

# **The University of Tampa Student Government Bylaws**



**Updated  
January 3, 2018**

## **Article I. Purpose**

**Section 1.01** Student Government’s Mission Statement reads, “The Student Government of The University of Tampa supports a unified student body. Through tireless dedication to service and providing an open forum for student voices, we respond with innovative ideas that reflect the concerns of the campus community. We are committed to establishing the benchmark for future student leadership.”

## **Article II. General Provisions**

**Section 2.01** Officers of the Student Government shall comprise of:

- (a) President
- (b) Vice President
- (c) Speaker of the Assembly
- (d) Chief Justice of the Judicial Advisory Board
- (e) Senators
- (f) Cabinet Members
- (g) Justices of the Judicial Advisory Board
- (h) Committee Chairs

**Section 2.02** Resignation from any position within Student Government shall be initiated by informing the Chief Justice of the Judicial Advisory Board. Persons resigning (resignee) shall inform the Chief Justice via email and the Chief Justice will then present the resignee with a Form of Official Resignation (Form) found in Appendix C of this document. The Form’s information as to last day and such shall be discussed and filled out on the Form with the resignee’s input. Once the Form is completed it shall be signed by all applicable parties, then becoming binding, and is to be held in records by the Chief Justice. The last day of the resignee is stated and binding as found in the Form.

## **Article III. Legislative Branch General Provisions**

**Section 3.01** Representatives of the General Assembly shall meet on the first and second Tuesday at 7 p.m. of each month for their respective committees and on the fourth Tuesday of each month at 7 p.m. for a full General Assembly meeting. The Finance Committee, however, will still meet every Tuesday at 7 p.m.

**Section 3.02** The Student Senate shall meet weekly on Tuesday at 8 p.m.

**Section 3.03** In order to be represented in Student Government the campus organization must be registered with the Office of Student Leadership and Engagement (OSLE).

- (a) The campus organization must be in good standing with the Office of Student Conduct and Student Government.
- (b) Any campus organization pending a hearing must notify the Speaker of the Assembly and Chief Justice of the Judicial Advisory Board.

## **Article IV. The General Assembly**

### **Section 4.01 Representative Responsibilities**

- (a) Independent Membership
  - i) All enrolled undergraduate students are considered independent members of Student Government.
  - ii) These members shall obtain a one-half vote after attending two consecutive meetings of a respective committee.
- (b) All representatives of the General Assembly are required to attend all committee meetings and full General Assembly meeting.
- (c) The duty of organization representatives is to keep his/her organization and its officers up-to-date on the business of Student Government and adequately represent the organization at Student Government meetings.

### **Section 4.02 Representative Membership**

- (a) The student who is the General Assembly representative of any recognized campus organization may participate as a voting member and be entitled to one full vote.
- (b) It shall be mandatory for all Student Government Funded Organizations (*NEON, The Minaret, Moroccan, PEACE, Student Productions, UTTV, and WUTT*) to send a representative to attend General Assembly Committee meetings. If an organization shall ever be placed on probation, that organization shall be called in front of the Judicial Advisory Board for appropriate sanctions.
- (c) Each representative organization shall be allowed two absences per semester. After the third absence, the Judicial Advisory Board, in writing, will notify the President on file that the organization is on probation.
  - i) Organizations placed on probation are not permitted to vote or request any funds from Student Government.
  - ii) In order to appeal probationary status, the organization must write a letter to the Judicial Advisory Board to explain and document attendance issues. Also, the organization must attend three consecutive committee meetings.
  - iii) An organizations attendance is reset each academic semester.
- (d) Good Standing for Undergraduate Organizations shall be defined as:
  - i) The organization is registered with the Office of Student Leadership and Engagement.
  - ii) Not holding any probationary status due to their attendance in Student Government.
  - iii) Not pending a hearing or found responsible for violating the Student Rights and Responsibilities for that academic year.

- (e) Every undergraduate campus organization must send the same representative to the General Assembly meetings of Student Government in order to be recognized by Student Government and receive funding
  - i) The means by which representatives are chosen shall be at the discretion of the individual organization.
  - ii) A representative can only represent one organization at a General Assembly meeting. Student Government officers and chairpersons of General Assembly committees cannot represent an organization at General Assembly meetings.

**Section 4.03** General Assembly Committees

- (a) At a minimum the following shall be the standing General Assembly Committees:
  - i) Finance
    - i. *The Finance Committee will vote on all appropriations for the week before they are passed on to the Senate and is responsible for reviewing the Finance Code. The Finance Committee will meet every Tuesday at 7 p.m.*
  - ii) Academic
    - i. *The Academic Committee is responsible for discussing all academic concerns at the University and creating resolutions for Student Government to address these concerns.*
  - iii) Campus Life
    - i. *The Campus Life Committee is responsible for discussing all aspects of campus life including residence life, food, etc. and creating resolutions for Student Government to address these concerns.*
  - iv) Facilities
    - i. *The Facilities Committee is responsible for discussing campus facility concerns including sustainability, room reservations, etc. and creating resolutions for Student Government to address these concerns.*
- (b) It shall be the duty of the various committees to debate, consider, and recommend to the Senate all matters that fall under its preview.
- (c) General Assembly committees must vote to recommend for approval of a bill or resolution before the piece of legislation can move to the Student Senate for final approval. A vote of approval shall be majority.
  - i) If the General Assembly Committee does not recommend a bill or resolution to the Student Senate, the legislation either fails or may be amended by the author in order to meet the committee's reservations.
- (d) Other committees can be created or eliminated based on the recommendation of the Speaker of the Assembly and a majority vote of the Senate.

**Section 4.04** Responsibilities of Committee Chairpersons

- (a) The chairperson of a committee should not be representing any undergraduate organization.
- (b) The chairperson shall only vote in a case of a tie within their respective committee.

