamentarian
 - 4. The Senate Secretary
 - 5. The four (4) Standing Committee Chairs
- B. The Legislative Cabinet shall make recommendations for the standing committees of the Student Senate.
- C. Any member of the legislative cabinet, excluding the Senate Secretary who serves at the discretion of the Senate President, can be removed from office as provided by the Senate Policies and Procedures.
- E. The Student Senate shall have the ability to place any of the Legislative Cabinet positions, excluding the Senate Secretary, up for a reelection of the position with a three-fourths ($3/4$) vote, which shall follow the election process outlined in the Senate Policies and Procedures.
- F. The Senate President may dismiss any member of the Legislative cabinet at any time if he or she feels it is in the best interest of the Student Body. The Senate may override the Senate President by a two-thirds ($2/3$) vote at the next regularly-scheduled Senate meeting.

402.6 Voting

A. “Majority” and “Two-Thirds” Votes

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

B. Proxy Voting

1. The power of attorney given by one Senator to the Senate President to vote in their stead on any and all issues. It is allowed to be used in the Student Senate when Senators know they will be absent and they would still like their vote to be counted on any and all issues.
2. A proxy vote is not considered properly submitted unless it specifies the relevant piece of legislation or candidate being appointed, contains a transcribed vote of “Yes” or “No”, and is time stamped and submitted to the Senate President prior to the meeting at which it will be valid. Failure to meet these requirements will result in the proxy vote being declared void. Proxy votes, once submitted properly, are only valid for the Senate or Committee meeting.
3. If a Senator who has cast a proxy vote wishes to revoke said proxy, the Senator must submit a written statement to the Senate President, time stamped prior to the meeting being called to order.
4. If the legislation for which the proxy vote has been cast is amended or otherwise altered, said proxy becomes void.
5. Proxy vote forms and envelopes are made available through the Senate President Pro-Tempore.

Chapter 403: Form of Legislation

403.1 Joint Resolutions

Joint Resolutions shall be formal expressions of the opinion or will of the Student Senate and the Executive Branch. Joint Resolutions shall be adopted by majority vote of the Student Senate.

403.2 Simple Resolutions

Simple Resolutions shall be formal expressions of the opinion or will of the Student Senate. Simple Resolutions shall also be able to set the policies and procedures of the Student Senate, and shall only be enforceable within the Student Senate. Simple Resolutions shall be adopted by a two-thirds (2/3) vote of the Student Senate.

403.3 Bills

Bills shall be legislative proposals to appropriate monies, approve Constitutional amendments and revisions, adopt statutory amendments and revisions and other legislative proposals.

403.3 Composition of Bills and Resolutions

Each Bill and Resolution shall contain the following:

A. Title and Subject

1. The subject of each bill shall be briefly expressed in its title.
2. If a bill embraces more than one subject, it shall be defined as an Omnibus Bill. A majority vote is required by the Senate Committee to accept an Omnibus Bill, and a two-thirds (2/3) vote is required by the Student Senate for final passage.

B. Legislative Intent

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

C. Enacting Clause

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

D. Effective Date

1. All resolutions shall be exempt from having an effective date.
2. All statutory Bills must include an effective date of January 1st or July 1st.
3. The only exception to the effective date for statutory Bills is if two-thirds of Senate approves the Bill for Emergency passage.

E. Senate Sponsor

1. All bills or resolutions shall have a Senate Sponsor, who shall be from within the Student Senate

Chapter 404: Procedure for Approval of Bills

404.1 Summation of Bills

- A. The Senate President shall transmit any legislation passed by the Student Senate to the President within five (5) business days.
- B. Any legislation providing for a proposed constitutional amendment shall be submitted directly from the Senate President to the Elections and Appointments Chair for placement of the constitutional referendum on the next general election.
- C. All legislation that is not transmitted to the President within the allotted five (5) business days will be referred back to the Student Senate.

404.2 Action by the Student Government President

- A. Upon receipt of a Bill, the Student Government President shall have five (5) business days to approve or veto. The Student Government President shall then submit the bill to the Secretary to be posted if approved or sent back to the Student Senate if vetoed. The Senate Secretary shall then report the action taken to the Senate President, who shall then inform the Student Senate at the next meeting.
- B. In cases where a bill is vetoed by the Student Government President the bill may be amended and sent back to the President as an alternative action on the veto. In this case, amended bills may be vetoed again by the Student Government President.

Chapter 405: Publications of Senate Notices

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

Chapter 406: Terms of Office

406.1 Term of Office

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

- B. Senators shall terminate office at the installation of their successors or when they are no longer qualified to hold office. Those Senators who run in the election and do not get re-elected will have their term expire upon installation and validation of the new Student Senators. If Senators are re-elected, he/she must abstain from the installation and validation vote.

Chapter 407: Legislative Transition Period

- 407.1 The Transition Period begins upon the conclusion of Senate Elections by the Senate and concludes after one week.
- 407.2 During this transition period, the outgoing administration must transfer all SG records and files, including a turnover folder (a folder containing all procedures, forms, etc.), regarding the Senate to the incoming administration.
- 407.3 The incoming and outgoing administrations shall share all office space allocated to the legislative branch for purposes of conducting business relating to the transition.
- 407.4 All signature authority for the Senate shall be automatically transferred upon the swearing-in of the new Senate President.

Chapter 408: Maintenance of Legislative Records

- 408.1 The Senate President shall be ultimately responsible for the complete and accurate records of the actions and proceedings of the Senate and its four standing committees.
- 408.2 These records shall include any of the following: agendas of Senate and committee meetings, minutes of Senate and committee meetings, records of attendance for all Senate and committee meetings, records of passed legislation, and any audio or video recordings of Senate or committee meetings.
- 408.3 Requests for copies of any of the above documents can be made through the following process:
 - A. The request must be made in writing to the Senate President.
 - B. Upon making the request, the Senate President shall make the appropriate copies of the document or recording and notify the requestor upon completion of the duplication process.
- 408.4 Legislative Records
 - A. All records emanating from Senate and Committee meetings shall be, henceforth, made available online. Records shall consist of, but not limited

to, voting records, attendance records, and bills. The records must be turned into the Webmaster within 11 business days from the Senate President.

Chapter 409: Appointment to the Senate

Vacancies within the Senate may be filled by appointment.

409.1 Qualifying for appointment

To qualify for appointment, one must:

- A. Be an A&S fee paying student, enrolled in at least one (1) class at the University of North Florida.
- B. Have at least a 2.25 grade point average, unless one has attended the University of North Florida for less than (1) semester.

409.2 Applying for Appointment/Appointment Process

To become an appointee, one must:

- A. Attend at least one (1) full Senate meeting and go on record stating their first and last names during the time allotted for recognition of students seeking appointment.
- B. Submit a completed time stamped application by 5:00 pm on the third (3rd) business day immediately following their Senate Announcement to either the Student Government Secretary, Student Government Advisor, or E&A Chairperson. In their absence, time stamped applications shall be placed in the provided labeled lockbox.
- C. Meet with the Senate President or Senate President Pro-Tempore and obtain their signature.
- D. Meet with the Student Government Advisor and obtain their signature.
- E. Coordinate a time with each of the four (4) committee chairs via phone/email/person in order to learn the responsibilities and expectations of each committee.
- F. Attend two (2) of the four (4) committee meetings in which he or she is interested and obtain signatures to gain a better understanding of committee operations.
- G. Attend an E&A meeting prior to the next scheduled Senate meeting for a Question & Answer Session. Upon approval by a 2/3 vote, the appointee is forwarded to Senate for confirmation.
- H. Submit a completed, time stamped Student Government Signature Page by 5:00pm the first business day following committee meetings. Failure to do so will result in termination of the appointee's application.

Completed applications consist of:

- A. Appointee Information
- B. Appointee Questionnaire, which discloses motivation to be a senator, goals if appointed, Student Government Signature Page, and other relevant information, as stipulated by the E&A Chair.
- C. Student Endorsement, including the endorsement of at least one hundred and fifty (150) students, in accordance with the specifications of Chapter 604.2.B.3.a

409.3 Being Appointed

To be appointed, one must chronologically be granted the following actions.

- A. E&A Recommendations

- 1. Complete the appointment process as defined in 409.2.
 - 2. An Appointee is granted E&A recommendation for appointment by 2/3 vote of E&A, or in the case of multiple applications, by receiving the most votes. If more Appointment applications are submitted then senatorial seats are available, E&A shall vote to fill the vacant seats at one time, after having been presented with all Appointment applications on the agenda.

- B. Appointment to the Senate

- 1. An appointee is granted appointment to the Senate by a two-thirds (2/3) vote of the Senate.
- C. If an appointee has not attended and/or been reviewed by E&A within ninety (90) days of submitting their application, the appointment is then voided.
- D. Appointees may turn in an appointment application to the Elections Supervisor at any time. In the event that there are no available Senate Seats, the Elections Supervisor will hold the applications according to time stamp. The application will expire in ninety (90) days.

409.4 Installation

- A. After being appointed to the Senate, an appointee will assume office immediately following installation by the Student Government Chief Justice or another member of the Judicial Council as designated by the Student Government Chief Justice. Installation

will occur during the same Senate meeting where possible, or at the following Senate meeting.

- B. The oath as stated in Chapter 607.3 B.1. will be used to install those appointed. If the Chief Justice or a designee is not available the Senate President shall administer the oath.

HISTORY: SB-96F-961 (November 25, 1996)
SB-97S-982 (March 13, 1997)
SB-97S-988 (March 27, 1997)
SB-00SA-1346 (June 9, 2000)
SB-02SB-1568 (September 19, 2002)
SB-03S-1662 (April 4, 2003)
SB-03SB-1698 (Spring, 2004)
SB-04F-1847 (December 17, 2004)
SB-05SA-1918 (June 20, 2005)
SB-05SA-1919 (June 20, 2005)
SB-06S-1988 (February 13, 2006)
SB-07SA-2132 (July 3, 2007)
SB-07SB-2139 (July 23, 2007)
SB-07SA-2132 (August 5, 2007)
SB-07SB-2139 (August 5, 2007)
SB-09SA-2339 (June 25, 2009)
SB-09F-2372 (January 10, 2010)
SB-10SA-2417 (July 9th, 2010)
SB-10SB-2435 (August 31st, 2010)
SB-10F-2441 (September 1st, 2010)
SB-11S-2479 (February 14th, 2011)
SB-11SA-2532 (July 11th 2011)

TITLE V: THE JUDICIAL BRANCH

Chapter 500: Student's Rights

500.1 Power of the Court

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

500.2 Any official(s) appearing before the Office of the Judiciary shall have the following rights:

- A. To be given notice and explanation, both oral and written, of pertinent procedures, specific alleged violations, punitive measures that may result there from, and all rights guaranteed by the Statutes.
- B. To present witnesses and evidence at said hearings.
- C. To confront and/or cross-examine all witnesses involved in the proceedings.
- D. To receive a written explanation of the council's decision and the rationale for the recommendation pursuant thereto.

Chapter 501: Appearance of Witnesses

501.1 Notice to Appear

The Chief Justice, and/or designee shall notify all parties designated by the Council of the occasion, time, and place of the proceedings and shall:

- A. Direct all student parties to appear before the Council at the time and place specified.
- B. Request all non-student parties to appear before the Council at the time and place so specified.

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

501.3 Cases in which the proceedings involve a recognized student organization or an individual acting on behalf of such an organization shall result in a freeze of Activity and Service Fee funds to said organization.

Chapter 502: Judicial Complaint

- 502.1 Any University of North Florida Activity and Service Fee paying student shall have the right to file a written complaint to the Office of the Judiciary against an organization operating under Student Government, a Student Government Officer, or any legislative act enacted by Student Government.
- 502.2 Validating Complaint
- A complaint filed with the Office of the Judiciary shall be reviewed by the Chief Justice to determine if there is any validity in the complaint.
- A. If the Chief Justice finds validity in the complaint, the Chief Justice will establish a hearing before the Office of the Judiciary within five (5) business days from the date filed.
- B. If it is the opinion of the Chief Justice that no validity exists, the complaint will be dismissed.
- 502.3 A complaint that is dismissed by the Chief Justice can be appealed with the support of 8 members of the Student Senate or a petition of 10% of the University of North Florida Activity and Service Fee paying student body.
- 502.4 Upon the appeal of a dismissed complaint, the Chief Justice shall establish a hearing before the Office of the Judiciary within five (5) days from the date of the filed appeal.
- 502.5 The procedure for a Judicial Hearing shall be established in the Judicial Policy and Procedures.
- 502.6 Upon the completion of a Judicial Hearing, the Office of the Judiciary shall have a maximum of five (5) days to form a verdict and issue a Judicial Opinion.
- 502.7 The SG Student Advocate may serve as the defense council for all complaints filed in this manner. The individual who filed the original complaint shall serve as the Plaintiff, or may assign a designee who is also a University of North Florida Activity and Service Fee paying student.
- 502.8 The Statue of Limitations for filing a complaint and/or appeal to the Judiciary shall be 15 business days from the date of the action in question. Granting of exemptions and extensions shall fall under the purview of the Chief Justice. Matters pertaining to Title VI are exempt from this provision as its own processes are outlined within that Title.

Chapter 503: Penalties for Judicial Complaints

- 503.1 Repeal or reprieve of illegal actions

- A. The Judiciary has the power to repeal any legislation or action that has been deemed unconstitutional or against statute.
- B. The Judiciary has the power to reverse from any action that is in violation of the Student Government Constitution, Statute, or Policies and Procedures.

503.2 Freezing of A&S funds

- A. The Judiciary has the authority to freeze any and all use of A&S funds of the accused if the accused is found guilty of violation of Title VIII- The Finance Code of the University of North Florida.

503.3 Recommendation to the Student Government Senate for Senate action

- A. The Judiciary will have the power to make recommendations to the Senate for senate action against the accused or the complaint in question.

Chapter 504: The Records of the Office of the Judiciary

- 504.1 The Chief Justice, with majority approval of the Council, shall be responsible for notifying all parties concerned, except as provided in Section 501.1.

Chapter 505: Partisanship

- 505.1 No member of the Office of the Judiciary shall actively campaign for any candidate for elective office, or act in any partisan manner.

Chapter 506: Responsibilities of the Chief Justice

- 506.1 The Chief Justice, with majority approval of the Office of the Judiciary, shall be able to remove from a case any Justice whom he/she deems to have a conflict of interest.
- 506.2 If the Chief Justice is unavailable to fulfill his or her duty of administering the “Oath of Office,” it may be administered by another Justice of the Office of the Judiciary or by the Senate President
- 506.3 The Chief Justice may dismiss the Associate Chief Justice at any time if he or she feels it is in the best interest of the Student Body. The Judicial Council may override the Chief Justice by a two-thirds (2/3) vote at the next regularly-scheduled Judicial Council meeting.

Chapter 507: Appointment to the Judiciary

- 507.1 Any individual interested in joining the Judiciary must fill out an application form and submit it to the Student Government President.

- 507.2 In the event of a vacancy on the Judiciary, the Student Government President has ten (10) business days to forward a nominee to the Senate President for a majority confirmation from the Senate.
- 507.6 The nominee shall present him or herself at the next Senate meeting, to receive majority approval of the Student Senate. If appointed, the new justice shall be installed as outlined in Chapter 903 of these Statutes.
- 507.7 If the nominee does not receive a majority approval from the Senate, then the Student Government President has another ten (10) business days to forward a new to the Senate President for a majority confirmation from the Senate.
- 507.8 Once installed as a member of the Student Government Judiciary, the term of the appointed shall last until their resignation from the Judiciary, or concurrently, the length of their tenure at the University of North Florida up to six years maximum.

HISTORY: SB-96F-962 (November 25, 1996)
SB-02SB-1568 (September 19, 2002)
SB-03S-1662 (April 3, 2003)
SB-04F-1827 (November 29, 2004)
SB-05S-1868 AA (May 16, 2005)
SB-05SA-1916 (June 20, 2005)
SB-07S-2088 (March 6, 2007)
SB-07S-2091 (March 6, 2007)
SB-07SB-2139 (July 23, 2007)
SB-07SB-2142 (August 5, 2007)
SB-10S-2380 (February 1, 2010)
SB-11SA-2532 (July 11th 2011)
SB-11SA-2526A (July 11th 2011)

TITLE VI: THE ELECTION CODE

Chapter 600: Introduction and Guidelines

600.1 Introduction

- A. In accordance with Florida Statutes (Title XLVIII Chapter 1004.26), “Each student government shall be organized and maintained by students and shall be composed of at least a student body president, a student legislative body, and a student judiciary. The student body president and the student legislative body shall be elected by the student body; however, interim vacancies and the student judiciary may be filled in a manner other than election as prescribed by the internal procedures of the student government.” Therefore, the University of North Florida Student Government will hold General, Special, and/or Inter-Collegiate Elections occurring during the Fall and Spring Semesters to elect a Student Body President, Vice-President, and Student Senators.
- B. The standing committee of the University of North Florida (UNF) Student Senate assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Election Code shall be known as the Elections & Appointments Committee (E&A).
- C. The ad-hoc committee of the UNF Student Senate assigned the responsibility for oversight, review and enforcement of the Election Code during an election cycle shall be known as the Elections Commission (EC).
- D. Amendments to the Election Code are subject to the normal legislative process and also require a majority approval from E&A.

