



# SENATOR APPLICATION PACKET



Submit application and appropriate documentation to the  
**Senate President Paul Cajka**  
University of South Florida Sarasota-Manatee  
Student Government Association  
8350 North Tamiami Trail, SMC A112 | Sarasota, Florida 34243-0205

Questions? Call (941) 359-4717 or [pcajka@sar.usf.edu](mailto:pcajka@sar.usf.edu)

University of South Florida  
Sarasota-Manatee Campus

Student Government Association

SENATOR RESPONSIBILITIES EXCEPRTED FROM CONSTITUTION

Article 3: The Legislative Branch

Section 3: The Responsibilities and Powers of the Student Senate

Subsection 3A: The legislative authority of the Student Body shall be vested in the Student Senate.

Subsection 3B: The Student Senate shall be composed of representatives of each of the Colleges of the University of South Florida Sarasota-Manatee.

Subdivision 3B1: Each College shall be represented by no less than two (2) seats in the Student Senate regardless of the number of students enrolled in that College.

Subdivision 3B2: For the purpose of guaranteeing representation to all students, the combined Freshmen and Sophomore Classes, and the students with an undeclared major shall be grouped as the “Undeclared College” and enjoy all the benefits of participation in the Student Government as any other College of the University of South Florida Sarasota-Manatee.

Subdivision 3B3: Students who are pursuing a double major must choose which College they wish to represent of those which compose their majors when declaring their candidacy for election or mid-term appointment.

Subdivision 3B4: If enrollment in a College of the University of South Florida Sarasota-Manatee exceeds four hundred (400) students, then that College shall be represented by one (1) Student Senator for every two hundred (200) students enrolled.

Subdivision 3B5: In the event that all Student Senator Seats representing a given College are vacant and no students have applied to the Student Senate for a mid-term appointment, then the Dean of that College shall have the power to appoint a replacement. In the case of the “Undeclared College”, that representative must be a freshman, sophomore or upper

classman with an undeclared major, and will be appointed by the Dean of Students. That replacement shall be defined as any one (1) student currently enrolled in that College who meets all eligibility requirements as outlined in the Constitution and Bylaws.

Subdivision 3B6: In order to guarantee representation of the North Port site for the duration of its existence, two (2) seats in the Student Senate shall be reserved for representatives who are enrolled in no less than fifty percent (50%) of their classes there for the duration of their term. These seats will not add to the total number of available seats and may come from any College at the University of South Florida Sarasota - Manatee. The representatives of these seats shall be the two (2) North Port site applicants that receive the greatest number of votes during the election. All other seats shall be determined as per the Bylaws regarding election practices. If at a future point in time the North Port site ceases to exist, this Subdivision shall be null and void.

Subsection 3C: The Student Senate shall have the authority to enact, amend or repeal statutes of Student Government by a simple majority vote. The Student Senate shall also have the authority to enact non-binding resolutions, conclusions, memorials and its own Bylaws.

Subsection 3D: The Student Senate shall have the authority to enact and repeal, by a two-thirds majority vote, Bylaws governing the election of all Student Government Officers.

Subsection 3E: The Student Senate may, by a two-thirds majority vote, propose a constitutional amendment for consideration by the Student Body.

Subsection 3F: The Student Senate may, by a simple majority vote, approve Executive Appointees of the Student Body President. The Student Body President must inform the Student Senate President in writing within one (1) business day of the initial appointment. Failure to act on any such Executive appointment within twenty (20) business days shall be deemed as approval of the appointment.

Subsection 3G: The Student Senate may, by two-thirds majority vote, override a veto by the Student Body President. Additionally, legislation initially passed with a two-thirds majority can never be subject to a veto by the Student Body President.

Subsection 3H: The Student Senate shall have the authority to approve and allocate all Activity and Service fee appropriations by a majority vote unless specified otherwise within the Constitution and Bylaws.

Subsection 3I: The Student Senate shall have the power to impeach any member of the Executive or Legislative Branches of Student Government except those expressly prohibited by the Constitution and University of South Florida Administrative Policy.

Subsection 3J: The Student Senate shall establish its own meeting times, rules and procedures. The Student Senate shall assemble in open meetings at intervals of no greater than ten (10) business days for the deliberation of legislation and the business of the Student Body.

Subsection 3K: The Student Senate shall provide for compilation and publication of all legislation currently in effect.

Subsection 3L: The Student Senate shall have the authority to appoint any internal committee deemed necessary for the operation of the Student Senate, and to remove any committee chair. No member of the Student Senate may Chair more than one standing committee.

Subsection 3M: The Student Senate shall establish means through which the Student Body can actively participate in the formulation of policies that affect them.

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Remuneration

The Student Government Executive Board and Student Senators may receive remuneration for the performance of their Constitutional duties, obligations, and requirements. The amount of this stipend shall be determined by the Budget Committee. The remuneration shall be consistent with all applicable laws of the State of Florida, and with all other guidelines established by lawful regulatory bodies.