- (c) Shall be responsible to keep and distribute minutes of his/her respective committees.
  - i) These minutes must be given to the Speaker of the Assembly on a weekly basis.
- (d) Shall have the ability to amend the proposed committee agenda the Speaker of the Assembly submits to him/her.
- (e) Shall be responsible to make sure all legislation is approved by the committee before it is sent to the Student Senate.
- (f) Shall be responsible for submitting a monthly public report of the actions and progress of the committee.
  - i) This report should be submitted to the Speaker of the Assembly.
  - ii) Reports will not be submitted in the months of May, June, July, August, December, and January.
- (g) The chairperson of the Finance Committee shall be extended the privilege of serving as an ex-officio member of the Student Senate.
- (h) The various chairpersons of General Assembly Committees must see to the timely consideration, proper handling, and due deliberation of all matters of business placed before their respective committees.
- (i) The various General Assembly committee chairpersons shall, when invited by the Student Senate, speak on behalf of their committee's legislation.
- (j) Committee Chairpersons will run their meetings using Robert's Rule of Order
- (k) Committee Chairpersons are responsible for taking the attendance of their respective committees and informing the Speaker of the Assembly when committee members are placed on probation for attendance reasons.
- (l) Have a cumulative grade point average of 2.75 as determined by the Registrar.
- (m) Each chairperson will be required to hold two office hours per week.

**Section 4.05** It shall be up to the discretion of the Speaker of Assembly to allow organization representatives to choose which committee to serve on, or if committees shall be assigned.

**Section 4.06** The Speaker of the Assembly shall have the ability to move an organization to another committee, based on his/her discretion.

## **Article V. Student Senate**

**Section 5.01** A senator that accumulates more than two absences in one semester shall be sent to the Judicial Advisory Board.

**Section 5.02** Senator's responsibilities.

- (a) Shall be responsible for the due consideration and ethical vote of all matters of business placed before them.

- (b) Shall be expected to excuse him/herself from business which could be perceived to present a conflict of interest.
- (c) Shall be entitled to one full vote on the Senate.
- (d) Shall be required to hold two office hours per week.

**Section 5.03** Student's eligibility for a Student Senate seat must:

- (a) Be in good standing and regularly enrolled at The University of Tampa and carry at least 12 semester hours.
- (b) Commit to serve in the position the full academic year.
- (c) Have a cumulative grade point average of 2.75 as determined by the Registrar. First-year students must have a 2.75 at the end of the first semester, in order to continue in office for the remainder of the year.
- (d) Diligently carry out the duties expected of a Student Senator.
- (e) Senators elected to represent their class must have the appropriate number of credit hours and grade point average when elected.
  - i) This requirement can be waived by the Judicial Advisory Board for incoming Freshmen with Sophomore standing.

## **Article VI. Judicial Branch**

**Section 6.01** All legislation passed by the Senate will be submitted to the Judicial Advisory Board for approval of the constitutionality of its content.

**Section 6.02** The Judicial Branch shall have jurisdiction over all cases and controversies regarding the Student Government Constitution and By-Laws.

**Section 6.03** Once given notice that an organization is not using the Student Government logo for a Student Government funded or sponsored event, the Judicial Branch shall call the organization to the board.

**Section 6.04** The Judicial Advisory Board will partner with the Office of Student Leadership and Engagement to enforce the Posting Policy and Events Policy.

- (a) OSLE shall send records of any undergraduate student organization in violation of these policies to the Chief of the Judicial Advisory Board.
  - i) The first violation of either policy will be written warning signed by the Coordinator of Student Programs and Event Services and the Chief of the Judicial Advisory Board.
  - ii) If the undergraduate student organization violates either policy a second time or here after it will be called to the Judicial Advisory Board.

**Section 6.05** Student's eligibility for the Judicial Branch must have the following:

- (a) Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
- (b) Officers must commit to the full academic year.

- (c) Have a cumulative grade point average of 2.75.
- (d) Be in good standing at The University of Tampa as determined by the Office of Student Conduct and these By-Laws.

**Section 6.06** A Justice of the Judicial Advisory Board that accumulates more than two absences in one semester shall be sent to the Executive Council.

**Section 6.07** The Judicial Advisory Board will partner with the Judicial Coordinator in the Office of Student Conduct and the Office of Student Leadership and Engagement on documents pertaining to an organization violating a University policy.

**Section 6.08** The Chief of the Judicial Advisory Board will serve as Student Government representative for the Organization Conduct Board for the academic year.

**Section 6.09** The Judicial Advisory Board shall have the control to dismiss Student Government Cabinet members.

- (a) The President of Student Government shall bring the reasons to dismiss a Cabinet member before the Judicial Advisory Board.

**Section 6.10** The Judicial Branch shall consist of a Chief of the Judicial Advisory Board, one Justice from each of the four colleges, and four general appointed Justices. Those appointed must then gain a majority approval of the Student Senate in order to serve in their positions.

- (a) The Chief Justice of the Judicial Advisory Board shall be appointed annually in the Spring by the outgoing Student Government President in conjunction with the incoming President.
- (b) Vacancies of the Chief Justice will be filled by appointment by the Student Government President and approved by the Student Senate.
- (c) Justices shall be appointed annually in the Spring by the appointed Chief Justices in conjunction with the incoming President.
- (d) Justices must be of at least sophomore class standing at the time of appointment as determined by the Registrar.
- (e) Each justice will be required to hold two office hours per week.
- (f) The four Student Government President appointees shall serve a maximum of two consecutive years as long as the Judicial Advisory Board members remain eligible.
- (g) When there is an absence of a Justice, the Chief Justice shall appoint a successor who then must gain a majority approval of the Student Senate to be confirmed.

**Section 6.11** Appeals Board

- (a) If a Student Government officer chooses to appeal a Judicial Advisory Board ruling he/she must write a written appeal to the Chief Justice of the Judicial Advisory Board within one week of Judicial Advisory Board making their decision.
- (b) The Appeals Board for Judicial Advisory Board decisions (excluding elections) shall consist of the Student Government Advisor, the Associate Dean of Career Development and Engagement, and the Dean of Students. The Chief Justice will present the ruling of the Judicial Advisory Board and the appeal to the Appeals Board. The Appeals Board will render a ruling that either overrules or sustains the Judicial Advisory Boards ruling; this ruling will be the final say of the matter.

- (c) The chair of the impeachment trial shall be the Chief of the Judicial Advisory Board.