600.2 Senatorial Elective Offices

- A. Seats one (1) through twenty (20) and Seat forty-one (41) shall be open for election during the Fall General Election.
- B. Seats twenty-one (21) through forty (40) and Seat forty-two (42) shall be open for election during the Spring General Election.
- C. With the exception of seat forty-one (41) and forty-two (42), Senatorial Seats offered during a General Election shall be at-large, with vacant seats being occupied by the candidates receiving the most votes, except for those left vacant by a disqualifications, which shall be left vacant until appeals have been resolved. If a candidate is disqualified with finality (e.g. Candidate did not seek appeal or appeal upheld disqualification), the seat shall be filled by the next candidate receiving the most votes.
- D. Seat forty-one (41) and forty-two (42) shall be occupied by the candidate receiving the most votes who also fulfills the requirements outlined in Section 4B of Article II. This seat shall take priority over the remaining at-large seats in that it, if possible, shall be allotted to the qualified candidate

with the most votes prior to the allotment of At-large Seats. Reference 601.1E of this title for further explanation.

- E. Seats forty-one (41), forty-three (43), forty-five (45), forty-seven (47), forty-nine (49), and fifty-one (51) shall be open for election during the Fall Inter-College Election and shall be subject to the restrictions enumerated in Section 3B of Article II and Section 1 of Article V.
- F. Seats forty-two (42), forty-four (44), and forty-six (46), forty-eight (48), fifty (50), and fifty-two (52) shall be open for election during the Spring Inter-College Election and shall be subject to the restrictions enumerated in Section 4B of Article II and Section 2 of Article V.
- G. The Student Body may, upon written petition presented to the Student Government Chief Justice bearing the names and signatures of at least ten percent (10%) of the constituency of that seat, call a Special Election for one (1), several, or all of the seats occupied by appointed Student Senators or left vacant by elected ones. This Special Election shall be held within twenty (20) business days from the date of presentation.

600.3 Executive Elective Offices

- A. The Presidential/Vice-Presidential Election shall be held during the Spring General Election.
- B. All Presidential/Vice-Presidential candidates must run as a ticket.
- C. A vote for a Presidential/Vice-Presidential ticket will count equally for each candidate on that ticket.

600.4 Definitions

The following words and phrases, when used in this title, shall be defined as the following:

- A. Billboard Campaigning - Placement of constructed materials (i.e.: road signs, plywood billboards, posters, etc.), advertising or calling for support of a specific candidate(s) or party for an elective office of Student Government.
- B. Campaigning - All publicizing and/or distribution of campaign materials (i.e.: flyers, handbills, food, etc) on campus which solicits or calls for support of a candidate(s) or party for an elective office of Student Government during the campaign period.
 - 1. Active Campaigning - Campaigning in which the person engages individuals in an unsolicited manner on campus. One example is a candidate passing out flyers or other promotional materials to a constituent.

2. Passive Campaigning - All campaigning which is not active. One example is a constituent wearing a campaign button to promote a candidate.
 3. Verbal Campaigning - campaigning with sign language and/or speech (including internet).
- C. Campaign Expense - the full cost of any goods or services paid for by the campaign.
 - D. Candidate - Any student who has properly submitted all of the necessary paperwork and has met the eligibility requirements for seeking an elective office of Student Government (i.e.: Senator, Student Government President, etc.).
 - E. Certificate of Election - A document certifying a candidate's proper election.
 - F. Day - as referred within the Election Code or mentioned as business day, shall be defined as being weekdays (Monday through Friday) during academic sessions. Academic Sessions include Spring, Summer and Fall semesters only. Spring Break shall not be considered as business days.
 - G. Election Cycle- The Election Cycle will begin on the first day that a candidate application is properly submitted to the Election's Supervisor and will end after all Election related disputes have been resolved.
 - H. Full Cost - The total dollar amount spent toward the purchase of a good or service.
 - I. General Election - Elections held once (1) during both fall and spring semester for the purpose of determining which candidates will assume all Student Government Elective Offices, with the exception of Senatorial apportioned seats forty-two (42) through fifty-two (52) and any Special Election called pursuant to Section 4J of Article V of the Constitution.
 - J. Inter-College Election - Elections held during the Fall and Spring semesters for the purposes of determining which candidate will assume Senatorial apportioned seats forty-two (42) through fifty-two (52).
 - K. Party- A political group comprised of three (3) or more election candidates, organized to promote and support common goals and/or candidates for public office through the use of shared campaign materials and/or monetary resources.
 - L. Polling Region - A seventy-five foot (75') radius surrounding the polling station.
 - M. Polling Station - Area containing polls and/or ballot boxes.
 - N. Referendum - A senatorially approved question or legislative act which is placed on the official ballot during an election for majority vote by the electorate. The

decision of the majority of votes that are cast is not a final decision but will stand as a strong suggestion to Student Government, with the exception of a Constitutional Referendum, which is binding upon validation of the election.

- O. Special Election - Any election other than a General Election or an Inter-College Election.
- P. Statute of Limitations - A statute setting a time limit on legal action.
- Q. Ticket - Two (2) candidates cooperatively engaged in a campaign for Student Government President and Vice-President.
- R. Total Campaign Cost - The sum of all campaign expenditures as reported by a candidate.
- S. Unbiased – to negate an unknown or publicly known inclination or prejudice.
- T. Validation - Action taken by the Student Senate that formally acknowledges and ensures the accuracy of the vote totals as presented by the Elections Supervisor.

Chapter 601: Types of Elections

601.1 General Elections

- A. Fall and Spring Elections shall take place six (6) to twelve (12) weeks into the Semester, excluding spring break.
- B. Students of UNF will be allowed to collect published candidate information (i.e.: Candidate Application and Student Endorsement) from Student Government before at any time before the deadline.
- C. The Elections and Appointment Committee shall set all dates and deadlines for the Fall and Spring Elections.
- D. Campaigning may commence ten (10) business days before the first day of elections; with the exception of verbal campaigning, which can commence at anytime.
- E. Billboard Campaigning may commence ten (10) business days before the first day of elections.
- F. The graduate student receiving the most votes in the Spring General Election shall receive seat forty-two (42). The graduate student receiving the most votes in the Fall General Election shall receive seat forty-one (41). This will not affect other graduate students running in that election. If no graduate students become candidates in the election, the seat will remain open for appointment according to the Student Government Constitution.

- G. Unopposed candidates shall be deemed to have voted for him or herself and declared the winner by acclamation. No election for the respective seat shall be held.

601.2 Inter-College Elections

- A. Inter-College elections shall take place at the same time and location as a Fall or Spring General Election.
- B. In the Fall, seat forty-three (43) will be elected from the College of Arts and Sciences; seat forty-five (45) from the College of Computing, Engineering, and Construction; seat forty-seven (47) from the Brooks College of Health; seat forty-nine (49) from the Coggin College of Business; and seat fifty-one (51) from the College of Education and Human Services.
- C. In the Spring, seat forty-four (44) will be elected from the College of Arts and Sciences; seat forty-six (46) from the College of Computing, Engineering, and Construction; seat forty-eight (48) from the Brooks College of Health; seat fifty (50) from the Coggin College of Business; and seat fifty-two (52) from the College of Education and Human Services.
- D. Senate candidates may run for their respective college seat as long as the candidate has been accepted into the said college. If a candidate has two or more majors, the candidate may only run for one college seat.
- E. Students with a declared major shall vote in that specified Inter-College Election. These students are still eligible to vote in General and Special Elections.
- F. Campaign rules shall be the same as those outlined in the Candidate's Packet for General Elections.
- G. If no candidates submit a Declaration of Intent to run in an Inter-College Election by the close of filing deadline prescribed by the Elections Supervisor, the seat shall remain empty until a student who is enrolled in the given college is appointed to it or until the next election cycle.
- H. Unopposed candidates shall be deemed to have voted for him or herself and declared the winner by acclamation. No election for the respective seat shall be held.

601.3 Special Elections

The Elections Supervisor shall, at the request of the Student Body President or of the majority of the Student Senate, call for and supervise a Special Election not otherwise covered in the Student Government Constitution or the Student Government Election Code. The rules and regulations of the Student Government Constitution and the Election Code shall govern all Special Elections.

Chapter 602: Responsibilities within Student Government

602.1 Duties of the Elections Supervisor

The acting Chairperson of the Elections & Appointments Committee will serve as the Elections Supervisor and shall assume the following powers, duties, and responsibilities once the Election Cycle has commenced:

- A. Appoint a collection of nonpartisan poll workers from within Student Senate and train these poll workers in their responsibilities and duties in the operation of the polls.
- B. Inform the Student Government Attorney General, the Student Government Advisor, or designated replacement in accordance with this Title, of all alleged violations of the Election Code.
- C. May seek interpretation of the Student Government Elections Code from the Student Government Attorney General. In the event of a conflict of interpretation, the interpretation of the Attorney General will supersede.
- D. Compile/Revise the Campaign Guidelines Document.
 - 1. The Campaign Guidelines Document is derived separately from the Election Code, and is designed to inform candidates of University and University-related regulations relevant to campaigning.
 - 2. This standard document shall be revised biannually if there are changes to University regulations.
 - 3. Violations of the Campaign Guidelines document shall be subject to punishment by the University or respective University department.
 - 4. Omissions, additions, revisions, and any other changes to the Campaign Guidelines Document must be approved by the Elections and Appointments Committee prior to it being given to candidates.
- E. Invalidate ballots cast by members of the electorate that are contrary to the Student Government Statutes Election Code, pending approval of the Elections Commission.
- F. Publish adequate information concerning elections in the official campus newspaper and, at least ten (10) business days prior to the elections, publicize its date, time, location of voting booths, candidates and appropriate procedures for voting. After the election, the Elections Supervisor will publish results in the official campus newspaper.
- G. Adequately publicize and conduct at least one (1) public debate or forum during the period of active campaigning where any and all candidates are

invited to present their platforms. The debate should be held in an area centrally located and accessible to students.

- H. Shall ensure that all absentee ballots submitted and awaiting tabulation are secure from damage, loss, theft, or alteration.
- I. Issue Certificates of Election to each officer elected in accordance with this Title, which must be signed by the acting Student Body President and the Elections Supervisor.
- J. Maintain the final results of all elections as permanent public record.
- K. Invalidate votes cast contrary to the Student Government Statutes, pending approval of the Elections Commission.
- L. Mark off the polling region with tape or other tangible items two (2) business days before the first day of the election. The Elections Supervisor or a designee must then remove all posters and campaign literature from this designated area.
- M. Create a Candidate Portrait Board picturing all candidates wishing to appear. It is to be displayed at each polling station while they are open. These Portraits shall be categorized by office and placed in alphabetical order. All Portraits should be generally the same size. Each Portrait must be accompanied by the Candidate's name and may also include a paragraph of fifty (50) words or less written by the candidate and approved by the Elections Supervisor.

602.2 Duties of the Chair Person of the Elections Commission

The acting Vice-Chairperson of the Elections & Appointments Committee will serve as the Chairperson of the Elections Commission and shall assume the following powers, duties, and responsibilities once the Election Cycle has commenced:

- A. Form and preside over the Elections Commission, assuming an unbiased role in all cases.
- B. Call and set the agenda for meetings of the Elections Commission, as well as ensure that accurate minutes are taken at each meeting.
- C. May seek interpretation of the Student Government Elections Code from the Student Government Attorney General. In the event of a conflict of interpretation, the interpretation of the Attorney General will supersede.
- D. Vote only in the case of a tie among the Commission.
- E. The Chairman of the Election Commission shall notify the Student Government Advisor of any campaign violations.

602.3 Duties of the Elections Commission (EC)

- A. The Elections Commission shall be composed of the following people:
 - 1. The membership of the E&A committee who are not candidates.
 - a. Each member shall have one (1) vote in all decisions made by the commission.
 - b. Each member shall work at the polls for a total of two (2) hours per Election Day.
 - 2. All other Senators not running in an election or declaring a conflict of interest must actively participate with the commission.
 - a. Each member shall have one (1) vote in all decisions made by the Commission.
 - b. A senator must declare a conflict of interest at least 12 business days prior to an election. The Senator must go before the Elections and Appointments Committee and validate the conflict of interest by a majority vote.
 - c. Each member shall work at the poles for a total of two (2) hours per election day.
 - 3. The Student Government Attorney General and Student Government Student Advocate shall serve as non-voting ex-officio members of the Elections Commission prior to election violation hearings. During the Violation period, their duties are as follows:
 - a. The Student Government Attorney General shall assume the role of Chief Prosecutor in all cases pertaining to specific campaign violations.
 - b. The Student Government Student Advocate shall act as advisor to all students requesting defense counsel in matters concerning elections violations. However, the accused candidate(s) or party have the right to retain their own defense representative.
 - 4. The Student Government Advisor shall be unbiased and aware of all policies and procedures surrounding the election. He/she shall be a non-voting ex-officio member of the Elections Commission.
 - 5. The Student Government Elections Supervisor shall be a non-voting ex-officio member of the Elections Commission.
- B. Members are responsible for enforcing all rules and procedures outlined herein and all other rules/laws applicable to the candidates. The procedure for enforcing the Election Code shall be the following:
 - 1. Violations of the Election Code must be reported to the Chairperson of the Elections Commission.
 - 2. Formally written violations submitted to the Chairperson by a member of the Elections Commission will result in that

- member abstaining from all votes pertaining to said violation during the Elections Commission hearings.
- C. All members of this committee shall oversee the General and Inter-College Elections. They may meet in regard to other Special Elections as well.
 - D. The Elections Commission must meet at least once during the two (2) weeks prior to the election.
 - F. May seek interpretation of the Student Government Elections Code from the Student Government Attorney General. In the event of a conflict of interpretation, the interpretation of the Attorney General will supersede.

602.4 Duties of the Student Government Advisor

- A. The Student Government Advisor shall be unbiased and aware of all policies and procedures surrounding the election. He/she shall be a non-voting ex-officio member of the Elections Commission.
- B. The Student Government Advisor shall direct the Election Supervisor in the destruction of the ballots thirty (30) business days after the deadline for contesting elections, or thirty (30) business days after the conclusion of a court challenge to election, whichever comes later.
- C. The Student Government Advisor shall assist the Election Supervisor in investigating the qualifications of all candidates.
- D. In the event of an election code violation, the Student Government Advisor is to be made aware of the violation by the Chairman of the Election Commission.

Chapter 603: Candidacy

603.1 Qualifying for Candidacy

To qualify as a candidate for Student Government elective office, one must:

- A. Be an A&S fee paying student, enrolled in at least one (1) class at the University of North Florida.
- B. Have at least a 2.25 grade point average, unless one has attended the University of North Florida for less than one (1) semester.
- C. Attend one (1) full Senate and Committee meeting in the academic semester in which the student will run for office. An attendance form shall be provided in the Candidate Packet to be signed by the candidate and cosigned by the Senate President and Committee Chair.

*NOTE: In the event of an extenuating circumstance the candidate may request a meeting with the E&A Committee. If the E&A Committee finds by

a majority vote that an extenuating circumstance is present, the candidate may be excused from the requirement to attend a Senate meeting.

- D. Attend a mandatory Candidate Seminar which shall be held on at least three (3) separate dates prescribed by the Elections Supervisor to obtain the Candidate Seminar Document. All candidates must attend one of the scheduled seminars or meet with the Election Supervisor to qualify for candidacy. All information discussed in seminars shall be previously approved by the E&A committee. All additional questions answered will be shared via public notice and email.

*NOTE: In the event of an extenuating circumstance the candidate may request a meeting with the Elections Supervisor in replacement of the Candidate Seminar by obtaining the signatures of at least four (4) E&A committee members (excluding the chair). This will only be granted in extenuating circumstances at the purview of the E&A committee.

- E. Presidential Tickets must meet individually with the Election Supervisor to discuss the Candidate Seminar Document and the Election Code before candidate application deadline. Candidates must obtain a signature from the Election Supervisor documenting the meeting. This is an opportunity to obtain clarification on all election regulations, dates and procedures.

*NOTE: In the event of an extenuating circumstance the candidate may request a meeting with the E&A Committee. If the E&A Committee finds by a majority vote that an extenuating circumstance is present, the candidate may be granted an extension.

- F. Elected candidates shall not be requires to attend a candidate seminar, however, they are responsible to obtain all information from the Election Supervisor.

603.2 Becoming a Candidate

To become a candidate for Student Government elective office, whose name appears on the Official Ballot, one must submit a completed Candidate Application no later than fifteen (15) business days before the start of the election 5:00 PM. All Candidate Applications must be officially dated by the machine located in Student Government on the day of submission. Candidate Applications without this official date stamp or that are missing any of the following documents will not be accepted.

- A. Components of Candidate Application:

- 1. Declaration of Intent form shall be signed and turned into the Elections Supervisor by 5:00 pm twenty (20) business days before the start of the election. The form shall be signed by the candidate ensuring (s)he has read and understood the guidelines and consequences expressed within the Election Code, and pledges to

adhere to the guidelines set forth in the Student Government Constitution, Statutes, Election Code, and all other applicable university policies.

