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Title VI (SG Functional Groups) 2014.09.23

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Title
6
Student Government Functional Groups

Chapter

600

Judicial, Senate, and Executive Committee

- 600.1** The purpose of the Judicial, Senate, and Executive Committee (JuSenEx) shall be to ensure open communication between the branches of Student Government and provide a forum to address general issues.
- 600.2** JuSenEx shall be comprised of the following members:
- 600.2.1** Student Government Advisor serving as ex-officio and chair of the committee.
 - 600.2.2** Student Body President
 - 600.2.3** Student Body Vice-President
 - 600.2.4** Senate President
 - 600.2.5** Senate President Pro-Tempore
 - 600.2.6** Supreme Court Chief Justice
 - 600.2.7** Supreme Court Senior Justice
 - 600.2.8** Student Government Advising, Training, and Operations Office Manager serving as ex-officio member¹
- 600.3** Any of the members listed above may appoint a member of their branch to sit for them should they be unable to attend the meeting.
- 600.4** The JuSenEx committee must approve website infrastructure changes in regards to the Student Government website.²
- 600.5** Student Government employee pay scales and pay rates shall be determined and approved with a majority vote of JuSenEx.³
- 600.6** Coordinate and collaborate with other Student Government branches on events and/or initiatives that are mutually agreed upon.⁴

¹ SB [S] 51-015 modifies Position name

² SB [S] 54-021 adds this clause

³ SB [S] 54-021 adds this clause

⁴ SB [S] 54-021 adds this clause

Chapter

601

Funding Committees

601.1 There shall be two committees responsible for allocating Activity and Service (A&S) Fee monies:

601.1.1 The Activity and Service Recommendation Committee (ASRC)

601.1.2 The Senate Committee on Appropriations and Audits

601.2 The duties of ASRC shall be as follows:

601.2.1 To make recommendations to the Student Government Senate for the annual allocation of the Activity and Service Fee monies, hereafter A&S monies.

601.2.2 To make recommendations according to the Mission Statement for the A&S monies.

601.2.3 To make recommendations for the budget review policy, provisions, and guidelines.

601.2.4 To provide the Student Government Senate, at the conclusion of the allocation process, those standards and guidelines used by the committee for making allocations. These supplemental standards will be sent to the Senate in order to have the proviso updated so that the Senate Committee on Appropriations and Audits will apply the same standards during the Interim Funding process which were used during the normal budget review. To ensure fairness and consistency in the allocation process during the entire year, the Senate Committee on Appropriations and Audits will adhere to the same standards as ASRC.

601.3 Amounts recommended for the allocation shall be supported by documentation as to any, including reasons for adjustments to the budget requests or denial of funding.

601.4 ASRC shall be composed of the following positions:

601.4.1 The Student Body President or his/her designee.

601.4.2 The Senate President or his/her designee.

601.4.3 Six (6) primary Senators⁵ and two (2) alternate Senators.

601.4.3.1 The primary Senators and alternate Senators shall be elected within the Senate.

601.4.3.2 The primary Senators and alternate Senators shall be removed from ASRC by a majority vote of the Senate upon recommendation from any member of ASRC.

601.4.3.3 The primary Senators and the alternate Senators will be responsible for attending all ASRC meetings.

601.4.3.4 The alternate Senators shall have the same speaking rights as the elected Senators and shall vote in the absence of the primary Senators and in the election of the Chair and Vice-Chair of the committee.⁶

⁵ SB [S] 54-007 modifies this clause.

⁶ SB [S] 54-010 modifies this clause.

- 601.4.4** The Senate Committee on Appropriations and Audits Chair
 - 601.4.5** The Student Government Chief Financial Officer⁷
 - 601.4.6** The Director of ASMB or his or her designee from within ASMB (ex officio non-voting).⁸
 - 601.4.7** The Student Government Fiscal Coordinator or Fiscal Assistant (ex officio non-voting).⁹
 - 601.4.8** A member of the Student Government Advising, Training and Operations (ex officio non-voting).¹⁰
- 601.5** A supermajority vote of the Student Government Senate shall be required to change the composition of ASRC.
- 601.6** The Student Body President shall be responsible for calling the first meeting of ASRC by the third week of September.
- 601.7** ASRC, upon its first meeting, shall elect a Chair.
- 601.8** The ASRC Chair shall see that the following items have been completed:
- 601.8.1** Review Activity and Service Fee Mission Statement.
 - 601.8.2** Record all ASRC meetings in writing.
 - 601.8.3** Finish budget review in accordance with the budget allocation timeline.
 - 601.8.4** Draft the Proviso changes as a bill and present to the Senate by the first Tuesday in November.
- 601.9** ASRC shall provide the Senate as a whole, their recommendations for the Proviso, for the next year's budget by the first Tuesday in November. The ASRC Chair is required to present a briefing to the Senate addressing the Proviso and ASRC recommendations. The Proviso must be approved by the Senate no later than the second Tuesday in November. The Proviso will not be referred to committee. The Proviso establishes funding priorities and maximum spending limits to be used during the budget process.
- 601.10** ASRC shall submit amendments to the Proviso to the Student Government Senate no later than the last Senate meeting of the Spring semester. The updated Proviso will be used by the Senate Committee on Appropriations when reviewing Interim Funding requests in order to apply the same standards during the Interim Funding process that was used during the annual budget process.
- 601.10.1** Subsequent amendments to Proviso may be proposed after the last meeting of the applicable spring semester by any Senator and adopted by a majority vote of the Senate. Such amendments shall be considered effective for the remainder of the applicable fiscal year.¹¹

⁷ SB [S] 54-007 adds Chief Financial Officer.