## **Article VII. Executive Branch**

### **Section 7.01** Qualifications of Student Government Officers

- (a) Officers of Student Government subject to the following qualifications shall be the President and Vice President.
- i) A student eligible to be a candidate for an office must:
    - 1. Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
    - 2. Commit to serve in the position the full academic year.
    - 3. Have a cumulative grade point average of 3.00 as determined by the Registrar.
    - 4. Be in good standing at The University of Tampa as outlined in the By-Laws.
    - 5. Only declare candidacy to a single office in the election.
    - 6. Previously attend The University of Tampa for at least two full consecutive semesters at the time of the election.
  
  - ii) A student eligible to hold an office must:
    - 7. Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
    - 8. Commit to serve in the position the full academic year.
    - 9. Have a cumulative grade point average of 3.00 as determined by the Registrar.
    - 10. Be in good standing at The University of Tampa outlined in the By-Laws.
    - 11. Not be a president or Editor in Chief of any other campus organization, unless expressly outlined in this constitution.
    - 12. Diligently carry out the duties of their respective office.



**Section 7.02** Officers of Student Government subject to the following qualifications shall be the Speaker of the Assembly, Treasurer, and the Chief of the Judicial Advisory Board.

(a) A student eligible to be a candidate for an office must:

1. Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
2. Commit to serve in the position the full academic year.
3. Have a cumulative grade point average of 3.00 as determined by the Registrar.
4. Be in good standing at The University of Tampa as outlined in the By-Laws.
5. Only declare candidacy to a single office in the election.
6. Have previously attended The University of Tampa for at least two full consecutive semesters at the time of the election.

(b) A student eligible to hold an office must:

7. Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
8. Commit to serve in the position the full academic year.
9. Have a cumulative grade point average 3.00 as determined by the Registrar.
10. Be in good standing at The University of Tampa as outlined in the By-Laws.
11. Diligently carry out the duties of their respective office.

**Section 7.03** The Executive Branch is charged with the good governance of the Student Government and that the interests of the students are being served.

- (a) The Student Government Treasurer is charged with proposing the budget for the Student Government funded organizations for the following academic year, for approval by the legislature. The Treasurer shall assemble a committee of no less than five individuals to assist him/her in the authoring of the budget. Only that committee can edit the specifics of the budgets if the proposal is rejected by the legislature.
  - i) This committee reviews all budget requests from the SG- funded organizations and prepares the overall SG service budget and submits the budget to the General Assembly and Senate. The completed document is to be submitted to the Dean of Students on a date he/she issues.
- (b) The Executive Branch is charged with arranging all interactions between the Student Government and the Board of Trustees or President of the University, as well as filling committee openings which request a Student Government representative.
- (c) The Executive Branch is charged with seeing to the proper, timely, and ethical stewardship of Student Government funds, keeping the records of all Student Government financial matters, conducting monthly audits of the Student Government books, and monitoring and reporting the budgets and balances.
- (d) The Executive Branch is responsible for the posting of government documents, agendas, and minutes, as well as the posting of Student Government officers' office hours. These are to be made available in the Student Government office and on the Student Government Web site.
- (e) The Executive Branch is to see to the proper care, usage, and availability of Student Government funded resources including: The Student Government Office and all supplies therein and the Student Organization Suite and all supplies therein, as well as all SG projects/services.
- (f) The Executive Branch is responsible for the coordination, promotion, and execution of Student Government functions.

**Section 7.04** The Student Government funded organizations budget committee at the minimum shall be comprised of the following:

- (a) President (as an ex officio member)
- (b) Vice President
- (c) Speaker of the Assembly
- (d) Treasurer
- (e) Director of Programming
- (f) The Finance Committee Chair
- (g) Chief of Judicial Advisory Board (as an ex officio member)

## **Article VIII. The Cabinet**

**Section 8.01** At a minimum, the following Cabinet members are to be appointed by the incoming President and approved by the last Senate at their last meeting of the spring semester. The President may appoint additional Cabinet members if they see fit.

- (a) Director of Programming
- (b) Director of Communications
- (c) Director of Public Relations and Web Services
- (d) Residence Hall Association President

**Section 8.02** A student eligible to be appointed to the Cabinet must meet the following requirements:

- (a) Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
- (b) Commit to serve in the position the full academic year.
- (c) Have a cumulative grade point average of 3.00 as determined by the Registrar
- (d) Be in good standing at The University of Tampa as determined by the Office of Student Conduct and these By-Laws.
- (e) Cannot hold any other officer position in Student Government.

**Section 8.03** The Residence Hall Association President and Athletic Marketing President are the only two Cabinet members that are elected by their respective organizations' constitutions.

**Section 8.04** Any appointed Cabinet office shall at a minimum have the following duties:

- (a) Must hold at a minimum of five office hours per week.
- (b) Must attend Cabinet meetings as set by the President, unless deemed an excused absence by the President.
- (c) Should carry out duties as assigned by the President and those stated in the Student Government Constitution and By-Laws.

## **Article IX. Student Government Officers General Provisions**

**Section 9.01** Student Government shall work with the Office Student Leadership and Engagement to make sure the Student Organizational Suite is kept organized and supplies are replenished periodically.

**Section 9.02** The following disciplinary sanctions will disqualify a student from becoming elected or holding a Student Government officer position. This would put the Student Government officer in poor standing.

- (a) Pending termination of residency/restricted access from all residential areas.
  - i) Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
- (b) Termination of residency and/or restricted access from all residential areas.
  - i) Depending on violation(s) and when sanction(s) occurs, a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
- (c) Pending suspension.
  - i) Depending on violation(s) and when sanction(s) occurs, a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
- (d) Suspension from The University of Tampa.
- (e) Expulsion from The University of Tampa.
- (f) Unsatisfactory completion of all sanctions.

**Section 9.03** The following lists the officers of Student Government who shall receive stipends for their service:

1. President (\$3,500)
2. Vice President (\$2,500)
3. Speaker of the Assembly (\$1,500)
4. Chief of the Judicial Advisory Board (\$1,500)
5. Treasurer (\$1,500)
6. Cabinet Members shall divide up (\$7,000) equally among all cabinet members.

**Section 9.04** The following officers shall hold at a minimum the following office hours per week:

1. President- 9 hours
2. Vice President- 8 hours
3. Speaker of the Assembly- 7 hours
4. Chief of the Judicial Advisory Board- 7 hours
5. Treasurer – 7 hours
6. Cabinet Members- 5 hours

**Section 9.05** All Student Government officers will be required to sign a contract stating they understand and have read the Student Government Constitution and By-Laws of The University of Tampa. Failure to sign the contract will result in immediate dismissal of office. See Appendix C.