2. Student Government Authorization and Release Form:

A document that every Student Government Officer must complete for authorization of GPA verification. Additionally, all candidates must complete a release providing their directory information as defined by FERPA.

3. Candidate Information

A document containing a candidate's contact information (i.e.: phone number, email address, student N-number, etc.) and academic status (classification, major).

4. Student Endorsement

- a. Those seeking Senatorial seats must submit one hundred fifty (150) signatures.
- b. Those seeking College Seats must obtain one hundred fifty (150) signatures, with at least fifty (50) being of students from their respective college.
- c. Elected or appointed senatorial candidates, who are running as incumbents for an At-Large Seat or for the same college seat, are not required to receive student endorsement.
- d. Elected or appointed Senatorial Candidates, who hold an At-Large Seat and are running for a college seat, are required only to obtain fifty (50) signatures. However all fifty (50) signatures must be of students from their respective college.
- e. Elected or appointed Senatorial Candidates, who hold a college seat and are running for an at-large seat, are not required to receive student endorsements.
- f. Those seeking a Presidential/ Vice Presidential ticket must submit four hundred fifty (450) signatures per ticket.
- g. Presidential/ Vice Presidential incumbents, in which both individuals are the same and running for the same office, are not required to receive student endorsement.
- h. Each signature must be of a student of the University of North Florida and accompanied by the student N-number.

5. Attendance Forms
 - A. One (1) Senate and Committee attendance form: The prospective candidate must submit a Senate and Committee attendance form, signed by the student and co-signed by the Senate President and Committee Chair affirming that the student has attended one full Senate and Committee meeting in the academic year in which the student is to run.
 - B. Election Supervisor Attendance Form: All presidential tickets must submit a time stamped form confirming a meeting with the Elections Supervisor to discuss election regulations, dates, and procedures.

B. Application Procedures

1. The filing date for those wishing to appear on the Official Ballot shall be no earlier than the beginning of the semester in which the student is to run and no later than fifteen (15) days before the start of the election by 5:00 PM. The Elections Supervisor must post notice of the close of filing ten (10) business days preceding that date.
2. Failure to submit by the close of filing will result in the candidate's name not appearing on the official ballot. The Elections Supervisor will enforce this policy.
3. No one may declare candidacy for more than one (1) office during a given election cycle.
4. Candidacy may be withdrawn up to the time the Ballot is printed by presenting a statement of withdrawal to the Elections Supervisor.
5. Students must declare candidacy under their current legal name.

603.3 Approval for Candidacy

- A. The Elections Supervisor, with the assistance of the Student Government Advisor, shall investigate the qualifications of all candidates and may reject candidates unqualified according to requirements specified within the Election Code.
- B. Unopposed candidates shall be deemed to have voted for him or herself and declared the winner by acclamation. No election for the respective seat shall be held.
- C. The Elections Supervisor shall disqualify candidates who make false statements about their qualifications for office.

- D. The Elections Supervisor shall disqualify candidates who fail to submit all forms correctly by set deadlines.
- E. The Elections Supervisor shall notify unqualified candidates in writing. The Elections Supervisor has three (3) business days to check the qualification of all candidates. The Notice of Disqualification shall be delivered to the candidate(s) no later than three (3) business days after the candidate's disqualification has been decided. Any disqualified candidate may appeal to the Judicial Council.

Chapter 604: Election Code of Ethics

The Code of Ethics shall be applicable to all candidates for Student Government elective and appointed office and all persons associated with a candidate's, ticket or Group of Like Minded Candidates campaign. All reported complaints must be submitted within two (2) days of the close of polling stations. These complaints shall be reviewed by the Elections Commission at the next meeting of the Commission.

- A. No candidate, ticket or party shall misrepresent any material fact(s) through any campaign material(s) or while campaigning.
- B. No candidate or party may misrepresent any campaign material as being the property of any other candidate or party.
- C. No candidate or party shall condone or authorize the destruction or theft of another candidate's campaign material.
- D. No candidate or party shall commit written, printed, or verbal defamation.
- E. Candidates and parties are responsible for the actions of other individuals and organizations acting on behalf of the given candidate or party, and may be subject to review by the Elections Commission for these actions.
- F. The Code of Ethics shall become a part of the Candidate Application that is distributed to prospective candidates. The Code of Ethics Agreement must be signed, dated, and submitted.

Chapter 605: Election Timeline

The following timeline will aid in the Election in that it outlines the specific time requirements set forth in this title. The Election Supervisor shall compile a candidate timeline with relevant dates. This timeline shall be distributed with the Candidate Application. This timeline shall be distributed with the Candidate Application.

Election Timeline	
Attribute	Time Period
<ul style="list-style-type: none"> • Candidate must attend a Senate meeting 	Within the same school semester as the Elections
<ul style="list-style-type: none"> • Candidate Applications Due 	Fifteen (15) Business Days before the start of the election
<ul style="list-style-type: none"> • Three Candidate Seminars must be held 	Three times between the Application deadline and Elections
<ul style="list-style-type: none"> • Sample Ballot must be posted and remain up for three business days • Candidate qualifications must be checked • All unqualified candidates must be notified 	Three days after the Application deadline
<ul style="list-style-type: none"> • Candidate may petition to the Student Judiciary 	Within two days of notification of disqualification
<ul style="list-style-type: none"> • Elections information must be posted in the Spinnaker • Absentee Ballot information must be posted in the Spinnaker 	At least ten business days prior to Elections
<ul style="list-style-type: none"> • Absentee ballots may be requested 	Within one week of Elections
<ul style="list-style-type: none"> • Supervisor must tape off Polling regions • Supervisor must remove campaign materials from inside the polling regions • No campaigning allowed inside the polling regions • Ballot cannot change 	Two days prior to Elections
<ul style="list-style-type: none"> • ELECTIONS • Absentee ballots due at closing of polls 	Six to twelve weeks into the Semester (Fall/ Spring)
<ul style="list-style-type: none"> • Financial Statements due • Complaints to Invalidate Elections due 	Within one business day after Elections
<ul style="list-style-type: none"> • Supervisor must release unofficial results as long as they are available • Elections Complaints due 	Within two business days after Elections
<ul style="list-style-type: none"> • Elections Commission will meet to decide merit of Elections Complaints 	Within three business days after the Complaint Deadline
<ul style="list-style-type: none"> • The Elections Commission will meet to hear all merited complaints and decide violations • Elections Commission must hear and vote on all Complaints to Invalidate the Elections 	Within eight business days after the Complaint Deadline
<ul style="list-style-type: none"> • Candidates may appeal Violations to the Student Judiciary • Invalidation decisions may be appealed to the Student Judiciary 	Within three business days after Violations and Invalidation hearings
<ul style="list-style-type: none"> • The Senate must vote on Validation of the Elections and swear in newly elected Senators 	At the Senate meeting following Elections
<ul style="list-style-type: none"> • Ballots may be destroyed 	Thirty days or more after conclusion of violations hearing

Chapter 606: Campaigning

606.1 Campaign Material

- A. Campaign Material includes all written or printed materials and items that are distributed in a manner which advertises or calls for support of a specific candidate(s) for elective office.
- B. The Spinnaker, UNF's campus-wide newspaper, shall reserve sufficient space for Student Government's election notices and candidate profiles in each issue during the three week period prior to any Student Government election. The Student Government Elections Supervisor is responsible for notifying The Spinnaker of the amount of ad space that will be needed and for providing the final design ready for print to the Spinnaker in accordance with all established deadlines. The Elections Supervisor will supply the newspaper with general information regarding these candidates (i.e.: name, classification, and major). It is the responsibility of each candidate to submit their platform and have a photograph taken by the newspaper. Any additional information beyond the free platform/photograph that a candidate wishes to submit to the newspaper shall be sold to the candidate as an advertisement, which must be claimed by the candidate as an expense.
- C. Each candidate is liable for all campaign materials relating to his/her campaign, and shall see to their proper disposal, except as outlined in Chapter 607.2.D.3 of this title. Campaign materials may not be distributed in such a way as to create excessive litter or to willfully deface or destroy any property, public or private.
- D. No campaigning or advertising may take place within a classroom while class is in session, unless the candidate is enrolled in said class and has received prior written permission from his/her instructor to do so.

606.2 Other Regulations

- A. No individual may stand over voters while they complete their ballot unless the voter needs assistance, such as someone with a disability, in which case (s)he is permitted to request a poll worker or a representative from the Disability Resource Center to assist them while voting.
- B. Verbal Campaigning may occur at any time and at any place except within the polling region (as expressed in Letter 606.2 C), or in the Senate chambers during Senate, cabinet, or committee meetings. Common courtesy is expected in other settings such as classrooms, the Library, the Academic Resource Center or the Computer Labs.
- C. The Elections Commission may hold debates at any time in the ten (10) days prior to the election. These debates shall include any (and invite all) candidates who have submitted a complete application prior to the time of

the debate, and shall be open for attendance to all candidates and the public. Other students and/or organizations have the liberty to hold debates freely. Organizations receiving A&S funds may hold debates during this period, but shall need the approval of the Elections Supervisor regarding date, time, place, format, and notification of candidates, but not of content.

- D. No campaigning of any kind shall be allowed within the polling region beginning two (2) business days prior to the first day of an election and continuing through election day(s). This shall not include the wearing of apparel in the polling regions as long as the individual is not actively soliciting a vote.
- E. No campaigning may occur at any time in the Senate chambers during Senate, cabinet, or committee meetings. Common courtesy is expected in other settings such as classrooms, the Library, the Academic Resource Center or the Computer Labs.

Chapter 607: Voting

607.1 Eligible Voters

Every student currently registered and paying A&S fees to the University of North Florida shall be entitled to vote in all General and Special Elections, and in Inter-College Elections for the college in which they are registered.

607.2 Polls

A. Placement - General and Special Elections

- 1. There must be at least two (2) booths for every five thousand (5000) registered UNF students.
- 2. The Elections Supervisor may place additional voting booths at his/her discretion, pending approval of the Elections Commission.

B. Placement - Inter-College Elections

- 1. These regulations must be followed only in the event that the Inter-College Elections are held separate from the General Elections.
- 2. There must be at least one (1) booth for every three thousand (3000) students registered in that college.
- 3. A minimum of two (2) booths per college.
- 4. Inter-College Elections booths shall be placed in the respective colleges during elections.

C. Hours

1. Voting booths shall be open from 9:00 a.m. until 7:00 p.m.
2. The Elections Supervisor, upon majority approval by the Elections Commission, may extend but not shorten the hours of the election.
3. All Senators not appearing on the ballot or running in the election are required to supervise a polling station for at least two (2) hours during the time of elections. Any Senator not meeting this requirement will be issued an absence.

D. Polling Station Procedures

1. The Elections Supervisor must mark off the polling region with tape or other tangible items two (2) business days before the first day of the election. The Elections Supervisor or a designee must then remove all posters and campaign literature from this designated area. Two (2) business days before the first day of the election through election day(s), any campaign material or vote-soliciting within this polling region will be considered a violation of this statute and subject to the repercussions stated in this statute.
2. Bands and loud speakers audibly promoting candidates or parties shall not be allowed within two hundred (200) feet of any voting booth, but a candidate may yell or project his/her voice outside the 75 foot perimeter.
3. Poll workers shall be responsible for keeping the polling station clear of campaign materials at all times during elections. Candidates shall not be held responsible for campaign materials discarded on polls, polling stations, or on the ground directly beneath polls and polling stations.
4. Voters shall be entitled to vote in privacy, which will be provided by the sides of the voting booths.
5. No candidate shall serve as a polling station worker.
6. Authorized polling station workers will maintain the student registrar list or other means of preventing students from voting more than once.
7. The University of North Florida Student Identification card shall serve as a student voter registration card for campus elections. If necessary, a valid Driver's License, Military Identification card, Passport, or State issued Identification card may be accepted, but must be cross-referenced immediately with a student registrar list.

A. Format

1. The official ballot must contain the list of all vacant offices to be filled by the election, referendum questions, and constitutional amendments.
2. Candidates shall be listed in alphabetical order by their last names and the name shall be printed in the same form as requested at the time of filing.
3. For elections to office, the ballot shall only contain the names of the candidates who properly filed all appropriate paperwork by the deadline as set by the Elections Supervisor and are otherwise qualified to hold the office they seek.
4. A sample ballot must be posted in the Student Government Lobby within one (1) business day following the deadline for applications and shall remain posted for two (2) business days. Any errors must be reported to the Elections Supervisor who will make corrections at this time.
5. Candidates omitted from the sample ballot may petition to be reinstated by an order of revision from the Judicial Council, provided such an order is filed no later than three (3) business days to any election.
6. The Official Ballot may not be changed or altered within the two (2) business days preceding any election.

B. Referenda

1. The Elections Supervisor shall include referenda on the official ballot upon two-thirds (2/3) approval of the Student Senate or upon receipt of a Student Body petition (Article VI of the Student Government Constitution).
2. The official ballot for a referendum shall give a brief statement regarding the proposed changes. Voters shall be given the opportunity to vote "YES" or "NO" for the proposed changes. Any ballot not clearly marked "YES" or "NO" will not be counted.
3. If completed copies of all proposed referenda or revisions cannot be printed on the Official Ballot itself, copies shall be available for inspection at the voting booths.
4. Referenda may be placed on the Official Ballot of a General Election or a Special Election may be held. Discretion shall be left up to the

majority of the Student Senate at the time of passage of the referendum.

C. Constitutional Referenda

1. Use of Constitutional Referenda shall coincide with regulations stated in 607.3.B.

D. Absentee Ballots

1. Students away from campus on Election Day may request absentee ballots from the Elections Supervisor no later than seven (7) business days preceding the election. This ballot must be returned to the Elections Supervisor no later than the last day of elections by 7:00 p.m. along with a photocopy of their UNF I.D. card. Absentee ballots shall consist of a copy of the official ballot and instructions for voting (time stamped or postmarked).
2. The Elections Supervisor must post in a newspaper of general campus circulation the accessibility of absentee ballots at least ten (10) business days before the date of the election.

E. Collecting and Handling

1. Two (2) student government members not candidates in the election and/or the Elections Supervisor must attend the polling station at all times to ensure that this Statute is fairly enforced.
2. The Elections Supervisor shall lock or seal the ballot boxes before the polling station opens, and no ballot box shall be opened or removed from the polling station except in the company of the University Police Department. Ballot boxes cannot be opened until votes are ready to be tabulated.
3. Following collection, ballots shall be locked and securely sealed in the presence of the Elections Supervisor. They are to be moved only in the presence of the Election Supervisor or a designee and any person from the University Police Department. Candidates are allowed to be present.
4. The Elections Supervisor shall ensure that the ballots are secure from damage, loss, theft, or alteration.
5. The Elections Supervisor and members of the Elections Commission shall ensure that no one attempts to use their Osprey identification number or their social security number to determine the names of voters.

6. The Elections Supervisor, under the direction of the Student Government Advisor, shall destroy the ballots thirty (30) business days after the deadline for contesting the elections, or thirty (30) business days after the conclusion of a court challenge to election, whichever comes later.

F. Tabulation

1. The method of counting shall be done as the Elections Supervisor deems proper; i.e. Duval County tabulation, computer tabulation or scantron. The official count must be made in the presence of the Elections Supervisor and two (2) Election Commission Members.
2. If any ballots are hand-counted, which can occur only in unforeseen, emergency situations, counting shall be done in a public place designated by the Elections Supervisor. The Elections Supervisor and two (2) Election Commission Members must be present.
3. The Elections Supervisor shall order an immediate recount if the difference between two (2) or more candidates is five (5) percent or less of the total votes cast. If the results of the recount reveal that a different candidate would be elected, then the Elections Supervisor shall immediately order a third count. If the Elections Supervisor does not order a recount, the Election Commission must convene and order one.
4. No ballot shall be disqualified if the voter's choice is clear. Any parts of a ballot that is marked correctly and legally shall be counted.

Chapter 608: Monetary Requirements

608.1 Campaign Contributions and Expenses

- A. Campaign Contributions shall include but are not limited to:
 1. Indirect campaign materials (i.e.: staplers, paint brushes, hammers, shovels, printers, etc.). These items shall not be seen as Campaign Expenses and do not need to be listed on a candidate's Financial Statement.
 2. Donated material items that are used towards campaigning must be submitted as Campaign Expenses and claimed at full cost.
- B. Campaign Expenses of candidates shall be limited to the following:
 1. A Presidential Ticket shall be limited to Three thousand five hundred dollars (\$3,500)
 2. Senate Candidates

- a. Senate At-Large and the graduate seats (Seats 1-42) shall be limited to five hundred dollars (\$500) per candidate.
 - b. College Seats (Seats 43-52) shall be limited to five hundred dollars (\$500.00) per candidate.
- 3. If candidates are affiliated with a party, costs can be split for campaign materials that support the entire group. Otherwise, items that individual candidates/ Parties use must be claimed at full cost.
- 4. Reused campaign materials shall be claimed at 40% of fair market value. These items must be itemized under the List of expenses. Those who claim reused campaign materials must submit a receipt, with a date prior to the previous election dates.
- C. Radio, television and newspaper advertisements shall not be considered a campaign expense if free, equal time is available for each candidate for a particular office. Should free, equal time not be made available, cost of broadcast time must be included in Expense Statements.
- D. Each candidate is responsible for claiming all Campaign Expenses while remaining within their respective monetary limits.