In order to be paid for services the Senator must complete the required employment application for forms as prescribed by the University of South Florida. As a paid member of the Senate, the Senator is considered to be an OPS (part-time) employee of the University and must follow all rules and regulations of employment, including but not limited to direct deposit restrictions. Additionally, no Senator shall be paid for, or allowed, employment benefits (paid vacation, insurance, etc.).

**Special Note**

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For information purposes only, and not as an excerpt from the bylaws, the Senators are entitled to be remunerated. The current rate of remuneration is an amount equal to the current, federally-approved minimum wage per hour (or any other amount as approved by the Executive Board) for ***up to eight [8] hours per week***. This remuneration represents required attendance in the Student Government Offices for *at least* three [3] hours per week and attendance at meetings and subcommittees. **SPECIAL NOTE:**

**A senator may work *more* than eight hours per week but may be recompensed for additional hours during an event week or as defined by the Senate President. During such occasions the maximum number of paid hours is 15.**

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AVAILABLE POSITIONS, DESCRIPTION AND RESPONSIBILITIES, ELIGIBILITY

Available Senator Positions

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<u>Senator from</u>	<u>Number of Positions</u>	<u>Term of Office</u>
College of Arts & Sciences	1/200 students enrolled	1 Academic Year
College of Business	1/200 students enrolled	1 Academic Year
College of Education	1/200 students enrolled	1 Academic Year
College of Hospitality and Technology		
Leadership	1/200 students enrolled	1 Academic Year
Undeclared Majors	1/200 students enrolled	1 Academic Year

Description and Responsibilities

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Student Senators are elected representatives, who in the mid-term may be appointed to fill a vacancy, of the student body. The Senators shall be registered and concurrently enrolled in the University Program of the University of South Florida Sarasota-Manatee Campus, throughout the academic year. The minimum course load requirement for the semester shall be at least one course at the Sarasota-Manatee Campus. For purposes of the Senate, "Sarasota-Manatee Campus" shall include those individuals registered at, and attending classes at, the North Port, Florida location.

*Senators shall represent the interests of their respective colleges and the student body at large.*

Senators shall convene separately, under the direction of the Senate President, from the Executive Board for the purpose of representing students on Student Body matters, along with developing and promoting programs and activities.

As members of the Legislative Branch, the duties of the Senators are to function and serve as policy makers in regards to internal affairs of the University Program. Senators shall be responsible for legislative changes, resolutions, and amendments to the Student Government. In addition, the Student Senators shall serve on or comprise three internal standing committees: The Clubs and Organization Committee, The Budget Committee, and The Election Rules Committee.

The Senate President

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The Senate President is an elected position of the Student Government Executive Board, with the responsibility of supervising Senate Activities and the Senators, as well as serving on the Executive

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Board as a voting member. All questions and proposals concerning students that are presented to the Senators should be addressed to the Senate President first, who will then present the information to the full Executive Board.

**Attendance at Executive Board Meetings**

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Student Government Executive Board meetings are open to all students of the University of South Florida and, in fact, all students are encouraged to attend the meetings.

Senators are encouraged to attend meetings, with the understanding that they are there as observers and guests and may not vote on any motion before the Board. If the attending Senator has a question concerning an item under discussion, he or she may, within the correct protocol, ask a question and/or make a comment, but no Senator is permitted to disrupt or adversely affect the Executive Board Meeting.

**Eligibility**

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- Must be enrolled in a minimum of one (1) class on the Sarasota-Manatee Campus or on the North Port Campus.
- If petitioning to represent a particular college, must be currently accepted into that college, with the intention of maintaining their status in that college. If their college changes and the senator has a desire to maintain his or her senatorship, then he or she must reapply to represent their newly designated college. If that college is already represented by its maximum number of senators then the transferring senator must wait until a position becomes available.

Note

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Members at large are not restricted to the requirement of representing a particular college.

- Must maintain a 2.0 overall GPA.

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SENATE CANDIDATE PROFILE

*Please Type or Print Information. Please use Ink, not Pencil!*

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

College (circle): Arts & Sciences    Business    Education    Hospitality & Technology Leadership

Undeclared Major                      Other (specify): \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_ Anticipated Degree: \_\_\_\_\_

**Past Experience in Student Government Association (if 'none,' so indicate):**

Position	Period of Service	Comments

**Please answer the following questions as completely as possible.  
Additional paper may be used, if necessary.**

1. If elected / appointed, what would you seek to accomplish or change during your tenure with the Student Government Association?







University of South Florida Sarasota-Manatee Campus  
 Student Government Association  
**STUDENT SENATE PETITION**

*Please Type or Print Information. Please use Ink, not Pencil!*

Name: \_\_\_\_\_ Candidate for **SENATOR** from the College of \_\_\_\_\_

I, \_\_\_\_\_ nominate the above-named student for the above-named position.  
 (print name of Faculty or Staff member nominating student)

\_\_\_\_\_  
 Nominator's Signature

\_\_\_\_\_  
 Date

	Print Name	Signature	Major
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