## **Article X. Responsibilities of the Officers of Student Government**

### **Section 10.01** President

- (a) Shall be the lead representative of Student Government in all formal matters and at all formal functions.
- (b) Shall be the chief executive of the Executive Branch.
- (c) Shall see to the execution of all Student Government decision in a timely manner.
- (d) Shall see to the distribution of Student Government decisions to the appropriate administration officials of The University of Tampa.
- (e) The President shall have the authority over the Cabinet and will see to its execution of assigned duties.
- (f) The President shall attend all invited Board of Trustee meetings, shall serve on the Board of Trustees Student Affairs Committee, and serve as chairperson of the President's Student Advisory Council.
- (g) The President shall review all bills, resolutions, or appropriations passed by the Student Senate and sign them into effect. The President may, at his/her discretion, veto the legislation. A veto may be overruled by a 2/3 vote of the Student Senate. Vetoes which are overruled by the Student Senate does not require the President's signature to be considered valid.
- (h) The President shall deliver a State of the Campus address to a joint meeting of the entire General Assembly, the Student Senate, and the Judicial Advisory Board by the second Tuesday of the semester.
- (i) The President has the ability to request an audit of the Judicial Branch at anytime he/she deems necessary.
  - i) The audit will be completed by the Student Government President in conjunction with any one (1) of the following officials: Dean of Students, Associate Dean of Students, or any Student Government Advisor.
  - ii) An audit allows for the Student Government President and selected official listed in subsection (i) to observe one (1) JAB meeting, interview all Justices within a timely manner after observing the JAB meeting, and recommend possible changes to the Chief Justice.
- (j) The President of Student Government shall be extended the privilege of serving as an ex officio member of Student Senate meetings.

- (k) The President will chair at the Student Senate meetings in the case of the Vice President being absent.

**Section 10.02** Vice President

- (a) Shall act as President in the absence, disability, resignation, or impeachment of the President.
- (b) Shall be responsible for the good governance of the Student Senate. He/she is responsible for the timely considerations, proper handling, and due deliberation of all matters of business before the Student Senate.
- (c) Shall be responsible for organizing one leadership program per semester, collaborating with the Director of Programming.
- (d) Shall preside at all meetings of the Student Senate.
- (e) Shall be entitled to vote in the event of a tie in the Student Senate.
- (f) Shall provide the agenda, minutes, and vote count of all Student Senate meetings for public record.
  - i) The Student Senate minutes shall be submitted to the Director of Communications.
  - ii) Shall receive from the Speaker of the Assembly all legislation that has been approved by the committee for a Student Senate vote on a weekly basis.
- (g) The Vice President shall preside at all meetings of the Student Senate. In the case of an absence, the President will preside.
- (h) The Vice President is responsible for sharing all legislative decisions with the President.

**Section 10.03** Treasurer

- (a) Shall keep records of all Student Government financial matters and have those readily available at all times.
  - i) The budget will be present at all Student Senate meetings.
  - ii) The budget is available by request at any time to any SG officer.
- (b) Shall arrange for auditing after each monthly budget is published.
- (c) Shall be familiar with the purchasing procedures as prescribed by the Financial Management Office and be responsible for obtaining the signature of the Student Government Advisor on all purchase orders and check requisitions for authorized items and the payment of all funds.
- (d) Shall prescribe and monitor budgets of Student Government.
- (e) Shall sit in on the Finance committee as an ex-officio member.
- (f) Shall be extended the privilege of serving as an ex-officio member of Student Senate.

**Section 10.04** Director of Communications

- (a) Shall be responsible for keeping of the minutes and all other official Student Government documents and records.
- (b) Shall serve as the minute taker for Senate and Cabinet meetings.
- (c) Shall be responsible for ordering nametags and polo shirts immediately after all Senate positions are filled.
- (d) Shall be responsible for distributing the minutes and other materials to the Student Senate and Cabinet meetings.
- (e) Shall ensure that proper written communications are executed within Student Government.
- (f) Shall be responsible for all office supplies.
- (g) Shall collect all minutes from the Senate, Cabinet and Judicial Advisory Board meetings and email them to [sg@ut.edu](mailto:sg@ut.edu) on a weekly basis.
- (h) Shall be responsible for collecting and creating an office hours schedule to be posted outside of the Student Government office and on the Student Government website.
- (i) Shall be responsible for ordering the Student Government plaque by the end of the spring semester.

**Section 10.05** Residence Hall Association President

- (a) Shall serve as the chairperson for the Food Committee.
- (b) Shall serve as a liaison between students living in campus housing and Student Government.
- (c) The office shall be governed by the Residence Hall Association constitution.

**Section 10.06** Athletic Marketing President

- (a) Shall serve as a liaison between the Athletic Department and Student Government.
- (b) The office shall be governed by the Spartan Promotions Club constitution.

**Section 10.07** Director of Programming

- (a) Shall be responsible for coordinating any Student Government functions when asked by the executive branch and/or university administration.
- (b) Shall be responsible for organizing two events for the fall semester, and a Senior event during the spring semester.
- (c) Will coordinate with the Director of Public Relations and Web Services to properly promote Student Government events.

**Section 10.08** Speaker of the Assembly

- (a) Shall be responsible for the good governance of the General Assembly. He/she is responsible for the timely consideration, proper handling, and due deliberation of all matters of business before the General Assembly.

Shall be responsible for recommending persons to fill committee chair positions before the first General Assembly meeting of the academic year to the executive board, who will then confirm the recommendation. If a committee chair position is vacated during the academic year the Speaker shall recommend persons to fill the vacancy to the executive board.