608.2 Financial Statements

Financial Statements shall be submitted by all candidates to the Elections Supervisor no later than 5:00 p.m. on the day following the conclusion of elections. Upon submission, Financial Statements become public record. Complete Financial Statements shall include:

- A. List of Contributions
An itemized list of all individuals and businesses who contributed any money or goods to a campaign along with the amount of money contributed and/or a list of contributed goods.
- B. List of Expenses
 - 1. This itemized list of all expenses must include a description of the good/service purchased and the full cost of each item.
 - 2. The list of expenses must also state the Total Campaign Cost.
- C. Copies of receipts and/or invoices proving purchase of all campaign expenses and gifts in kind.
- D. Campaign expenditures of a purely off-campus nature (e.g., off-campus announcement dinners) do not have to be claimed as expenses on the Financial Statements.

Chapter 609: Violations of the Election Code

609.1 Major and Minor Offenses

Violations of this Statute shall be designated as either a Major or Minor Offense as follows:

A. Major Offenses

Any offense that aims to cause a major effect on the outcome of an election, such as, but not limited to:

1. Tampering with election machinery
2. Casting multiple ballots
3. Falsification of facts or information
4. Intentionally causing another candidate to incur violations
5. Failure to submit a Candidate Expense Statement three (3) business days following any election
6. Knowingly spending over the maximum amount allowed
7. Spending two (2) percent or more over the expense limit
8. Intentionally failing to report applicable expenditures in an expense statement
9. Involvement with an effort to falsify the election in any way
10. Any other offense deemed inappropriate by the elections commission to the level that said individual acts in a way unbecoming of his/her desired office (i.e. conviction of a felony, discrimination etc.).
11. Five minor offenses shall constitute a major offense.

B. Minor Offenses

1. Any violation of the university guidelines document
2. Failure to submit a Candidate Expense Statement as written in this Statute
3. Minor miscalculation on an expense statement.
4. Any other violations of this Statute not deemed a Major offense.

609.2 Statute of Limitations

- A. The intent of the Statute of Limitations is to quickly address alleged violations of the code; not to overturn the vote of the students.
- B. Complaints under this Chapter must be submitted to the Chairperson of the EC, the Student Government Attorney General and the Student Government Student Advocate in writing within two (2) business days following the election or be forever barred.
- C. The decision(s) reached by the Elections Commission may be appealed to the Judiciary within three (3) business days or forever be barred.
- D. The Judicial council must consult with the University of North Florida's General Counsel on all election related matters, and the decision of the Judiciary will be final.

609.3. Expense Violations

- A. Any offense related to the Candidate Expense Statement will be deemed an Expense Violation. Candidates committing Expense violations are subject to the review of the Elections Commission and will be assessed appropriate penalties.
- B. Candidates and Parties are responsible for all Campaign Expenses made on their behalf.
- C. It is the responsibility of all candidates to inquire about expenses and services made by persons, parties or organizations on their behalf.

609.4 Campaign Violations

- A. Any offense of the Election Code or the Campaign Guidelines Document will be deemed a Campaign Violation. Candidates committing campaign violations are subject to the review of the Elections Commission and will be assessed appropriate penalties.
- B. Candidates and Parties are responsible for the actions of other individuals and organizations acting on behalf of the candidate or party, and may be subject to review by the Elections Commission for these actions.
- C. It is the responsibility of all candidates to inquire about actions performed by persons, parties or organizations on their behalf.

609.5. Procedure for Filing Charges for Campaign Violations

- A. Any student who has a campaign complaint must file said complaint in writing with supporting evidence to the Student Government Attorney General, Student Government Student Advocate and the Chairperson of the Elections Commission in accordance with the Statute of Limitations.
- B. The Chairperson of the EC will hold a meeting of the Elections Commission within three (3) business days after the Statute of Limitations has past. All

rulings on complaints will be made at this meeting by majority vote of the commission, excluding any members directly involved in the complaint. The student filing the complaint shall present to the committee, and all involved parties may be present to speak on their own behalf.

- C. All decisions of the Elections Commission are subject to appeal to the Student Government Judicial Council, whose decision shall be final.
- D. Other Specifications
 - 1. All positions filled by the election may be filled according to the procedure outlined in Chapter 611 of this Title regardless of charges pending.
 - 2. Guilty individuals will be removed from office upon the return of a verdict from the Elections Commission. Should the individual decide to appeal the verdict of the Commission to the Judicial Council, he/she may reclaim office if the Judicial Council overturns the decision of the Commission.

609.6 Penalties

- A. Persons found to have committed any major violations must be disqualified from the election and/or removed from office, as is appropriate.
- B. Five minor violations shall constitute a major violation.
- C. Due to the fact that Financial Statements are due on the first day immediately following on the elections, failure to submit a Candidate Expense Statement no later than 5:00 PM on the first (1st) business day following any election shall incur a Minor Violation, a second Minor Violation on the second (2nd) business day, and a Major Violation on the third (3rd) business day following an election. Late submissions must be reviewed by the Elections Commission for approval.

Chapter 610: Invalidation

- 610.1 Individual and small groups of ballots may not be invalidated for any reason except in the instance that an individual is caught in the action of voting multiple times and the votes of that person can be removed. Only the Elections Supervisor may invalidate the vote in this situation, subject to the approval of the Elections Commission.
- 610.2 The Elections Supervisor may invalidate the election at any time prior to the release of election results with a two-thirds vote of the Elections Commission.
- 610.3 Other students may call for invalidation of the election within twenty-four (24) hours of the end of the election. Such students must file their written complaint to the Elections Supervisor, the Student Government Attorney General, and the Student

Advocate. It will then be investigated and brought before the Elections Commission within three (3) business days from the end of the election for a decision.

- 610.4 The decision(s) reached by the Elections Commission may be appealed to the Judiciary within two (2) business days or forever be barred.
- 610.5 The Elections Commission must deny all invalidation complaints before the Senate can validate the election. The chair person of the Elections Commission must report the decision to invalidate to the Senate before they vote to validate the election. Any students running in the election may be present for this decision but may not vote. They will not count for or against quorum at this time.
- 610.6 Referenda can be invalidated by the same process but separately from a general or inner-collegiate election.
- 610.7 Following posting of the results, official or unofficial, no more complaints calling for invalidation of the election will be accepted.
- 610.8 Upon invalidation of the election, the Elections Supervisor must call another election within three weeks or before the end of the semester, whichever comes first. This election does not require the approval of the Elections Commission. The same ballot must be used for this election; exceptions are limited to candidates who wish to or are required to be removed from the ballot and any referenda the Student Senate chooses to add to the ballot.

Chapter 611: Assuming Office

- 611.1 Announcement of Election Results
 - A. The Elections Supervisor must release “unofficial” results within two (2) business days after the end of the election, as long as results are available. In the event that they are unavailable within two (2) business days of the election, the Elections Supervisor must release the results as soon as they are available.
 - B. Election results must be sealed from view until unofficial publication. The Elections Supervisor, the Elections Commissioner, and the Attorney General may view the results after the polls close on the final day of the election. Official election results can be neither posted nor disclosed to any other parties until complaints or charges calling to invalidate the election have been resolved by the Senate.
 - C. At the next Senate meeting, the Senate must vote on validation of the election. The election can only be validated if a majority of Senators present at the meeting vote “yes” on the bill to validate the election. The Elections Supervisor shall then post the official results.

- D. The Election Supervisor shall prepare and distribute a press release announcing the final results immediately following validation. All announcements of the final results shall include a statement that the results may be challenged to the Judicial Council.
- E. The Elections Supervisor, the Chairperson of the Elections Commission, or the Attorney General shall not disclose election results, either partial or full, before official publication.

611.2 Certificates of Election

- A. Certificates of Election shall be issued to candidates upon validation of the election.
- B. Certificates of Election shall be of a form prescribed by the Elections Supervisor.
- C. The Student Government President and the Elections Supervisor must sign the Certificate of Election to certify the candidate's proper election.

611.3 Installation

The Installation process shall begin within five (5) business days of the last day of any election. Candidates with the most votes shall assume all abilities and responsibilities of office when and only when, in accordance with specifications of this title and in this order:

- A. A bill to validate the election is posted by the Election Supervisor,
- B. The bill to validate the election is passed,
- C. And each Elected Candidate is sworn into office.
 - 1. Elected candidates shall be sworn into office by the Chief Justice or another member of the Judicial Council as designated by the Chief Justice, using the following oath:

 "I (name of Individual), do hereby affirm to uphold the office of (Title), and to abide by the laws of the United States of America, the Constitution of the Student Government of The University of North Florida, and to represent the Student Body to the best of my ability, so help me God."
 - 2. Elected senatorial candidates shall be sworn into office at the first Senate meeting following the election. They will take the oath of office immediately after validation of the election and assume the duties and responsibilities prescribed for the office. Presidents- and Vice Presidents-elect will be sworn in as dictated by Title III.

History: SB-96F-959 (November 13, 1996) – Original

SB-97S-985 (March 27, 1997)
SB-97S-986 (March 27, 1997)
SB-97S-987 (March 27, 1997)
SB-97F-1008 (October 10, 1997)
SB-97F-1012 (October 27, 1997)
SB-97F-1028 (December 2, 1997)
SB-97F-1039 (December 18, 1997)
SB-97F-1040 (December 18, 1997)
SB-98S-1070 (April 22, 1998)
SB-00S-1293 (February 1, 2000)
SB-02SB-1568 (September 19, 2002)
JB-02-0001 (July 15, 2002)
SB-03S-1657 (March 14, 2003)
SB-04S-1747 (February 20, 2004)
SB-04SA-1775 (June 28, 2004)
SB-04SA-1776 (June 28, 2004)
SB-04SA-1777 (June 28, 2004)
SB-04SA-1778 (June 28, 2004)
SB-04SA-1772 (July 1, 2004)
SB-04SA-1774 (July 1, 2004)
SB-04SA-1779 (July 1, 2004)
SB-04SA-1780 (July 1, 2004)
SB-04SB-1790 (August 2, 2004)
SB-04F-1801 (September 20, 2004)
SB-04F-1810 (October 12, 2004)
SB-04F-1823 (November 29, 2004)
SB-04F-1836 (December 16, 2004)
SB-04F-1837 (December 13, 2004)
SB-05S-1851 (January 24, 2005)
SB-05SB-1934 (August 22, 2005)
SB-05SB-1935 (August 22, 2005)
SB-05SB-1936 (August 22, 2005)
SB-05SB-1937 (August 22, 2005)
SB-05SB-1938 (August 22, 2005)
SB-06S-1970 (January 30, 2006)
SB-06S-1972 (February 13, 2006)
SB-06S-1973 (January 30, 2006)
SB-06S-1974 (February 13, 2006)
SB-06S-1975 (February 13, 2006)
SB-07S-2089 (March 6, 2007)
SB-06SA-2031 (June 19, 2006)
SB-07SA-2132 (July 2, 2007)
SB-07F-2151 (August 29, 2007)
SB-07F-2154 (September 11, 2007)
SB-07F-2155 (September 11, 2007)
SB-07F-2156 (September 11, 2007)
SB-07F-2157 (September 11, 2007)
SB-07F-2158 (September 11, 2007)
SB-07F-2171 (October 29, 2007)
SB-07F-2172 (November 13, 2007)
SB-07F-2173 (November 13, 2007)
SB-07F-2182 (January 28, 2008)
SB-07F-2183 (January 28, 2008)
SB-07F-2190 (January 28, 2008)
SB-07F-2184 (February 8, 2008)
SB-07F-2189 (February 8, 2008)
SB-07F-2191 (February 8, 2008)
SB-08S-2201 (February 8, 2008)
SB-08S-2217 (April 4, 2008)
SB-08S-2218 (April 4, 2008)
SB-09S-2304 (February 16th, 2009)
SB-09S-2316 (February 16th, 2009)
SB-09S-2305 (March 3rd, 2009)
SB-09F-2349 (Aug 23, 2009)
SB-09F-2344 (January 4th, 2010)
SB-10S-2392 (March 3rd, 2010)
SB-10S-2393 (July 9th, 2010)
SB-10SA-2418 (July 9th, 2010)
SB-11S-2481 (January 10th, 2011)

TITLE VII: THE ENFORCEMENT STATUTE

Chapter 700: Enforcement

- 700.1 The primary legislative act that will govern all executive, legislative, and judicial act of law shall be Noncompliance.
- 700.2 Noncompliance shall be defined as the failure or refusal to comply, whether intentional or not, with the University of North Florida Student Government Constitution, Statutes, or Policies and Procedures as set by the Student Government.

Chapter 701: Noncompliance

- 701.1 Noncompliance may only be issued by members of Student Government as outlined in this chapter.
- 701.2 Entities that are subject to noncompliance are limited to:
 - A. Student Government funded entities
 - B. Student Government Committees
 - C. Student Government elected and appointed members
 - D. Student Government Branches

Chapter 702: Authority to Issue Notification

- 702.1 The authority to issue a “Notification of Noncompliance” is vested in the following offices:
 - A. The Student Body President
 - B. The Student Government Senate President
 - C. Student Government Treasurer shall have the jurisdiction over Title VIII, Activity and Service Accounts, and Senate appropriations made in Bill form.
 - D. The Elections Supervisor shall have jurisdiction limited to Title VI and election proceedings.
 - F. Any Four (4) Senators can file Noncompliance through the Senate President

Chapter 703: Format of the Notification of Noncompliance

703.1 Notification of Noncompliance

Student Government Association Form N-1, “Notification of Noncompliance,” is to be used as a written notification that the Student Government Constitution and Statutes, Senate Bills, and/or other legal mandates are not being complied with or adhered to.

703.2 Each “Notification of Noncompliance” shall be drafted in the following form:

Notification of Noncompliance

Issuer: _____ [Title of Issuer] _____

Party Issued To: _____

You are hereby notified that you are in noncompliance with:

_____ [Title of Bill or Legal Mandate] _____

The following is noted to be in noncompliance:

_____ [Exact wording of Bill or Legal Mandate] _____

Chapter 704: Disposition of Notification of Noncompliance

704.1 Seven (7) copies of the “Notification of Noncompliance” shall be made. The Senate President, Student Body President, Chief Justice, Attorney General, and the Senate Committee that has Jurisdiction as defined in 702.1.C.1 all are served within 24 hours of issuance. The party issuing the “Notification of Noncompliance” must also retain a copy.

Chapter 705: Proper Notification

705.1 The accused party of the noncompliance must be served the “Notification of Noncompliance” within 48 hours of issuance by the Attorney General, or designee.

Chapter 707: Noncompliance Procedure

707.1 Upon issuance, the standing Committee that has jurisdiction shall hear the matter at the next meeting that shall occur no less than ten (10) business days and no more than fifteen (15) business days after the issuance. The Issuer of Noncompliance and the accused shall be notified by the Chairperson of the standing Committee that has

jurisdiction no fewer than three (3) business days prior to the meeting at which the Noncompliance Procedure will take place.

707.2 At the Committee meeting the procedure of Noncompliance shall go as follows:

- A. The Issuer of Noncompliance shall:
 - 1. State the Title of Bill or Mandate in question
 - 2. Introduce evidence
- B. The accused shall then take the floor and:
 - 1. Show that the accused has become back within compliance
 - 2. Refute the Charges
- C. The Committee then shall have open discussion and have the right to question all involved in the hearing.
- D. Upon the closure of open discussion, the Committee shall by a majority vote, have the right to due the following:
 - 1. Dismiss the charges of Noncompliance if the accused is found not to be in violation.
 - 2. Find that the accused is now back within compliance with the statutes, except in the case in which the accused party is unable to become back in compliance with the bill or legal mandate. Such cases shall include but not be limited to:
 - a. Prohibited usage of A&S Funds
 - b. Violation of the Code of Ethics
 - c. Violation of the Nondiscrimination Policy
 - d. Nonfeasance, Malfeasance or Misfeasance
 - 3. Find that the accused party is in violation the bill or legal mandate stated.
 - 4. Upon finding the accused in violation, the committee shall write a Simple Resolution through open discussion that shall be forwarded to Senate that shall include the following:
 - a. The stated charges against the accused

- b. Formal Evidence
 - c. An enacting clause that shall include their recommendation for penal action, which shall derive from Chapter 710.
- 3. The Senate Sponsor shall be the Committee Chair
- 5. The Committee must then pass a Simple Resolution by a majority vote.
- 6. Upon approval of the committee, the Simple Resolution shall then be placed on the agenda for the next Senate meeting under Legislation considered for 2nd reading.
- 7. At the Senate meeting, the procedure for the Simple Resolution shall follow the same procedure as any other Simple Resolution on the table with the following exception:
 - a. Once the Senate Sponsor of the Simple Resolution is finished with his/her presentation and has finished answering questions, the Accused party shall be allowed to make a counter presentation and answer questions posed to them.
 - b. Upon the two-thirds (2/3) majority approval of the Simple Resolution, the penal action of enacting clause shall go into effect.