- (b) Shall have the ability to move an organization to another committee based on his/her discretion.
- (c) The Speaker of the Assembly has the ability to send any committee chairperson to the Judicial Advisory Board for not upholding his/her duties as stated in this Constitution and By-Laws. Shall ensure the announcements and business of any member of the General Assembly is communicated to all committees.
- (d) Shall propose agendas to all committee chairpersons.
- (e) Shall be responsible for distributing the business before the General Assembly to a fitting committee and seeing to its addition on the committee's agenda.
- (f) Must sign all legislation passed in the General Assembly attributing to its due consideration and passage.
- (g) Shall collect and submit all minutes of each committee to the Director of Communications.
- (h) If he/she deems that the passage of a piece of legislation was for some reason not handled appropriately by a committee, he/she may assign the legislation to another committee for deliberation.
- (i) Shall be responsible for compiling and submitting any legislation that has passed a General Assembly Committee to the Vice President before the Student Senate meeting begins to be voted on that night.
- (j) Committee agendas shall be proposed by the Speaker of the Assembly but may be amended at the chairperson's discretion.
- (k) A vacancy in the Speaker of the Assembly position shall be filled by a special election of a full meeting of the General Assembly and approval by the Student Senate.

**Section 10.09** Director of Public Relations and Web Services

- (a) Shall be the liaison of Student Government and the Office of Public Information and all University publications, including the responsibility of weekly updates of Student Government activities.
- (b) Shall serve on the Leadership Awards Night planning committee.
- (c) Shall be responsible for the advertising and promoting of Student Government events.
- (d) Shall be responsible for posting to Student Government social media daily.
- (e) Shall be responsible for creating official press releases as requested by the Executive Council.
- (f) Shall be responsible for properly advertising Student Government funded programming and materials.
- (g) Shall be responsible for the appropriate use of the Student Government logo on all materials.
- (h) Shall be communicating with the Director of Programming to make sure Student Government programs are marketed.



- (i) Shall be responsible to help build relations between the Student Body and members of the Student Government.
- (j) Shall present at General Assembly to inform and educate students about Student Government at the beginning and end of each academic semester.
- (k) Shall be responsible for making sure funded programs have the SG logo on all marketing materials for that program.
  - i) If he/she finds the SG logo not found on a Student Government funded program that organization shall be referred to the Judicial Advisory Board for violating the Finance Code.
- (l) Shall be responsible for up keep and updating weekly the Student Government Web Site.
- (m) Shall be responsible for obtaining the General Assembly Power Point from the Speaker of Assembly and posting it on the Student Government website on a weekly basis.
- (n) Shall be responsible for using the Office of Student Leadership and Engagement global email to update the calendar on student organizations events.
- (o) Shall communicate with the Director of Programming to make sure Student Government events are listed on the Web site.
- (p) Shall communicate with the Director of Communications to make sure minutes of the Student Senate and Judicial Advisory Board are published on the Web site.

**Section 10.10** Chief of the Judicial Advisory Board

- (a) Shall be the chairperson of the Judicial Advisory Board.
- (b) The Chief is responsible for the timely consideration, proper handling, and due deliberation of all matters of business before the board.
- (c) Shall serve on the Organization Conduct Board.
- (d) Shall compile and submit minutes of the Judicial Branch to the Director of Communications.
- (e) Shall have the responsibility of coordinating a time and place for the Judicial Branch to meet.
- (f) Shall be entitled to vote in the event of a tie in the Judicial Branch.
- (g) The Chief of the Judicial Advisory Board is responsible for seeing to the implementation of all Judicial Advisory Board decisions.
- (h) The Chief of the Judicial Advisory Board may at his/her discretion appoint a committee secretary to assist in the business of the Judicial Advisory Board.
- (i) The Chief of the Judicial Advisory Board be granted an ex-officio member of the Student Senate for at least one year. He/She will be transitioned out of the Student Senate after a minimum of one year to hold proper checks and balances are in forced. (Resolution 1011, Created November 2009)
- (j) Shall be responsible for Student Government elections.
- (k) Shall be responsible for interpreting the Student Government By Laws and Constitution.

## **Article XI. Summer Responsibilities**

### **Section 11.01** Voting on legislation and appropriations

- (a) The senators elected in the spring shall have the responsibility to vote on all matters that come before the Student Government during the summer. During the summer, all legislation can pass General Assembly committees since classes are not in session.
- (b) The President still has the right to veto anything passed by the Senate.

### **Section 11.02** Voting by email will be established as follows:

- (a) Any person that does not respond to an email vote is said to be abstaining.

## **Article XII. Appendix General Provisions**

### **Section 12.01** Appendix A shall embody the Student Government Election Procedures and Guidelines.

### **Section 12.02** Appendix B shall embody the Student Government Finance Code which the Finance Committee and Treasurer must enforce on all undergraduate student organizations requesting funding from Student Government.

### **Section 12.03** Appendix C shall be comprised of contracts and oaths Student Government officers must uphold.

### **Section 12.04** Appendix D shall be a comprised record of all past Student Government Officers throughout the years, updated yearly.

### **Section 12.05** Appendix E shall embody all legislation passed in Student Government for the academic year.

# **Appendix A**

## **Election Procedures and Guidelines**

Election Procedures:

The University of Tampa Student Government will hold their annual elections in the spring semester for all elected positions except for the two freshmen senators (who will be elected in the beginning of the fall semester). The election results will be kept confidential and monitored by the Chief of the Judicial Advisory Board, Student Government Advisory, and Associate Dean of Students until the official announcement. The candidates will be able to inspect the results of the election following the announcement. All challenges to the elections, including campaign offenses, must be made in writing or in email and presented to either the Office of Student Leadership and Engagement or the Student Government Office by 5:00PM on the business day after the results are announced.

Violations/Appeals Process:

All violations of election rules and procedures witnessed by or made known to the Office of Student Leadership and Engagement or Student Government Office shall be reported to the Judicial Advisory Board for appropriate action.

The candidates in violation will have the opportunity to present their case to the Judicial Advisory Board. The candidates will present their account of the election violation with any evidence they may have. The Judicial Advisory Board will decide on appropriate sanction(s) based on evidence provided. If new evidence becomes available after the Judicial Advisory Board decision, it may be presented at an additional meeting. The Judicial Advisory Board will then meet and rule strictly on the new evidence.

An appeal of the Judicial Advisory Board decision may be granted.. A written appeal must be submitted to the Chief Justice of the Judicial Advisory Board no later than 5:00PM the next business day.

The Chief Justice of the Judicial Advisory Board shall chair and appoint the proposed appeals board for elections. The members must be approved by the Student Government Advisory to ensure that there is no conflict of interest. The board shall be comprised of two executive members from different student organizations, and one representative from the Student Conduct Board. The Dean of Students and on Student Government Advisor can serve as ex officio members. The board will meet and decide on appropriate sanction(s) based on both written accounts of the election violations and the physical evidence provided. No candidate is allowed to be present during the proceedings.

Qualifications of Student Government Officers

*Presidential and Vice Presidential Candidates:*

1. A student eligible to be a candidate must:
  - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Only declare candidacy to a single office in the election.
  - Have previously attended The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:
  - Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
  - Commit to serve in the position the full academic year.

- Have a cumulative grade point average of 3.00 as determined by the Registrar.
- Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
- Not be a president or editor of any other campus organization; exceptions may be made as deemed necessary under the discretion of the Student Government Advisory.
- Diligently carry out the duties of their respective office.

*Speaker of Assembly Candidates:*

1. A student eligible to be a candidate must:
  - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Only declare candidacy to a single office in the election.
  - Have previously attended The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:
  - Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
  - Commit to serve in the position the full academic year.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Diligently carry out the duties of their respective office.

*Student Senator Candidates:*

1. A student eligible to be a candidate must:
  - Be in good standing and regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 2.75 as determined by the Registrar.
  - Senators elected to represent their class must have the appropriate number of credit hours when elected.
    - This requirement can be waived by the Judicial Advisory Board for incoming freshmen with sophomore standing.
2. A student eligible to hold a Student Senate seat must:
  - Be in good standing and regularly enrolled at The University of Tampa and with at least 12 semester hours.
  - Commit to serve in the position the full academic year.

- Have a cumulative grade point average of 2.75 as determined by the registrar. First-year students must have a 2.75 at the end of the first semester in order to continue in office for the remainder of the year.
- Diligently carry out the duties expected of a Student Senator.

Election Disqualifications:

The following disciplinary sanctions will disqualify a student from becoming elected or holding a Student Government officer position. This would put the Student Government officer in poor standing.

1. Pending termination of residency/restricted access from all residential areas.
  - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
2. Termination of residency and/or restricted access from all residential areas.
  - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
3. Pending suspension.
  - a. Depending on violation(s) and when sanction(s) occurs, a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
4. Suspension from The University of Tampa.
5. Expulsion from The University of Tampa.
6. Unsatisfactory completion of all sanctions.

Election Guidelines:

- The President and Vice President shall run on a single ballot.
- For the President and Vice President positions, one of the candidates must have previously held a Student Government position within the last academic year.
  - Standing as a Student Government representative for an organization does not suffice this requirement.
- In the event that either the President or Vice President elect is unable to fulfill their duties during the academic year, the replacement must have the qualifications to maintain the requirements for the President and Vice President dyad.
- Candidates must not act in such a manner that it places a voter under duress with regard to their vote, as decided by an election committee investigation.

- Duress should be defined by belligerent pestering or feeling unnecessary pressure to vote by an election candidate (or student).
- Candidates must not take down or tamper with other candidates' campaign materials.
- Candidates should campaign positively. Candidates are representing The University of Tampa.
- Use of The University of Tampa mass/global email system is prohibited. This includes email sent through any UT system (i.e. UT e-mail and Blackboard systems).
- Candidates may campaign only on the dates provided by the Judicial Advisory Board.
- Candidates must obey the University Posting Policy. This includes removing campaigning materials after the election. The Judicial Advisory Board reserves the right to remove any campaign items that violate the University Posting Policy.
- Candidates may only use posting opportunities available to all candidates (RA's may not use personal bulletin boards).
- Prior to posting items in The University of Tampa dining facilities or any other food service location, candidates must speak with Sodexo employees for approval.
- Candidates must submit a complete Elections Packet in order to be recognized on the ballot by the deadline established by the Chief Justice of the Judicial Advisory Board.
- If a candidate is found to not meet the GPA or good standing requirements, he/she will be removed from the ballot as a candidate.
- A candidate may not change the position that he/she is running for after the Election Packet deadline has passed.
- A candidate must notify the Judicial Advisory Board if he/she plans to withdraw from the election either in writing or an email to the Chief Justice of the Judicial Advisory Board.
- Senators representing the various classes can only be elected by members of those classes.
- Campus wide senators shall be subject to the vote of the entire student body.
- Candidates may not use outside sponsors or vendors to fund and/or support campaigns.
- Cash or gift cards may not be used as a voting incentive.
- Candidate budgets, established by Student Government, will be the only budget used for a candidate's campaign.
- Candidates are prohibited from campaigning at the same time and location as election polling.
- Candidates are responsible for the actions of anyone assisting in their campaign.
- Violating any one of the Election Guidelines may result in a disqualification from position.
- All election discrepancies are to be mediated by the Chief Justice of the Judicial Advisory Board with approval of the Executive Council.

Campaign Offenses:

The following offenses are punishable with disqualification from all elected positions during the current election period; not to include those appointed by The University of Tampa Student Government or positions elected during a different time period.

1. Each candidate, or their non-candidate representative (any person who is not a candidate for the same position as the person he/she is representing), must attend the first candidates' meeting. Failure to do so will result in that candidate's withdrawal from the election.
2. Formal campaign material (posters, campaign speeches, letters to organizations, website posts, and any social media presence) may not begin until after the first candidates' meeting or when the Judicial Advisory Board advises.
3. Door to door campaigning by any student (candidate or not) is not allowed.
4. During the voting period, candidates are not allowed to have any electronic voting devices out while campaigning or speaking with students about elections.
5. During the voting period, all computer labs and the library will be free of active campaigning, such as asking those within the areas listed previously to "vote/choose/select, etc." a particular candidate to win. Posting flyers, etc. within these zones is allowed as long as official posting policies are followed.



# **Appendix B**

## Finance Code

### Financial Appropriations:

A portion of the Student Government fee paid by each undergraduate student is reserved to meet the needs of students through their undergraduate organizations to enrich their group's co-curricular environment and the campus community. The amount of funds allocated for student programs is determined in the budget process, and the Finance Committee will determine the amount of money from the appropriate budget line to each organization requesting funds.

#### 1. Eligibility Criteria for Receiving Funds

- a. Organizations must be registered with the Office of Student Leadership and Engagement.
- b. Organizations must be in good standing with all University of Tampa departments and not on any type of disciplinary action.
- c. Organizations must be in good standing regarding attendance and recognition with Student Government.
- d. Organizations must have at least one member attend either the fall or spring leadership retreat/conference.
- e. Any organization on probation more than twice within one academic year will not be eligible to receive funds for that year.
- f. All receipts submitted for reimbursement follow the guidelines under "Funding Criteria for Appropriations."
- g. Organizations are only eligible to receive funding once per semester.