Chapter 708: Appeal of Noncompliance

- 708.1 The accused party has the right to file an appeal with the Judicial Branch.
- 708.2 If the accused party is a member of the Judiciary they have the right to file an appeal to the Judicial Appeals Committee. The Judicial Appeals Committee shall consist of two (2) members from each standing committee appointed by the chair of that committee immediately following fall and spring elections and once in the summer term. The judicial Appeals Committee Chair shall be the Senate President. All decisions made by the Judicial Appeals Committee are final.
- 708.3 Grounds for an appeal shall include but not be limited to: the accused party has been denied due process or has found new evidence.
- 708.4 As defined in the Student Government Constitution, all rulings of the Judicial Branch shall be final.

Chapter 709: Invalidation

- 709.1 “Notification of Noncompliance” shall be considered invalid if issued more than one hundred and eighty (180) business days after the violation

Chapter 710: Penalties for Noncompliance

710.1 Penalties for noncompliance shall include, but not limited to:

- A. Formally written reprimand
- B. Freezing or retraction of Activity and Service Fee funding
- C. Suspension of Student Government recognition
- D. Suspension from office for a period not to exceed 30 days
- E. Recommendation for the impeachment from office.

Chapter 711: Impeachment Proceedings

711.1 Procedure

- A. Charges, in affidavit form, stating the alleged violations and preliminary proof may be filed by a Senator, with concurrence of three (3) additional Senators to the Constitution and Statutes Committee Chairman, unless there has been a Simple Resolution passed recommending Impeachment through the Noncompliance procedure, in which case the Simple Resolution shall take the place of the affidavit.
- B. A copy of said affidavit will be presented to each member of the Constitution and Statutes Committee before its next regular meeting. If, after consideration, a majority of the committee present and voting find that the allegations have merit, the charges shall be brought up to the floor of the Senate by the Chair of the Constitution and Statutes Committee.
- C. Once on the Floor of the Senate, debate shall be limited to five minutes per person. At the end of said debate, a majority vote of the Senate shall be required for further investigation.
- D. If a majority vote for further investigation is reached, the Senate President shall set a date for a hearing -- no sooner than two (2) weeks, and no later than four (4) weeks from the meeting of the Senate.
- E. If the charges are against the Senate President, and a majority vote is upheld, the Senate President Pro-Tempore shall set the date or a hearing, still under the constraints as outlined above.

711.2 Notification

The Senate Secretary shall send the accused a “Notice of Hearing” within one (1) week of the time the Senate voted to investigate. The notice shall include a copy of the charges, time and place of the hearing, and a statement of his/her right to be at the hearing to defend himself/herself, and to receive a copy of any transcript.

711.3 The Constitution and Statutes Committee shall be responsible for the investigation of evidence, examination of witnesses and any other procedures deemed necessary to ensure a fair hearing.

Chapter 712: Hearing

712.1 In conducting the hearing, the Senate shall preserve decorum; restrict evidence, testimony, and discussion to the written charges; and shall uphold the right of the accused to defend him/her, to cross-examine witnesses, and to refute charges.

712.2 Procedure of Hearing

- A. The Senate President shall call the hearing to order.
- B. The CSC Chair shall
 - 1. State the charges,
 - 2. Introduce the evidence, and
 - 3. Question witnesses.
- C. The accused shall be allowed to take the floor next and shall have the right to:
 - 1. Counsel for advising purposes, and
 - 2. Refute the charges and evidence, and
 - 3. Cross-examine witnesses.
 - 4. Introduce witnesses.
- D. The CSC Chair may then cross-examine the witnesses.
- E. The Constitution and Statutes Committee shall then have the opportunity to question all involved parties.

- F. The Constitution and Statutes Committee shall then deliberate to decide on a recommendation to forward to senate.
- G. The CSC Chair shall then present the recommendation to the Senate.
- H. At this time, the Senate may question:
 - 1. The accused,
 - 2. The evidence,
 - 3. The witnesses, and
 - 1. The Constitution and Statutes Committee members.
- I. The Senate shall then vote on the charges.
- J. The Senate President shall then announce the verdict and the penalty shall be enforced in accordance with Article VII.

Chapter 713: Impeachable Offenses

- 713.1 Impeachable offenses shall be defined as malfeasance, misfeasance, and non-feasance.
- A. Malfeasance shall be defined as "evil doing; ill conduct. The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which person ought not to do at all or the unjust performance of some act which the party had no right or which he had contracted not to do. Comprehensive term including any wrongful conduct that affects, interrupts, or interferes with the performance of official duties" by an elected or appointed member of Student Government.
 - B. Misfeasance shall be defined as "an adverse event, calamity, or evil fortune, arising by accident (or without the will or concurrence of him who suffers from it), and not to be foreseen or guarded against by care or prudence" by an elected or appointed member of Student Government.
 - C. Non-feasance shall be defined as "nonperformance of some act which ought to be performed, omission to perform required duty at all, or total neglect of duty" by an elected or appointed member of Student Government.

Chapter 714: Special Provision for Absentees

- 714.1 Once a Senator obtains more absences than allowed per the Senate Policies and Procedures, it will be the responsibility of the Senate President Pro-Tempore to notify the Senator in question via telephone, electronic mail, or U.S. mail that they have violated the limit. If the Senator in question is the Senate President Pro-Tempore, then it will be the responsibility of the Senate President to carry out this duty.
- 714.2 Within two weeks of notification of the Senator, the Constitution and Statutes Committee will meet to answer any appeal to that Senator's removal from the Student Senate. If the Senator does not appear at the meeting or does not file an appeal, then he/she is automatically removed from his/her Senate seat. Any appeals to the decision of the Constitution and Statutes Committee may be made to the Office of the Judiciary.
- 714.3 The initiation procedures stated in Chapter 711.1 are superseded by the provisions set down in this chapter.
- 714.4 The Senate President is charged with the obligatory duty of enforcing this chapter, in accordance with Title VII (with the exception of the aforementioned chapter 711.1)."

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TITLE VIII – THE FINANCE CODE

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Chapter 800 Introduction

- 800.1 The Student Governments of the Florida State University System are charged, by Florida Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity & Service Fee (A&S) portion of tuition paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida Student Government (SG) has established as an objective of self-governance.
- 800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute Activity & Service Fee money.
- 800.3 The Finance Code governs the budgeting and expenditures of all Activity & Service Fees, including revenue generated through the use of Activity & Service Fees.
- 800.4 The standing committee of the UNF Student Senate assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code shall be known as the Budget & Allocations (B&A) Committee.
- 800.5 The Activity & Service Fee may be increased or decreased by an amount recommended by the Student Fee Assessment Committee and approved by the University President and Board of Trustees.
- 800.6 The Activity & Service Fee revenue shall be deposited into the Activity & Service Fund at the University of North Florida.
- 800.7 Amendments to Title VIII are subject to the normal legislative process.

Chapter 801 Definitions

- 801.1 Fiscal Year – The financial year of the Student Government of the University of North Florida shall be from July 1 to June 30.
- 801.2 Special Request – Money requested throughout the fiscal year by Registered Student Organizations, Student Government Branches and Agencies, or University Departments for events, projects, wages and benefits, or equipment purchases not previously budgeted.
- 801.3 Travel Request – Money requested throughout the fiscal year by Registered Student Organizations (RSOs) or individual A&S Fee paying students for conference travel, which is not previously budgeted.
- 801.4 Registered Student Organization – a student club or organization at the University of North Florida that is registered with Club Alliance. RSOs must comply with Chapter 803 in order to be eligible to receive A&S Fee funding.
- 801.5 Entity – Any department, agency, or student organization partially or fully funded by A&S Fees. Entity also applies to the SG Business and Accounting Office and staff

and the B&A Committee and SG Officers. Individual students requesting funding from the Student Conference Travel Index shall also be considered entities and are subject to the same applicable statutes, policies, and procedures as other entities.

- 801.6 Agency – An administrative division of the Executive Branch created to provide support, entertainment, and/or education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.
- 801.7 Department – A budgetary subunit within the University.
- 801.8 Fund Balance – An accumulation of money generated through excess tuition hours and unexpended budget allocations. The Fund Balance includes the Scholarship Reserve, the Cash Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance is not considered part of the annual Activity & Service Fee Budget.
- 801.9 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday) during academic sessions. Academic Sessions include Spring, Summer, and Fall semesters only.
- 801.10 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.
- 801.11 Centralized – An A&S Fee funded entity whose budget is managed by the SG Business and Accounting Office.
- 801.12 Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and overseen by the SG Business and Accounting Office.
- 801.13 Major Offense – Any action taken by a funded entity that is considered to be a criminal offense, fraudulent in nature, or in direct violation of University fiscal rules and regulations.
- 801.14 Scholarship (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$600,000 for the purpose of generating interest to provide funds for annually awarded Student Government Scholarships.
- 801.15 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$100,000 to meet liabilities at the beginning of the fiscal year.
- 801.16 General (Equipment) Reserve – The portion of the Fund Balance after all other reserves and restrictions are met.
- 801.17 Salary Reserve – The portion of the Activity & Service Fee Budget that is reserved to pay for salary increases in the event that the Federal or State minimum wage increases during a fiscal year. Special Requests for new or increased wages and benefits may also be drawn from the Salary Reserve.

- 801.18 Centralized Budget Transfer Form – Authorization form for transfers between indexes or between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized indexes. The form requires the signatures of the B&A Chair, SG Treasurer, appropriate SG Accountant, SG Business Manager, Senate President, President, and the Vice President for Student and International Affairs.
- 801.19 Standard Contracts - Contracts that have been approved for use by the University President, appropriate University Vice President, and the Office of the General Counsel. They can be obtained for the Office of General Counsel web-site.
- 801.20 Non-Standard Contracts - contracts that consist of changes, additions, or modifications to the UNF Standard Contract.

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

- 802.1 All uses of the Activity & Service Fee Budget shall be subject to and governed by the laws of the United States of America, the State of Florida, the rules and regulations of the University of North Florida, the UNF Board of Trustees, the constitution and statutes of the Student Government of the University of North Florida, all applicable SG Policies and Procedures, and the provisionary language stated in the current fiscal year budget.
- 802.2 The Activity & Service Fee Budget shall be expended by Student Government for lawful purposes to benefit the student body, in general. It may support activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida students.
- 802.3 The Activity & Service Fee Budget may be used to support lobbying efforts of Student Government as it relates to issues that affect the student body. However, A&S Fees may not be expended to support in whole or in part a candidate for political office, as provided by Florida law.
- 802.4 The Fund Balance is not part of the annual A&S Fee Budget, however, funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.
- 802.5 Prohibited Expenditures/Use – Includes but are not limited to the following:
1. Activities that solely benefit non-UNF students; such as materials, supplies, or resources benefitting philanthropic organizations.
 2. Construction, permanent structural improvements or remodeling unless approved by the Student Senate or previously allocated for such purposes in the A&S Fee Budget.
 3. Enrollment in courses, academic requirements, required academic activities, academic related projects, except for test forms and testing booklets.

4. Alcoholic beverages.
5. Travel reimbursements, event/program reimbursements above the amount actually expended.
6. Indirect travel expenses such as: excess baggage charge, valet service, and trailer hitches.
7. SG Scholarships (Funded with interest of the A&S fee only).
8. Entertainment that is not open to the student body, in general.
9. Automobile rental other than through approved travel reimbursement.
10. To purchase items that will be resold.
11. Activities for which an admission fee is charged for students except for Student Government Sponsored concerts.
12. Monetary Prizes, Gift Certificates, or Raffles.
13. Prizes in excess of \$25 dollars.

Chapter 803 Funding Eligibility

- 803.1 A&S fee money shall not be allocated to entities that discriminate on the basis of race, gender, religion, sexual orientation, national origin, disability, age, political persuasion, or previous legal adjudication; unless to fund an event which is open to all students.

Chapter 810 Budget & Allocations (B&A) Committee

- 810.1 The B&A Committee is one of four standing committees of the Student Government Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.
- 810.2 The B&A Committee shall consist of up to twelve Senators, including the chair. Non-voting ex-officio members shall include the chairs of the standing Senate Committees, the SG Advisor, SG Treasurer, SG Business Manager, and SG Accountants; the committee shall also include a non-voting Faculty representative recommended by the Faculty Association President and appointed by the President.
- 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A Committee. If approved, the request shall be forwarded to the Student Senate in the form of a bill. If approved by the Senate, all legislation concerning the

allocation of A&S Fee money must then be presented to the President as subscribed by Article II Section 8 and Title IV.

- 810.4 The management of the A&S Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriation to the A&S indexes found to be improperly expended.
- 810.5 The B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved by the Committee, the request shall be written in the form of a Bill and added to the Agenda of the next scheduled Senate Meeting.
- 810.6 The B&A Committee shall only hear requests if the Student Conference Travel Index, the Special Requests Index, and the Salary Reserves Index have sufficient available balances to fund that request.
- 810.7 If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Student Senate. The SG Business Manager shall consult with the University administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.
- 810.8 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Student Senate in the form of a bill.

Chapter 811 B&A Committee Chair

- 811.1 The SG Senate shall elect an SG Senator as Chair of the Budget & Allocations Committee each spring for a term of one year.
- 811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.
- 811.3 The B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.
- 811.4 The B&A Chair shall report at every Senate meeting and B&A Committee meeting the index balances for Special Requests, Student Conference Travel, and Salary Reserves.
- 811.5 The B&A Chair shall display meeting times and dates ten business days before each meeting for the public to view.
- 811.6 The B&A Chair shall meet with the SG Business Manager and SG Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the B&A Meeting at which it will be considered. The B&A Chair shall present to the committee all properly submitted requests.

- 811.7 The B&A Chair, when writing proposed budgetary legislation for submission to the Senate, shall provide an itemized schedule by expenditure category, of all funding requested, including the name of the group requesting funding, the proposed event/program, proposed date of the event/program, and requested monetary amounts.
- 811.8 The B&A Chair shall collect the Quarterly Budget Report from the SG Business Manager, which is required by the University Budget Office, to review the status of the A&S Fee Budget, and shall report this status to the SG Senate.
- 811.9 The B&A Chair may review the Business and Accounting Office financial records of all A&S Fee indexes, which are maintained by the SG Accountant(s).
- 811.10 The B&A Chair shall coordinate and administer a procedural workshop, facilitated by the SG Business and Accounting Office, for funded Departments and Agencies prior to August 1st each year.
- 811.11 The B&A Chair shall maintain a bill numbering system for all requests made to the B&A Committee.
- 811.12 The B&A Chair shall upload all properly submitted Fiscal Requests to the SG “O-Drive”.

Chapter 812 B&A Committee Vice-Chair

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

Chapter 813 SG Business and Accounting Office

- 813.1 The SG Business and Accounting Office shall administer the allocation of Activity & Service Fees.
- 813.2 The SG Business and Accounting Office shall be staffed by the SG Business Manager, SG Accountant(s), and other personnel necessary to manage the Activity & Service Fee Budget.
- 813.3 The SG Business and Accounting Office may correct any computational errors within any bill passed by Senate and approved by the President, which does not exceed 10% of the allocation amount, or any vendor price adjustments, so long as original intent of the B&A Committee and Student Senate is not altered, with notification of the B&A Chair.
- 813.4 The SG Business and Accounting Office shall process all expenditures of centralized SG indexes.
- 813.5 All invoices or related correspondence for centralized A&S Fee indexes must be forwarded to the SG Business and Accounting Office for review and approval. If an

entity is unsatisfied with the goods or services as received, the SG Accountant(s) must be notified to consider withholding payment of invoice until the matter is resolved.

- 813.6 The SG Business and Accounting Office shall process all legislated requests for unallocated funds, including Special Request expenditures, Travel Requests, Salary Reserve Index requests, and General Reserve requests.
- 813.7 The SG Business and Accounting Office will facilitate the annual budget workshop that the B&A Chair coordinates and administers for funded Departments and Agencies.
- 813.8 Any negative budget balance, which is the result of a procedural error by the SG Business and Accounting Office or the University of North Florida Controller's Office, shall be charged to the Special Request Index, with written notification to the B&A Chair.
- 813.9 The SG Business and Accounting Office shall coordinate all cash flow processes for all SG sponsored events.
- 813.10 Receipts for reimbursements must be received in the SG Business and Accounting Office no later than four weeks after the date of the receipts.

Chapter 814 SG Business Manager

- 814.1 The SG Business Manager is responsible for assuring that the Finance Code is fully complied with.
- 814.2 The SG Business Manager shall attend B&A Committee Meetings and Student Senate Meetings.
- 814.3 The SG Business Manager shall serve as fiscal and budgetary advisor to the SG Budget & Allocations Committee Chair.
- 814.4 The SG Business Manager shall serve as chief liaison between the Student Senate and the A&S Fee Budget Directors.
- 814.5 The SG Business Manager shall monitor all A&S Fee funded indexes.
- 814.6 The SG Business Manager shall have signature authority over all SG indexes. The Vice President for Student Affairs has signature control over the SG indexes, and must be informed by the SG Business Manager on all purchase in excess of \$1,000 for Other Capital Outlay (OCO) items.
- 814.7 The SG Business Manager shall notify departments of Fiscal Year-End procedures and deadlines.