#### 2. Funding Criteria for On Campus Appropriations

- a. An appropriation is considered a request for funds that will assist in lowering the cost of running an on campus program, seminar, ball, dance, competition, tournament, and any other event applicable by the Finance Committee.
- b. Any event funded by Student Government must be open to the entire undergraduate campus community at no cost.
- c. Any event that is to receive Student Government funding must acknowledge that it has been funded by Student Government in any flyers, banners, promotions, etc. with use of the Student Government logo.
- d. Student Government will not fund capital purchases. Definition of capital purchase: Any material good that costs more than \$50 and/or last longer than two years.
- e. Appropriations must be submitted at least fourteen (14) calendar days before the day of the event.
- f. Student Government will not fund alcohol, lottery tickets, cash prizes, or items to be sold as a fundraiser.
- g. Student Government will not directly financially support an organization's philanthropy.
- h. The deadline for submitting receipts for reimbursement will be fifteen (15) business days after the event, unless an extension is approved by the Treasurer. Failure to do so will result in a withdrawal of funding from Student Government.

- i. Funds will only be dispersed after the original itemized receipts are turned in. Receipts must be itemized in order to be reimbursed.
  - j. Organizations will be limited to one appropriation per semester.
  - k. All organizations must utilize the University's Tax Exemption Form when purchasing in the state of Florida. Student Government will not reimburse Sales Tax in the state of Florida.
  - l. Student Government will allow for the funding of the following exceptions to the capital purchase definition: event decoration, event giveaway, t-shirts.
  - m. The organization must complete a Student Government On Campus Event worksheet within ten (10) business days of the event. Failure to do so will result in the organization being sent to the Judicial Advisory Board.
3. Funding Criteria for Off Campus Appropriations
- a. Conferences can be referred to as retreats, seminars, institutes, competitions, tournaments, or any other name as determined by the Finance Committee.
  - b. Appropriations must be submitted at least fourteen (14) calendar days before the day of conference.
  - c. Student Government will only consider funding a portion of the cost for students enrolled at The University of Tampa at the time of the conference.
  - d. The maximum amount Student Government will fund is up to but no more than \$2500 for off campus events.
  - e. The appropriation must document all expenses and include a copy of the conference application.
  - f. To be funded for transportation cost (car/van/bus rental, airfare, train, etc.), three different quotes must be submitted from any of the following sources: Internet, travel agent, etc.
  - g. To be funded for lodging and hotels, three different quotes must be submitted from any of the following sources: Internet, travel agent, travel app, conference brochure, etc. The only exception to this rule would be if a specific hotel is required by the event or conference with physical proof provided in the form of a brochure or email from the event/conference.
  - h. Meal budget is \$45 a day per person, with no more than \$30 being spent on a single meal. All travel appropriations must comply with the university policies and anything not stated here in regards to travel can be referenced back to the student handbook.
  - i. The organization must complete a Student Government Off Campus Conference worksheet within ten (10) business days of the event. Failure to do so will result in the organization being sent to the Judicial Advisory Board.
  - j. Original itemized receipts must be submitted within ten days of the event, unless an extension is approved by the Treasurer. Failure to do so will result in withdrawal of funding from Student Government.
  - k. Student Government will allow for the funding of the following exception to the capital purchase definition: team uniforms.
  - l. The deadline for submitting receipts for reimbursement will be fifteen (15) business days after the event, unless an extension is approved by the Treasurer. Failure to do so will result in a withdrawal of funding from Student Government.

- m. Organizations will be limited to one conference appropriation per year.
  - n. Each off campus conference or event will only be funded for up to \$2,500. Therefore, if multiple clubs request funding for the same off campus conference, the \$2,500 maximum will be divided evenly between all clubs requesting funding for the event.
4. Refusal of Disbursing Funds
- a. All of the appropriate criteria must be met by the organization in order to receive reimbursement from Student Government.
  - b. If any money is disbursed by Student Government before all criteria have been met (check requisition) and the organization fails to meet all criteria, the contact person on the appropriation will be responsible for reimbursing Student Government.

Department Funding:

- a. Departments funded by the Student Government need to submit an appropriation form detailing requested funds and why the funds are needed.
- b. Department appropriation requests will be reviewed and voted on by the Student Government Executive Board.

Finance Committee:

The Finance Committee will meet once a week during the 13 weeks of each academic term, with the exception of finals week. The meeting times shall be Tuesday's at 7:00 p.m.

1. The Finance Committee will review all appropriation requests from undergraduate organizations or clubs, allocations requests, and make a recommendation to the Student Senate for approval.
  - a. An appropriation is considered a request for funding for an on campus event, a conference or any other condition determined by the Finance Committee.
  - b. An allocation is considered a request for funding by a University department for the betterment of the University and Community, or a co-sponsorship of an event by the Student Government Executive Branch.
2. It is expected that any item funded, in part or in full, by Student Government have some designation on or near it that it has been in part of subsidized by Student Government. (e.g. Student Government Logo)
3. The Finance Committee Chair and Treasurer are two separate individuals. They will work together to ensure an ethical and efficient process of allocating funds.
4. Voting members of the Finance Committee shall abstain from voting on any request form an organization he or she is involved in or if any question of a conflict of interest many arise.
5. All voting by the Finance Committee will occur in closed session.

Submitting Appropriation Requests:

1. Please follow the Appropriation Form instructions available on the Student Government website. Please make sure that the Contact Person information provided is the person who is able to answer

any questions that may arise about the request. Please make sure that the phone number and the email address is one that the Contact Person will respond to in a timely manner. The best person to have as the Contact Person will be the person or persons who submitted the Appropriation Request. This person should also be available to meet with the Treasure as needed.

2. Appropriations must be submitted electronically prior to presenting to the Finance Committee.
3. Once a recommendation is made, your request will then be brought before the Student Senate.

*SG Funded Organizations Budget:*

SG-funded organizations (as determined by the Student Government Executive Council) will submit their next year's budget in the fall semester. A representative will be responsible for scheduling a meeting with the Budget Committee, where the budget proposal will be reviewed and any questions will be asked. The Student Body President and his/her Budget Committee (no less than five students) will then discuss any changes to the proposed budget, make a recommendation to the Student Senate, who will then vote on that recommendation. After approval by the Student Senate, the budget will then go for final approval to the Dean of Students.

*Ethical Spending of Student Government Fee:*

Students are expected to practice ethics and standards when using money that comes from the Student Government Fee.

*Changes to the Finance Code:*

It is likely that circumstances that are not addressed in this Code may arise. In that event, the Treasurer and the Finance Committee will address the issue and make a recommendation to the Judicial Advisory Board for their consideration and subsequent approval.

# **Appendix C**

## **Contracts & Oath for Student Government Officers**



# Oath of Office

The University of Tampa Student Government has served the student body for decades.

These elected officers represent the voice of student organizations and individual students. They allocate funding and organize opportunities to improve student life. They are the leaders that you, as students, select to serve the UT community.

At this time, I ask the newly elected officers to step forward. Please raise your right hand and repeat after me:

I /  
(state your name) /  
vow to serve The University of Tampa student body /  
as a (*academic year*) Student Government officer. /  
I will /  
uphold the mission of Student Government /  
and strive to carry out the responsibilities of my job description. /  
I promise to be a positive representative, /  
to make ethical decisions /  
and to promote school spirit.

Please help me in congratulating the (*academic year*) Student Government officers.



# Officer Contract

I (Print Name) \_\_\_\_\_ vow to serve the Student Government at The University of Tampa, during the \_\_\_\_\_ academic year. I will uphold the mission of Student Government and strive to carry out the responsibilities of my position description, as stated in the Student Government Constitution and By-Laws.

I have read and fully understand the Student Government Constitution and By-Laws. I am aware of my position's attendance policy, as stated in the By-Laws. I completely understand that if I am no longer in good standing, as outlined in the By-Laws Article IX. Section 9.02, I will automatically be removed from office. I understand that if I fall below the qualifications of my Student Government officer position, I will have to resign. Failure to uphold my responsibilities can lead to an impeachment hearing with the Judicial Advisory Board.

Student Government Position: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Form of Resignation

From the position of: \_\_\_\_\_

Name: \_\_\_\_\_

This document certifies that \_\_\_\_\_ is officially resigning from the position of Student Government \_\_\_\_\_. For reasons that can be explained by those whose name appears before.

The official last day in the position of \_\_\_\_\_ for \_\_\_\_\_ is the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_. This last day entails that the position is unoccupied by \_\_\_\_\_ on the date stated before by the time of 11:59PM that day. All duties and applicable pay pertaining to Student Government shall cease at that date and time for \_\_\_\_\_.

Herein, having fully understood and duly sworn to the statements above;

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of resignee)

In the complete understanding and witness of;

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)  
Associate Dean of Career Development and Engagement

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)  
Student Government President

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)  
Chief Justice of Judicial Advisory Board



# Appropriation Check Form

Appropriation Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

## **Judicial Advisory Board**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Chief Justice Signature: \_\_\_\_\_

## **Finance Committee**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Finance Committee Chair Signature: \_\_\_\_\_

## **Student Senate**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

## **President**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

President Signature: \_\_\_\_\_

*\*If legislation does not pass please attach addendum with explanation as to why.*



# Legislation Check Form

Legislation Title: \_\_\_\_\_

Sponsored By: \_\_\_\_\_

## **General Assembly**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Speaker of Assembly Signature: \_\_\_\_\_

## **Student Senate**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

## **Judicial Advisory Board**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

Chief Justice Signature: \_\_\_\_\_

## **President**

Date of Vote: \_\_\_\_\_ Vote: Aye - \_\_\_\_\_ Nay - \_\_\_\_\_ Abstain - \_\_\_\_\_

President Signature: \_\_\_\_\_

*\*If legislation does not pass please attach addendum with explanation as to why.*

## How Legislation is Approved in Student Government

1. A bill or resolution can be created by a General Assembly committee or by a member of the Executive Branch. The Executive Branch reserves the right to bypass the General Assembly Committee vote.
2. **General Assembly Committee**
  - a. The legislation must gain approval through a majority vote from a General Assembly committee to pass to the next stage
  - b. If legislation fails it may be amended by its author to meet the committee approval.
3. Once approved the committee's chairperson will pass the legislation to the Speak of the Assembly.
4. The Speaker of the Assembly will then review the piece of legislation and sign off on it approving that it has passed a General Assembly committee.
5. The Speaker of the Assembly will then pass the legislation to the Vice President to bring before the Student Senate
6. The chairperson of the respective committee where the legislation passed will be invited to the Student Senate to speak on the committee's behalf.
7. **Student Senate**
  - a. The Student Senate will review the piece of legislation and vote to approve or fail it by a majority vote. (Exceptions to this rule include the impeachment of officers and constitutional amendments which require s a 2/3 vote.
    - i. If approved the legislation will be sent to the President.
    - ii. If the piece of legislation fails it will be sent to its respective committee of origination who may then amend the legislation in order to gain Senate approval.
8. **President**
  - a. The President will have the right to veto or approve legislation passed. The President should communication to his/her cabinet on legislation.
    - i. If approved legislation is sent to the Judicial Advisory Board.
    - ii. If the President uses his/her power to veto the legislation will be sent back to the Student Senate who can override the veto by 2-3 vote.
9. Once the President has signed the piece of legislation into effect it will be passed to the Chief of the Judicial Advisory Board.
10. **Judicial Advisory Board**
  - a. The Judicial Advisory Board will be the final step in the legislation process.
    - i. JAB will review the piece of legislation making sure the Chairperson of the committee of origination, Speaker of the Assembly, Vice President, and President has signed to approve the legislation. (Exceptions are when the Student Senate overrides a President's veto. Only then will it be aloud that the President did not sign to approve the legislation.)
    - ii. Once JAB has approved the constitutionality of the legislation shall it be known that this is Student Government decision or opinion. The legislation will then be filed and added to Appendix E of the Student Government By-Laws.

## EMERGENCY LEGISLATION

The Executive Branch has the right to by pass the General Assembly in the case of emergency legislation which will be defined by the Judicial Branch.