- 814.8 It is the responsibility of the SG Business Manager to keep the Vice President for Student and International Affairs, the Divisional Affairs Budget Officer, the SG Advisor, the SG Budget & Allocations Chair, and the SG Treasurer fully informed of budget issues as they arise.

Chapter 815 SG Accountant(s)

- 815.1 The SG Accountant(s) shall track all A&S Fee indexes for which they are responsible to ensure compliance with Title VIII: The Finance Code, and notify the SG Business Manager of discrepancies and errors within these Indexes.
- 815.2 The SG Accountant(s) shall attend B&A Committee Meetings and Student Senate meetings as it pertains to indexes for which they have accounting responsibilities.
- 815.3 The SG Accountant(s) will act on approved Student Senate legislation that includes initiating Budget Amendments, transfer of funds, purchase requisitions, and miscellaneous related paperwork.
- 815.4 The SG Accountant(s) shall perform accounting functions required to administer the A&S Fee Budget.
- 815.5 The SG Accountant(s) shall assist the SG Business Manager in the compilation of annual operating budget requests.
- 815.6 The SG Accountant(s) shall maintain fiscal records and process expenditures for Centralized indexes.
- 815.7 The SG Accountant(s) shall assist Decentralized A&S Fee indexes with various accounting services, if needed or requested.
- 815.8 The SG Accountant(s) shall provide fiscal training for new SG Officers and Club Alliance funded clubs.
- 815.9 The SG Accountant(s) shall aid in continuous development of the SG Accounting System and provide input into operating policies and procedures.

Chapter 816 SG Treasurer

- 816.1 The SG Treasurer shall enforce all fiscal policies of Student Government as set forth in this title, in the Provisionary Language of the current year's A&S Fee Budget, and in Policies and Procedures passed by the Student Senate, and the President.
- 816.2 The SG Treasurer shall constantly check the A&S Fee accounts to correlate with language and expenditures set by the current year's budget.
- 816.3 The SG Treasurer shall serve as a fiscal advisor to the Senate and as a non-voting ex-officio member of the Budget & Allocations Committee.

- 816.4 The SG Treasurer shall advise and aid clubs and organizations on fiscal policies set by Student Government and attend all Club Alliance meetings.
- 816.5 The SG Treasurer shall assist the SG Business and Accounting Office in facilitating the procedural workshop for funded departments and agencies.
- 816.6 The SG Treasurer shall meet regularly with the Budget & Allocations Committee Chair, the SG Accountant(s), the SG Business Manager, the President, and SG Senate President to review fiscal matters pertaining to all Centralized Accounts.
- 816.7 The SG Treasurer shall set up and maintain a database of all funding requests by Student Government according to the organization that presents them as subscribed by Article III Section 7 and Chapter 304.
- 816.8 The SG Treasurer shall submit a proposed balanced A&S Fee Budget during the Annual Budget Process.

Chapter 820 Annual Budget Process

- 820.1 Each Fall semester, the SG Business Manager shall forward Budget Request Forms to the Budget Directors of each index currently funded by the Activity & Service Fee Budget. These Budget Request Forms are also available to any UNF entity not currently funded.
- 820.2 Funding requests will be heard during the budget hearing process. These requests will be evaluated based on the following criteria:
- The activities will be available to and benefit the students of the University of North Florida as defined by Florida Statute 1009.24. The activities are not the primary responsibility of any other agency or department
- 820.3 In order to receive funding consideration, all completed and signed forms must be returned to the SG Business Manager by the deadline set by the SG Business Manager.

Chapter 821 Annual Budget Process/Hearing Process

- 821.1 During the spring semester, the Budget & Allocations Committee shall hold the budget hearings. The dates of these hearing will be set by the SG Business Manager and the Budget & Allocations Chair and sent with the Budget Request Forms.
- 821.2 Each Budget Director will be prepared to explain and justify their budget request by providing relevant documentation.
- 821.3 In the fall semester, at the first meeting of the Budget & Allocations Committee meeting, the Chair shall submit a process, with consultation of the Accountant(s) and SG Business Manager, for approval by the B&A Committee.

Chapter 822 Annual Budget Process/Balancing Process

- 822.1 After the Budget Hearings, the SG Treasurer shall submit a proposed balanced Activity and Service Fee Budget to the B&A Committee to begin the Deliberation and Balancing Process.
- 822.2 The B&A approved budget shall be posted within two (2) business days of approval and shall be displayed in public view for a minimum of five (5) business days prior to the senate meeting in which it will be placed on the agenda. During this period, a campus-wide forum will be conducted by the B&A Chair to explain the budget process and the B&A recommended budget.
- 822.3 The B&A Committee shall then deliberate on and amend, if necessary, the SG Treasurer's proposed budget. In order for the balanced budget to be forwarded to the Senate, it must be approved by a two-thirds vote of the B&A Committee.

Chapter 823 Annual Budget Process/Approval Process

- 823.1 The Student Senate and the President shall approve a balanced budget.
- 823.2 The B&A Chair, Senate President, President, SG Treasurer, SG Business Manager, SG Advisor, and Vice President for Student Affairs shall sign the budget. The Vice President for Student Affairs shall forward the balanced budget to the University President for signature.
- 823.3 The University President shall have fifteen (15) business days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the fifteen (15) business days. If any line item, or portion thereof, within the budget is vetoed, the Student Senate shall make new budget recommendations for expenditure of the vetoed portion of the fund within fifteen (15) business days. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by Activity & Service Fees.
- 823.4 Upon approval of the A&S Budget by the University President, the SG Business Manager shall request the University Budget Office to establish the budget.
- 823.5 Upon approval of the A&S Budget by the University President, each Budget Director shall be informed in writing of his/her approved budget for the upcoming fiscal year. This will be in the form of an allocation sheet delineated by budget category.
- 823.6 Provisionary Language, as approved during normal legislative process, may be amended after September 1st.

Chapter 830 Funded Entities Policies

- 830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:
- A. Keeps a non-negative balance in the account at all times.
 - B. Spends within their allocations.
 - C. Keeps complete financial records for the past five years. (i.e., copies of monthly reports and the supporting expenditure documentation.)
- 830.2 New indexes shall be classified as centralized, which means that the SG Business Manager's signature shall be required for expenditures, unless Student Senate authorizes with a two-thirds vote that the index be classified as decentralized.
- 830.3 The SG Business Manager may recommend to Student Senate to centralize or decentralize funded entities.
- 830.4 Any Carry Forward Funds and additional revenues up to \$150,000 shall be placed in the Special Requests index. In the event that Carry Forward Funds exceed that amount, the excess will be placed in the General (Operational) Reserve portion of the Fund Balance. These funds shall be released following the normal legislative process.
- 830.5 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.
- 830.6 All revenues earned will be placed immediately into the entity's index in their revenue line.
- 830.7 All expenditures shall require prior approval. Failure to do so may result in the purchaser assuming all liability pertaining to the purchase. Approval for centralized entities shall be obtained through the SG Business and Accounting Office and decentralized entity from the respective Budget Director.
- 830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by the deadline set by the SG Business Manager.
- 830.9 All Funded Entities must obtain prior approval from the SG Business Manager to change any line-item allocation.
- 830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the SG Business Manager, acknowledging that they accept and consent to any and all Student Government Provisionary Language and legislation concerning their Funded

Entity as a stipulation of receiving Student Government money. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

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

Chapter 831 Funded Departments

- 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 831.2 Funded Department Directors shall act as custodians of their respective indexes.
- 831.3 An accountable Budget Director from each Department receiving funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office, before August 1st.
- 831.4 A Budget Director from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.
- 831.5 Departments funded by SG must have current signature cards on file with Auxiliary Services and Postal Services and establish Banner approval hierarchy through the University Controller's Office with Accounts Payable and Purchasing. Any changes to the approval authority must be reported to the SG Business Manager.
- 831.6 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.
- 831.7 Costs associated with search committees to fill administrative and professional positions that are funded by A&S Fees may be funded from the General (Operating) Reserves, with approval from the Vice President of Student and International Affairs, after the completion of the Centralized Budget Transfer Form. This amount may not exceed \$10,000 per search. A detailed report must be provided to the Student Senate by the SG Treasurer within 30 days of expenditure.

Chapter 832 Funded Agencies

- 832.1 Agencies funded by Student Government shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 832.2 The Director or Assistant Director from each Agency receiving SG funding must attend a procedural workshop coordinated and administered by the B&A Chair and

facilitated by the Business and Accounting Office, before August 1st.

- 832.3 Each Agency Director or Assistant Director shall meet weekly with the SG Accountant(s) to review fiscal expenditures.
- 832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.
- 832.5 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

Chapter 833 Registered Student Organizations

- 833.1 Registered Student Organizations (RSOs) may be eligible for annual funding in the amount set forth in the Activity & Service Fee Budget Provisionary Language, effective July 1st of each fiscal year.
- 833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 833.3 RSOs shall not be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or does not remain in good standing with Club Alliance.
- 833.4 RSOs shall elect a financial officer to act as custodian of the index and a president and advisor, to countersign for expenditures. These signatures shall be filed with the SG Business and Accounting Office.
- 833.5 Before the allocation of A&S Funds, the financial officer, the president of the organization, and the RSO's advisor shall countersign a statement of financial understanding.
 - A. The original form will be retained in the SG Business and Accounting Office for audit purposes.
 - B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the SG Business and Accounting Office.
- 833.6 All RSO expenditures or reimbursements must be processed through the SG Business and Accounting Office. All receipts for reimbursement must be submitted no later than four (4) weeks from date of receipt. All expenditures shall have prior approval through Student Government Business and Accounting Office in

compliance with line-item allocations. Violation of the Finance Code, is punishable as outlined in Chapter 861

- 833.7 A&S Fees shall not be allocated to RSOs for the purpose of salaries and/or OPS wages, or personal items.
- 833.8 Any RSO who has been placed on suspension by Club Alliance will lose access to their club funding until the suspension is lifted. RSOs that are on suspension may not request funds from the Student Conference Travel index or the Special Request index. Suspension shall not be lifted until issues related to the suspension have been resolved.
- 833.9 Club Alliance funds may not be used for Travel, Conference Registration, philanthropic events, or Academic/Testing materials.
- 833.10 The financial representative of each RSO is required to turn over all financial records to his/her successor at the end of his/her term.
- 833.11 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

Chapter 834 Transfers (Centralized and Decentralized Indexes)

834.1 Centralized Budget Transfers

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

834.2 Decentralized Budget Transfers

- A. Requests for budget transfers in decentralized indexes, including transfers between funding categories (operating expenses, OPS wages, salaries, OCO), shall be submitted in writing to the B&A Committee at least five business days prior to the B&A Committee Meeting.

- B. The Budget Director or Designee from the Department must present at the B&A Committee Meeting and at the Student Senate Meeting to present the request for a budget transfer.

Chapter 840 Policies for Funding Requests

- 840.1 RSOs requesting funding for special events or for travel shall, upon request, present a five-year background of comprehensive annual reports to the B&A Committee and to the Student Senate.
- 840.2 A properly completed Special Request for event funding or Travel Request shall be submitted to the B&A Chair a minimum of five (5) business days prior to the next scheduled B&A Committee Meeting and a minimum of seven (7) weeks prior to the event or travel date.
- 840.3 A properly completed Special Request for wages and benefits or equipment purchase shall be submitted to the B&A Chair a minimum of three (3) business days prior to the next scheduled B&A Committee Meeting.
- 840.4 A properly completed Request Form shall consist of;
1. Request Form including applicable standard questions, signed by the appropriate advisor, and club president or Budget Director,
 2. Total cost spreadsheet,
 3. Total request spreadsheet,
 4. Official conference schedule/agenda/program, and
 5. Official business price quotes for accommodations, transportation, and expenses.
- 840.5 The SG B&A Chair shall have four (4) business days to review and sign the submitted request. During this time, the Chair must also obtain signatures from the SG Treasurer or his/her designee, Senate Sponsor, and the SG Business Manager or his/her designee. Once all necessary signatures have been collected, the B&A Chair shall time-stamp the request a second time. This time stamp must occur no later than six (6) weeks prior to the event or travel date.
- 840.6 After the appropriate signatures have been obtained, the B&A Chair shall supply the request representative with a copy of the completed request. In order to be heard, the request representative must submit at least twenty (20) copies of the request by the beginning of the scheduled B&A committee hearing
- 840.7 In order for the B&A Committee to hear a request, the requesting entity or individual must be sponsored by a member of the Student Senate. The Senate

President Pro-Tempore shall assist the entity in finding a Senate Sponsor. If the entity cannot find a Senate Sponsor, they shall be sponsored by the Senate President Pro-Tempore. It shall be the Senate Sponsor's duty to write the bill that shall be presented to Senate upon approval of the B&A Committee. However, it shall ultimately be the responsibility of the B&A Chair to submit the bill to the Senate President within the time constraints outlined in the Senate Policies and Procedures.

840.8 In order for the B&A Committee and Student Senate to vote on a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and Student Senate Meeting at which the request is presented.

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

Chapter 841 Student Conference Travel Requests

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

841.2 Travel funds shall be allocated to RSOs and currently enrolled A&S Fee-paying students one (1) time per Fiscal Year as follows:

A. Individuals requesting travel funding are limited to \$500 one time per Fiscal Year and the Student Government Senate may fund no more than two (2) students traveling to the same conference.

B. Groups requesting travel funding are limited to \$2,500 one (1) time per Fiscal Year.

C. Accommodations up to 100%. Groups shall stay four to a room if possible.

841.3 Food associated with travel may not be requested.

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

841.5 Upon legislative approval, a list with the name of the RSO and names of all UNF students traveling, including UNF ID Numbers, addresses, phone numbers, and email addresses shall be submitted to the SG Accountant(s).

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

Chapter 842 Special Requests

- 842.1 Any A&S Fee funded Department and/or SG Agency may submit a Special Request for funding to the B&A Committee for additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.
- 842.2 Only the presiding officer or designee of each branch of SG may submit a Special Request for funding to the B&A Committee and shall follow the same procedures as any other entity requesting funding. The request may be only for additional wages, expenses, programs, and/or transfers to that particular branch of SG. However, the advisor signature shall not be required.

Chapter 843 General Reserve Policies and Process

- 843.1 During prescreening by the B&A Chair, SG Treasurer, SG Business Manager, and it may be determined that the request could be considered for funding from the General Reserve. If this occurs, information will be provided to the B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of SG funded projects.
- 843.2 The General Reserve shall not be directly requested for funding. All requests must first be made in the form of a Special Request.
- 843.3 A General Reserve request must be approved by 2/3 of the B&A Committee.
- 843.4 The SG Business Manager, SG Accountant(s), SG Treasurer, and B&A Chair shall review and make recommendations to the Budget & Allocations Committee on whether use of the General Reserve is appropriate for the Special Request.
- 843.5 After recommendations are made by the aforementioned fiscal officers, the request shall proceed through the Budget & Allocations Committee as a normal bill in legislative process, or directly to the Student Senate if sponsored by eight (8) senators after having been defeated by the B&A Committee.

Chapter 850 University Policies and Procedures

- 850.1 Personnel - All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.
- 850.2 During each budget hearing, the continuation of funded salaried positions shall be evaluated.

Chapter 851 Contracts

- 851.1 Only the Vice President for Administration and Finance and/or the University President is authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one that the University is under no obligation to honor.
- 851.2 All non-standard contracts are to be reviewed and approved by the Vice President for Student and International Affairs or his designee prior to being forwarded to the Vice President for Administration and Finance.
- 851.3 All contracts must be completed according to University Policies.
- 851.4 Contracts are necessary for all entertainment, entertainment support, lectures, vendor services, and contracted software. Entities should seek the SG Business Manager for advisement on contract related matters.
- 851.5 All contracts expending A&S Fees should exclude travel arrangements such as airfare, lodging, and ground transportation. If the contracting party is not honoring this provision requests must be approved by the SG Business Manager prior to expending A&S Funds.
- 851.6 All contracts expending A&S Fees should exclude meals and contain a buyout clause for food. If the contracting party is not honoring a food buyout these food requests must be approved by the SG Business Manager prior to expending A&S Funds.
- 851.7 If A&S Fees are partially funding the contracted party the additional funds must be authorized and accessible in a University budget index to acquire the SG Business Manager's signature on the routing form.
- 851.8 A standard contract routing form must accompany all standard contracts expending A&S funds. The following signatures are required on the form:
- A. Agency Director, RSO President, Department Head or Branch Head,
 - B. Appropriate Advisor if applicable,
 - C. SG Business Manager or his/her designee
- 851.9 A non-standard contract routing form must accompany all non-standard contracts expending A&S funds. The following signatures are required on the form:
- A. Agency Director, RSO President, Department Head or Branch Head,
 - B. Appropriate Advisor if applicable,
 - C. SG Business Manager or his/her designee,
 - D. President or his/her designee,

- E. Vice President for Student and International Affairs or his/her designee,
- F. Director of Health, Safety, Insurance, and Risk Management or his/her designee,
- G. Office of the General Counsel,
- H. Vice President for Administration and Finance or his/her designee.

Chapter 852 Audits

- 852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.
- 852.2 Upon request, each Budget Director shall submit in writing to the SG Business Manager a Report of Budget Status, which will include expenditures to date.
- 852.3 The University Internal Auditor, President, Senate President, B&A Committee Chair, SG Treasurer, Vice President for Student and International Affairs, and/or the SG Business Manager may audit the A&S indexes.

Chapter 853 Requisitions and University Processing

- 853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the SG Business and Accounting Office.
- 853.2 After receipt of a processed Requisition by the UNF Purchasing Department, a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the delivery of goods or services.
- 853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent to the SG Business and Accounting Office.

Chapter 854 Procedures for Specific Items

- 854.1 Mailing - A Student Organization may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the appropriate A&S Fee index.
- 854.2 Printing - Centralized index requests for printing shall be processed through the SG Business and Accounting Office for approval.
- 854.3 Property Control

- A. Property purchased through A&S Fees is the property of the State of Florida, as administered by the SG Business and Accounting Office of the University of North Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.
- B. When an RSO is declared inactive, all Student Government inventoried items purchased through A&S Fees shall be relinquished to the SG Business and Accounting Office.
- C. When a student is no longer enrolled concurrently, he/she shall relinquish to the SG Business and Accounting Office all Student Government inventoried items purchased through A&S Fees.
- D. The SG Business Manager shall verify the inventory and notify the Budget & Allocations Committee of its condition and make a recommendation of possible future use. All property items deemed by the SG Business Manager as surplus shall be disposed of through established University procedures, if the disposal is approved by the President.
- E. Property purchased through A&S Fees, as administered by the SG Business and Accounting Office, may be checked out with the following conditions:
 - 1. The SG Business Manager and President must approve the use of all property that is classified as OCO.
 - 2. The SG Business Manager, and President, or the appropriate Agency must approve the use of all property. Agency Advisors will maintain a property log and a check-out and check-in log for items that are maintained by that funded entity. A Property Control Policy from each funded entity shall be provided to the SG Business Manager and Monthly Property Control activity reports shall be provided to the SG Business Manager.
- F. Failure to comply with University or SG Property Rules and Regulations will be considered a major offense in the management of A&S Fee funds.

Chapter 860 Assessment and Penalty Process

860.1 Reassessment of budget lines may be deemed necessary upon any of the following:

- A. Violations of the Finance Code occur.
- B. Expenditures of funds inconsistent with the original intent of the approved allocations.
- C. Projected A&S Fee Revenue is not met.

D. A Budget Transfer request.

Chapter 861 Freezing of Funds

861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

861.2 Freezing of indexes can be utilized whenever:

1. Violations of the Finance Code occur.
2. Reassessment of the budget is required.
3. It is deemed necessary by the SG Business Manager.
4. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.
5. Expenditures of funds inconsistent with the original intent of the approved allocations.
6. It is deemed necessary by a two-thirds (2/3) vote of the Student Senate.

861.3 Upon finding any entity in violation of the Finance Code, the SG Business Manager may freeze an index for a period not to exceed thirty (30) business days. Two business days prior to such action, the SG Business Manager must provide written notification to the entity whose funds are being frozen, and to the Student Senate. Upon a two-thirds vote of the Student Senate, any action made by the SG Business Manager may be rescinded.

861.4 If the entity has not received approval from the B&A Committee to have the index unfrozen before the end of ten (10) business days, the B&A Committee shall make one of the following recommendations:

1. An extension of the freeze, or
2. To transfer unexpended funds into the Special Requests index.

861.5 Student Senate may freeze the funds of an index for a period of time not to exceed ten (10) business days if said entity violates the Finance Code, the intent of the allocation, or any Student Government Statutes. The Senate President must notify, in writing, the entity and the President, of the reason such action and the duration of the freeze.

861.6 If the entity has not received approval from the B&A Committee to have the index unfrozen before the end of ten (10) business days, the B&A Committee shall make a recommendation in the form of a bill.

Chapter 862 Budget Deficits

- 862.1 No A&S funded entity may overspend their budget allocation without prior approval of the Student Senate by a two-thirds (2/3) vote.
- 862.2 Any entity that acquires a deficit in an expenditure category in their index may be placed on probation by the SG Business Manager or by two-thirds (2/3) vote of the Student Senate. The probation shall be terminated when deficit is eliminated. While on probation the entity will not be eligible to receive additional funding unless granted by the Student Senate with a two-thirds (2/3) vote.
- 862.3 The SG Business Manager shall give Notice of Probation and Notice of Removal from Probation, in writing, to the entity, the President, the Senate President, and the Budget & Allocations Chair.

Chapter 863 Penalty Measures

- 863.1 Misuse of A&S fees is an offense against the Student Body punishable by the Budget & Allocations Committee, Senate, and/or Judicial Council.
- 863.2 If an A&S funded department or agency is found to be in violation of the Finance Code, the following actions may be taken:
- A. On a first (1st) offense, a department or agency shall be placed on thirty (30) day probation as outlined in 863.4. Notice of Probation shall be provided by the SG Business Manager.
 - B. On a second (2nd) offense, in the same fiscal year, said department or agency shall again be placed on thirty (30) day probation and written Notice of Probation shall be provided by the SG Business Manager to the Vice President for Student Affairs. If said department is not within the Division of Student Affairs, written notice shall also be provided to the appropriate University Vice President.
 - C. On a third (3rd) offense, in the same fiscal year, decentralized indexes will automatically become centralized. The SG Business Manager will inform the Student Senate of the centralization within thirty (30) days. The index shall remain centralized until decentralization is approved by the Student Senate as per 830.2.
 - D. If the funded department or agency violates the Finance Code more than three times in one fiscal year, the B&A Committee shall recommend further penalty measures to the Student Senate, which may include restructuring, disbanding, or freezing the funded index.
- 863.3 Upon suspension from Club Alliance due to a major offense, an RSO shall be banned from accessing club funds for the current fiscal year, and shall be further banned from requesting Special Requests and Travel Requests from Student Government for the next two (2) fiscal years, not including the current fiscal year.

863.4

When an A&S funded department or agency is placed on probation, the Budget Director of the index shall abide by the following during the probation period:

- A. Monthly reports must be presented to the Student Senate on the entity's efforts to comply with violations. The entity's Budget Director shall make the presentation.
- B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the SG Business Manager.
- C. The Budget Director and all officers of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the SG Business Manager and the Budget & Allocations Chair.
- D. At the end of each month all financial records of the entity shall be submitted to the SG Business Manager.

HISTORY:

- SB-96F-935 (September 17, 1996)
- SB-99S-1241 (September 24, 1999)
- SB-01F-1453 (June 8, 2001)
- SB-02S-1525 (March 8, 2002)
- SB-02SB-1568 (September 19, 2002)
- SB-03S-1654 (March 13, 2003)
- SB-03SA-1674 (May 29, 2003)
- SB-03SA-1688 (June 12, 2003)
- SB-03SB-1694 (July 24, 2003)
- SB-03SB-1697 (July 24, 2003)
- SB-03F-1710 (September 18, 2003)
- SB-04S-1761 (April 8, 2004)
- SB-04F-1829 (November 29, 2004)
- SB-04F-1845 (December 17, 2004)
- SB-05S-1887 (March 28, 2005)
- SB-05SA-1912 (June 20, 2005)
- SB-05SA-1914 (June 20, 2005)
- SB-05SA-1915 (June 20, 2005)
- SB-05SA-1921 (June 20, 2005)
- SB-05F-1959 (November 21, 2005)
- SB-06S-1997 (February 27, 2006)
- SB-06S-2005 (March 8, 2006)
- SB-07S-2090 (March 6, 2007)
- SB-07S-2119 (March 26, 2007)
- SB-07S-2106 (April 9, 2007)
- SB-07S-2107 (April 9, 2007)
- SB-07SA-2135 (July 1, 2007)
- SB-07F-2164 (October 10, 2007)
- SB-08S-2198 (January 28, 2008)
- SB-08SA-2226 (May 12, 2008)
- SB-08SA-2232 (June 26, 2008)
- SB-08F-2253 (September 15, 2008)
- SB-08F-2262 (September 9, 2008)
- SB-09F-2362 (October 13, 2009)
- SB-10S-2398 (April 15, 2010)
- SB-10F-2437 (October 4, 2010)

TITLE IX: INSTALLATION AND ELIGIBILITY REQUIREMENTS

Chapter 900: Eligibility

900.1 Requirements

- A. All Student Government officials shall be registered students and pay Activity and Service Fees to the University of North Florida, except for the summer term.
- B. All Student Government officials shall maintain a cumulative grade point average of at least 2.25 on a 4.0 scale according to University of North Florida standards.
 - 1. If at any time their cumulative grade point average falls below 2.25, they shall be placed on probation as defined in Title IX, Chapter 904 Probationary Period at the discretion of the designee as defined in Title IX, 900.1 B subsections 2, 3, and 4.
 - 2. The Student Government President shall be responsible for verifying grade point averages for all members of the Executive Branch to ensure compliance with this Statute.
 - 3. The Senate President shall be responsible for verifying grade point averages for all members of the Legislative Branch to ensure compliance with this Statute.
 - 4. The Chief Justice shall be responsible for verifying grade point averages for all members of the Judicial Branch to ensure compliance with this Statute.

Chapter 901: Limitations

- 901.1 The Student Government President may serve in that capacity a maximum of two (2) terms. The Student Government Vice President may serve in that capacity a maximum of two (2) terms.
- 901.2 Student Senators may serve in an elected or appointed position for a maximum of six (6) full terms (a senatorial full term being one year from a member's election date). Senators confirmed to their first ever appointment in the Senate will not have the time served counted against them. Senators confirmed in any subsequent appointments or after already being once elected, will have the time served counted against them in half (1/2) full term increments.
- 901.3 Any member of the Office of the Judiciary shall not be identified with any candidate or campaign for elective office, nor act in any partisan manner.

Chapter 902: Restrictions

- 902.1 No student shall hold two (2) major offices of the Student Government concurrently. The following shall be considered to be two (2) major offices:
- A. Student Government President,
 - B. Student Government Vice President,
 - C. Executive Cabinet Officers,
 - D. Directors and Assistant Directors of Agencies,
 - E. Senators,
 - F. Justices

Chapter 903: Installation of Student Government Officials

- 903.1 All Student Government officers shall be required to take the oath of office specified in 903.2.
- 903.2 The oath shall be as follows:
- "I (name of Individual), do hereby affirm to uphold the office of (Title), and that to abide by the laws of the United States of America, the Constitution of the Student Government of the University of North Florida, and to represent the Student Body to the best of my ability, so help me God."
- 903.3 The oath of office shall be administered by the Chief Justice. The Chief Justice may assign this duty to another Justice, or if none are available, the Senate President.
- 903.4 Upon accepting the oath of office for any position, Student Government officials shall be considered resigned from any other previous elected or appointed Student Government position.

Chapter 904: Probationary Period

- 904.1 Academic Probation
- A. Student Government members who do not maintain a cumulative grade point average of 2.25 are entitled to a Probationary Period if they so choose, in order to raise his/her grade point average to a 2.25. A Probationary Period is defined as:
 - 1. A period of time not to exceed one semester.

2. The student, on probation, shall be placed under limited Student Government activity at the discretion of the designee as defined in Title IX, Chapter 900.1B subsections 2, 3, and 4.
-
- B. Student Government members who are placed on Academic Probation will not be eligible for that's semester's scholarship.
 - C. If, by the end of the probationary period, the student has achieved a cumulative grade point average of 2.25, he/she will maintain active membership status.
 - D. If, by the end of the probationary period, the student has not achieved a cumulative grade point average of 2.25, he/she will lose membership status and will be removed from Student Government.

HISTORY: SB-96F-957 (October 29, 1996)
SB-00SB-1354 (August 7, 2000)
SB-03-0002 (April 14, 2003)
SB-04F-1828 (November 29, 2004)
SB-04F-1850 (December 17, 2004)
SB-06F-2047 (September 14, 2006)
SB-10S-2387 (February 9, 2010)

TITLE X: CODE OF ETHICS

Chapter 1000: Rights

1000.1 Student's Rights

A. Freedom of Speech

1. No branch of the Student Government of the University of North Florida shall hinder nor restrict any students freedom of speech as provided by Senate Policies and Procedures

B. Freedom of peaceful assembly and association

1. No branch of the Student Government shall restrict any students right to peacefully assemble and freely associate during the open meetings of Student Government as long as decorum is maintained and in accordance with the Policies and Procedures of the branch holding said meeting

C. Freedom of press

1. No branch of the Student Government shall censor the student media of the University of North Florida.

D. Right to information

1. Every Student shall be able to attend all open meetings of Student Government
2. Upon request, every Student shall be entitled to copies of Student Government documents within seven (7) business days, which shall include but not be limited to:
 - a. Senate Agendas and Minutes
 - b. Committee Agendas and Minutes
 - c. Legislation
 - d. Constitution and Statutes
 - e. Policies and Procedures
 - f. Activity and Service Fee Budget

E. Due Process

1. Every student shall be entitled to the same course of formal proceedings that are set out in the Student Government Constitution, Statutes, and Policies and Procedures. The formal proceedings shall include but not be limited to:
 - a. A&S Travel Requests
 - b. A&S Special Requests
 - c. Declaration of Candidacy for Elections
 - d. Senatorial Appointments
 - e. Executive Cabinet Appointments
 - f. Judicial Appointments

Chapter 1001: Code of Ethics

1001.1 Definitions for the Standards of Conduct

- A. Benefit - gain or advantage, or anything regarded by the person to be benefited as a gain or advantage, including the doing of the act beneficial to any person in whose welfare (s)he is interested.
- B. Conflict or Conflict of Interest - a situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
- C. Student Government Officer or Employee - any officer, agent or employee of the Student Government whether elected or appointed, including but not limited to, any executive, legislative, or judicial officer.

1001.2 Standards of Conduct

- A. Conflict of Interest:

Any officer or employee of the Student Government that participates in any private business, professional activity, or group which would receive a financial benefit from any legislation that is presented before Student Government, shall be required to abstain from voting on any aspect of said legislation. The only exceptions being wherein the entire voting body would be affected by said legislation or when salaried officers are voting on final passing of the budget.

- B. Misuse of the Student Government Property:

No officer or employee shall use or allow the use of Student Government property, facilities, and vehicles with total disregard for their intended use and unnecessarily shortens its expected useful lifespan.

C. Unlawful Compensation:

No Senator, executive cabinet member, justice, or employee paid with A&S Fee's shall accept any form of compensation, monetary or otherwise, for help passing legislation, amending rules, receiving funding, or otherwise coming to an official decision.

D. Inducing to Act:

No officer or employee of the Student Government shall aid, advise, procure, or in any way induce another to act in violation of this chapter.

E. No officer or employee of the Student Government shall cover up evidence or misrepresent a fact pertaining to a violation.

F. No Justice shall allow personal interest to influence a vote.

Chapter 1002: Anti-Discrimination Policy

1002.1 Discrimination shall be defined as the differential treatment of a student or student group solely on the basis of his or her race, creed, color, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, or any combination thereof.

1002.2 No Student Government officer, employee, Branch, Agency, registered student organization, or any entity which receives any Student Government funding shall practice discrimination as defined in 1002.1 of the Student Government Statutes.

HISTORY: SB-96F-958 (October 29, 1996)
SB-02SB-1568 (September 19, 2002)
SB-04F-1828 (November 29, 2004)
SB-04F-1843 (December 17, 2004)
SB-05S-1895 (June 6, 2005)

TITLE XI: THE EXECUTIVE AGENCY STATUTE

Chapter 1100: Executive Agency Statute

1100.1

A. Title

This statute shall be called the “Student Government Executive Agency Statute of 1997”, hereinafter referred to as the “Executive Agency Statute”.

B. Purpose

To clearly define and delineate the nature of the Student Government units known as agencies and to distinguish them from other entities within the Executive Branch.

C. Scope

This statute shall become, upon its enactment, fully binding on all entities defined herein as Agencies.

1100.2 Definitions

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

1100.3 Legal Basis

- A. An Agency is a construct of the University of North Florida Student Government and has no authority or prerogative granted to it through the Student Government Association unless granted to it through the Student Government President.
- B. An Agency is in no way authorized to represent the University of North Florida or the Student Government in any matter or dealing. Nor is it allowed to sign binding contracts obligating materials or resources that have not been placed into the Agency’s care for that specific purpose prior to the signing of the contract.

1100.4 Operations

- A. Student Government Agencies are required to be in compliance with the Student Body Statutes, Student Body Constitution, the State of Florida Constitution and Statutes, and the United States Constitution at all times

while in operation. Non-compliance with these provisions shall call for remedial action. The Student Body President shall be authorized and take whatever action is deemed necessary and proper to correct any non-compliance.

B. The Agency Advisory Boards

1. Each Agency shall have an Advisory Board to oversee their activities.
2. Each Advisory Board must be comprised of a majority of students. The number of student members cannot be smaller than four. The four (4) student members shall be:
 - a. The Student Body Vice President
 - b. Chief of Staff
 - c. The Senate President or a Senator at large, appointed by the Senate President.
 - d. A member of the specific agency, appointed by the Student Body President.
3. The Chair of all Advisory Boards shall be designated by the Student Body President.
4. Three Faculty or Staff shall sit on each Advisory Board, and they shall be appointed by the Student Body President.
5. Each Advisory Board must meet at least once per semester, and either the Student Body Vice President or the Agency Advisor may call the meeting. The meetings must be publicized, a quorum must be presented to conduct business, and minutes must be taken and sent to the Student Body President. A file containing past minutes must be maintained.
6. An Advisory Board may recommend the removal of the Agency Director or Assistant Director. A two-thirds (2/3) vote of the Advisory Board is required to recommend dismissal to the Student Body President or impeachment by the Student Senate by two-thirds vote. The recommendation of the Advisory Board is not binding on the Student Body President or the Student Senate.
7. All Agency Directors and Assistant Director must be selected through an advisory board as listed above. Each advisory board will then forward their recommendation to the Student Body President. If the Student Body President accepts the recommendations, he/she will forward the appointee to the Student Senate for confirmation by majority vote.

- C. All Directors and Assistant Directors of Agencies shall be registered students of the University of North Florida, and be paying Activity and Service Fees to the University of North Florida during the Spring and Fall Semesters.
- D. All Agencies shall have a Director
 - 1. The Director may act within the provisions stated in Chapter 1100.4 A to achieve maximum execution of the statutory responsibilities of the Agency.
 - 2. The Director shall be responsible and accountable for all actions of the Agency and its personnel.
 - 3. In the case that the Directorate becomes vacant, the Assistant Director should assume his/her duties on an interim basis, until the Advisory Board meets and makes a recommendation to the Student Body President on a new director and the candidate is confirmed by the Student Government Senate. Further, the Student Body Vice President shall be a member of the search committee charged with locating a replacement for vacancy.
 - 4. The director of each agency is responsible for appointing the chairs of that agency's committees with approval by the Student Body President.
- E. All Agencies shall have an Assistant Director
 - 1. The Assistant Director's duties shall be defined in the Agency's individual Chapter.
 - 2. In the event that the Assistant Directorate becomes vacant, the Advisory Board shall meet and make a recommendation on a replacement for the position to the Student Body President. The candidate shall be considered to be the acting Assistant Director until confirmed by Senate. Further, the Student Body Vice President shall be a member of the search committee charged with locating a replacement for the position.
- F. The supervision and regulation of the Agencies is the responsibility of the Student Body President who may delegate the responsibility to the Student Body Vice President.
- G. The Student Body President may dismiss any Agency director or assistant director at any time, for any reason.

- A. Pursuant to the A&S Fee Guidelines, the Student Senate shall be the allocation and reversionary authority in all-budgetary matters pertaining to Agencies.
- B. All Agency Directors, Assistant Directors, are subject to impeachment by the Student Senate. Board members may be removed from the board by a 2/3 vote of the Student Government Senate.

1100.5 Termination

- A. In the event when an agency is no longer providing the service for which it was created, the agency may be brought in front of the CSC committee on charges of Non-compliance. Upon a majority vote by the committee or 8 senators, a bill will be drafted and brought to the Senate floor for a 2/3 majority vote by the next meeting. If the bill is passed by the Student Body President, termination will occur. If the bill is vetoed it will require a 2/3 vote to overturn the veto by the Student Senate.
- B. Student Government Agencies shall be terminated or temporarily suspended upon enactment of a bill. Upon termination of an agency, it will be deleted from the Student Government Statutes, Title XI: The Executive Agency Statute. If an agency is terminated, its budget will be sent to the Budget and Allocations Committee for review.

1100.6 Monetary Allocations

- A. Agencies will be budgeted by line item during the annual fiscal budgeting process.
- B. Agencies must notify in writing the Budget and Allocations Committee of the Student Senate to request additional funds at any point during the fiscal year.
- C. Each year the budgets of the Agencies shall be zero based and reviewed by the Budget and Allocations Committee who shall report their findings and make appropriate recommendations to the Student Senate.
- D. All Agencies must submit a monthly operating report to the Student Senate highlighting expenses and services rendered to the Student Body. This report is to be submitted by the first Senate meeting of the month.

1100.7 The Agencies

The following is a list of all Student Government Association Agencies and corresponding chapter numbers that appear in Title XII.

- A. Chapter 1101 - African American Student Union
- B. Chapter 1102 - Osprey Productions
- C. Chapter 1103 - Safe Ride
- D. Chapter 1105 - The Volunteer Center
- E. Chapter 1106 - Club Alliance

1100.8 Forming an Agency

The forming of an agency, as follows, is a process that will persist no less than three fiscal years.

- A. Any persons who want an agency formed must first acquire 20% of student body signatures during the fall semester only.
- B. After acquiring the aforementioned signatures, the persons must have put a budget and general proposal before the Budget and Allocations Committee and the Constitution and Statues Committee, respectively.
 - 1. The budget proposal must include monies for one fiscal year. The Budget and Allocations Committee is to review the proposal and, not appropriate funds at this time.
 - 2. If the Constitution and Statues Committee does not pass the Agency proposal, then it dies, or can be brought back to the floor by eight senators.
- C. The proposals need to then be brought to the floor before the last Senate Meeting of the Fall Semester.
 - 1. It takes 2/3 a vote from Senate to pass the Agency Proposal
 - 2. After the legislation passes, the President of Student Government must sign off on it.
 - 3. If the Student Government President vetoes the proposal, then it will be referred back to Senate.
 - 4. It will then take 2/3 of present Senators to override the President's veto.
- D. After the legislation passes, the Constitution and Statues Committee will draw up a referendum and request the Elections, Selections, and

Appointments committee for it to be placed on either the special voting session or the spring ballot, whichever is the quickest route.

- E. The Agency Proposal, after affirmation by the Senate and/or Student Government President, and the student body, it must then be approved by the University President.
- F. Once formed, the Agency must be placed on probationary status for two years.
 - 1. During the probationary period, not only does the agency have to follow all of the statues rules, but they must also present a monthly report to the Budget and allocations committee.
 - 2. If there are three noncompliance strikes against the newly formed Agency, then this Agency will be terminated.

Chapter 1101: African American Student Union

1101.1 Termination and Deletion

A. Termination

By call of the Student Senate through legislation passed by majority vote and signed by the Student Body President, the Agency of the Student Government Association known as the African American Student Union will be terminated.

B. Deletion

Upon termination of the Agency, the African American Student Union will be deleted from Title XI: The Executive Agency Statute.

Chapter 1102: Osprey Productions

1102.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government Association known as Osprey Productions.

B. Purpose

Osprey Productions plans and produces a variety of entertainment events for the student body. Regular programming includes the outdoor festivals

featuring live music and refreshments on the University Green, Coxwell Ampitheatre, and major concerts in the University of North Florida Arena. Members have the opportunity to develop programming ideas for campus entertainment as well as to work in all facets of events planning, promotion, and production.

1102.2 Internal Organization and Structure

Interested students may apply to join at any time during the academic year; the rest of the agency is composed of qualified, fee-paying students appointed and approved by the executive staff.

Osprey Productions will maintain a current policies and procedure that shall govern the internal structure of Osprey Productions.

1102.3 Director

A. Powers and Duties

The Director is a paid position working to program campus entertainment. Additional duties include maintaining an office, a Web site, and conducting biweekly meetings.

1102.4 Assistant Director

A. Powers and Duties

The Assistant Director is a paid position working to program campus entertainment. Additional duties include aiding the Director in maintaining an office, a Web site and conducting biweekly meetings.

1102.5 Standing Committees

A. Osprey Productions shall have the right to establish standing committees as the leadership determines necessary.

Chapter 1103: SafeRide

1103.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government Association known as SafeRide.

B. Purpose

The primary purpose of SafeRide is to reduce the risk of assault (including sexual assault) on campus by reducing the number of people walking on campus alone at night. The secondary mission is to lessen the anxieties of students having to walk on campus at night.

The primary objective of the SafeRide program shall be to provide escorts within the bounds of the University of North Florida campus with special emphasis on the safety of students, employees, and authorized campus visitors. It is important that the objectives of SafeRide always be identified with rape awareness as to assure sensitivity to these issues.

1103.2 Internal Organization and Structure

Students interested in a position in SafeRide can apply at any time during the academic year; the rest of the agency is composed of qualified, fee-paying students appointed and approved by the executive staff. Volunteers from any university organization or group can volunteer for SafeRide and those wishing to operate vehicles can authorize the University of North Florida Police Department to run background checks required for operation.

1103.3 Director

A. Powers and Duties

The Director is a paid position working nightly, Monday through Thursday on official business days. The Director is responsible for hiring and training new escorts as well as providing training and scheduling for volunteers. The Director maintains SafeRide carts and authorizes cart repair. The Director assists and oversees the keeping of records of volunteer schedules and nightly escort log sheets. At the end of each month, the Director provides ridership totals for statistical and funding purposes. The Director is responsible for the promotion of SafeRide and updating promotional materials. The Director is also responsible for giving periodic retraining to escorts and volunteers to insure safety and competency.

1103.4 Assistant Director

A. Powers and Duties

The Assistant Director is a paid position working nightly, Monday through Thursday on official business days. The Assistant Director shall assist the Director in all of his/her duties. Additional duties of the Assistant Director include supervision of escorts during operation and dispatching incoming passenger requests to the primary SafeRide escort. The Assistant Director also assists in scheduling and monthly ridership reports.

1103.5 SafeRide Escorts

A. Selection

SafeRide escorts are hired each year by the Safe Ride Advisory Board and the executive staff.

B. Training

SafeRide operators are trained by the Director and Assistant Director and do not operate carts until they demonstrate competency in their driving abilities. To ensure the highest possible safety for passengers, escorts receive periodic retraining and updated background checks provided by the University of North Florida Police Department.

C. Powers and Duties

Escorts work nightly, Monday through Thursday on official business days and on weekend events when escort service is requested. Escorts are responsible for the operation of SafeRide carts and the completion of dispatched calls. Escorts use radios and University Police Department radio codes to respond to dispatched calls and University Police Department instructions. Escorts report any suspicious activity to the University of North Florida Police Department by following the “Procedures for Reporting Suspicious Persons or Activities” guidelines. Escorts also solicit SafeRide’s services to pedestrians when they are not on dispatched calls.

- 1103.6 By call of the Student Senate through legislation passed by majority vote and signed by the Student Body President, Safe Ride can be placed on inactive status.

Chapter 1104: The Volunteer Center

1104.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government known as the Volunteer Center.

B. Purpose

The Volunteer Center is dedicated to helping students serve the community and attain personal and professional goals through community involvement. The Volunteer Center attempts to educate students about the valuable skills and experience that can be gained through volunteering and/or service learning.

1104.2 Internal Organization and Structure

Interested students may apply to join at any time during the academic year; the Director and Assistant Director shall be students appointed by the Student Government President and approved by the Senate. The Volunteer Center will maintain a current policies and procedures that shall govern the internal structure of the Volunteer Center.

1104.3 Director

A. Power and Duties

The Director is a paid position working to promote students' community service involvement. Additional duties include maintaining an office, keeping records of all financial transactions, contacting local and state wide non-profit organizations in need of volunteers to build and strengthen those connections that allow UNF students to use the community as a diverse learning laboratory, organizing monthly Volunteer Center events, and conducting bi-weekly meetings.

1104.4 Assistant Director

A. Powers and Duties

The Assistant Director is a paid position working to promote students' community service involvement. Additional duties include aiding the Director in maintaining an office, updating the volunteer opportunity database, organizing committee meetings, and filing information relevant to the Volunteer Center activities.

1104.5 Standing Committees

- A. The Volunteer Center shall have the right to establish standing committees as the leadership determines necessary.
- B. Standing committees of the Volunteer Center shall include but not be limited to the Public Relations, Events, and Organization Committees.

Chapter 1105: Club Alliance

1105.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government Association known as Club Alliance (CA).

B. Purpose

Club Alliance shall be responsible for providing support for student club functioning and club activities. Such support will include: financial and material resources, educational/developmental activities, coordination of mutual recruitment and entertainment activities, and the holding of regular meetings at which member clubs may conduct common business.

1105.2 Internal Organization and Structure

University recognized clubs become members by virtue of attendance at CA meetings. Membership is voluntary and clubs may join at any time. The CA will maintain a current Policies and Procedures that shall govern its internal structure.

A. Powers and Duties

The Director is a paid position working to provide support services to student clubs. Additional duties include maintaining an office, a Web site, and conducting bi-weekly meetings. As the head executive officer, the Director shall appoint and oversee the Chair positions of the two standing committees of the CA.

1105.3 Assistant Director

A. Powers and Duties

The Assistant Director is a paid position working to provide support services to student clubs. Additional duties include aiding the Director in maintaining an office, a Web site, and conducting bi-weekly meetings.

1105.4 Standing Committees

Club Alliance shall have the right to establish standing committees as the leadership determines necessary.

1105.5 Individual clubs may only request funds in accordance with Title VIII.

1105.6 Club Funding Process

- A. The Director of Club Alliance shall establish the Club Alliance Funding Board by September 1, which shall consist of no less than eight (8) members, including the CA Director acting as chair, the CA Assistant Director acting as vice-chair, the Senate President, Budget & Allocations Chairman, Student Government Treasurer, a member of the Student Senate appointed by the Senate President and two club members at-large chosen by the CA leadership. The Club Accountant and Assistant Director of Student

Government shall be non-voting, ex-officio members of the Funding Board. The Funding Board Chair shall only vote in the case of a tie.

- B. The Club Funding Board will meet bi-weekly or as deemed necessary by the chair.
- C. According to University policy, registration expires July 1 for all clubs. Returning RSOs that renew University recognition for the new school year shall be automatically allocated an equal lump-sum budget of at least \$225 for that fiscal year, the amount to be determined by the previous year's funding board. Clubs must be in existence a minimum of one (1) semester to be eligible for funding, and one (1) year to be eligible to special request additional funding either through the Club Alliance Funding Board, a Special Request, or Conference Travel through the Student Government Senate.
- D. Qualifying RSOs desiring funds in excess of the annual lump-sum budget may submit a request to the funding board for a supplementary allocation of up to \$200, Such requests can be made at any times as needed throughout the year.
- E. Any request approved by the CA Funding Board is subject to the final signature of the Student Body President. All actions should be acted upon within five (5) business days or assumed passed.
- F. Any decisions regarding requests allocated by the CA Funding Board may be appealed to the Student Body President, whose decision is final, within three (3) business days or be forever barred.

History: SB-02SB-1563A (Summer 2002)
SB-02SB-1568 (September 19, 2002)
SB-03S-1662 (April 4, 2003)
SB-04F-1828 (November 29, 2004)
SB-04F-1826 (December 17, 2004)
SB-04F-1844 (December 17, 2004)
SB-05S-1874A (March 15, 2005)
SB-06SA-2034 (July 18, 2006)
SB-07S-2116 (April 11, 2007)
SB-08SA-2236 (July 8, 2009)
SB-09S-2327 (March 28, 2009)
SB-10SA-2426 (July 8th, 2010)

TITLE XII: THE STUDENT ADVOCACY COMMITTEE STATUTES

Chapter 1200: Student Advocacy Committee

- 1200.1 The Student Advocacy Committee is one of the four standing committees of the Student Government Senate. The Student Advocacy Committee is responsible for acting as a liaison between the University of North Florida's student body and the Student Government, and promotes those programs and activities, locally or nationally, which are in the interests of the University of North Florida.
- 1200.2 The Student Advocacy Committee shall be composed of up to eleven SG Senators including the Chairman and ten SG Senators. All voting members of the committee will be elected or appointed senators including the Vice Chairperson. Non-voting Ex-Officio members shall include Constitutions and Statutes (CSC) Chairperson, Budget and Allocations (B&A) Chairperson, Elections and Appointments Committee (EAC) Chairperson, Senate President, Senate Pro-Tempore and Faculty Association Representative; SG Advisor.
- 1200.3 The Student Advocacy Committee shall follow Robert's Rules of Order.
- 1200.4 The Student Advocacy Committee shall have jurisdiction over Title XII.
- 1200.5 Amendments to Title XII are subject to the normal legislative process.
- 1200.6 The Student Advocacy Committee is responsible for planning four events during each fall and spring semester that promotes school spirit and/or unity among students.
- 1200.7 The Student Advocacy Committee is responsible for an event during finals week that provides testing materials for the students while simultaneously showing Student Government's support of the student body of the University of North Florida.

Chapter 1201: SAC Chairperson

- 1201.1 The SG Senate shall elect an SG Senator as Chairperson of the SAC in spring for a one year term.
- 1201.2 The SAC Chairperson shall follow duties outlined in Senate Policies and Procedures.
- 1201.3 The SAC Chairperson shall hold all meetings according to Senate Policies and Procedures.
- 1201.4 The SAC Chairperson shall report to Senate every meeting.
- 1201.5 The Chair of the Student Advocacy Committee shall only vote in the event of a tie.

- 1201.6 Call and set the agenda for meetings of the Student Advocacy Committee and submit minutes following each meeting.

Chapter 1202: SAC Vice-Chairperson

- 1202.1 The Student Advocacy Committee Vice-Chairperson shall follow all the duties outlined in the Senate Policies and Procedures.

History: SB-06SB-2043 (July 17, 2006)
SB-08SA-2230 (June 26, 2008)
SB-10F-2434 (August 31st, 2010)