⁸ SB [S] 51-015 adds "from within ASMB"

⁹ SB [S] 51-015 adds " or Fiscal Assistant"

¹⁰ SB [S] 51-015 adds this clause

¹¹ SB [S] 51-010 adds this sub-clause

601.11 Proviso and annual budget presented from ASRC shall not be amendable on the Senate Floor.

601.12 ASRC shall operate under its own Rules of Procedure, which shall not be in conflict with the Student Body Constitution or the Student Government Statutes.

601.13 Operations of the Senate Committee on Appropriations and Audits shall be detailed in Senate Rules of Procedure.

Chapter

602

University Wide Committees

- 602.1** Any USF student who seeks to join a University Wide Committee shall complete an application. The application shall be available for at least five (5) business days on the Student Government website and submitted before the application deadline set by the Student Body President. Student representatives will be chosen from the pool of applicants for each respective University Wide Committee.¹²
- 602.2** Student Government reserves the right to select student membership on University Wide Committees. Such membership shall not be made in conflict with the University Charter, Policy and Procedures Manual, Student Body Constitution, Student Government Statutes, or the Committee's specific charter.
- 602.3** It shall be the responsibility of the Student Body President to select and, if necessary, remove a Student Representative from these committees. These appointments shall be made no later than ten business days after a vacancy for a student seat occurs.
- 602.4** Student Representatives shall be coordinated by the Student Body President, or his/her designee¹³, with the Student Body President maintaining the right to remove or appoint Student Representative according to the procedure outlined in the Student Government Statutes. Should the Student Body President choose to remove a Student Representative from any committee, he or she will be required to submit a written explanation to the Chair of the Senate Committee on University, Community, and Government Affairs.¹⁴
- 602.5** The Student Body President, or his/her designee, shall submit student representative reports to the Chair of the Senate Committee on University, Community, and Government Affairs through electronic mail at the end of each semester wherein the¹⁵ representative's university-wide committee meeting has met. Failure to submit the by the end of the semester will result in a written warning from the Senate University, Community, and Government Affairs Chair. Failure to submit reports within two additional business days (seven business days since the committee meeting) will result in a subpoena by the Senate Committee on University, Community, and Government Affairs. Both disciplinary actions shall be perused at the discretion of the chair.¹⁶

¹² SB [S] 54-021 adds this clause to include an application process

¹³ SB [S] 53-009, Modifies 602.3 & 602.4

¹⁴ SB 50-009, Amendment to 602.3

¹⁵ SB [S] 54-021 changes five business days to end of each semester

¹⁶ SB 50-009, Addition of 602.4

Chapter

603

Personnel Policy Board

- 603.1** The purpose of this chapter is to define the composition and duties of the Student Government Personnel Policy Board, hereafter referred to as the PPB.
- 603.2** The PPB shall act as a formal appeals board for any Student Government Employee who feels their employment has been terminated without justifiable cause.
- 603.3** “Justifiable Cause” shall, for purposes of this chapter, refer to reasons for termination consistent with State or Federal Law regarding termination of employees.
- 603.4** The PPB shall be comprised of the following members:
- 603.4.1** The Senate Committee on Judiciary and Ethics Chair¹⁷
 - 603.4.2** Attorney General¹⁸
 - 603.4.3** Solicitor General¹⁹
 - 603.4.4** Senior Justice of the Supreme Court
 - 603.4.5** Ranking Justice of the Supreme Court²⁰
 - 603.4.6** Senate President Pro Tempore²¹
 - 603.4.7** Two (2) Senators chosen by election²²
 - 603.4.7.1.** The Senators must not be the sponsors of impeachment, on the impeachment committee, or on the judicial review committee of the individual in question
 - 603.4.7.2.** If the PPB is convened while the Senate is not in session, the two Senators shall be appointed by the Senate President.
 - 603.4.8** A member from Student Government Advising, Training, and Operations Advisor other than the Director as ex officio non-voting member²³
- 603.5** The PPB shall convene after a terminated employee files an official complaint of termination without justifiable cause to the Student Government Advising, Training, and Operations Director. The terminated employee shall include any evidence with their complaint. The appealing employee shall have the burden of proof to show there was a lack of justifiable cause in their termination.²⁴
- 603.6** The Student Government Advising, Training, and Operations Director shall timestamp the official complaint without justifiable cause and evidence to create a hard copy for filing.

¹⁷ SB [P] 49-005, Changes duties from Rules to Judiciary and Ethics

¹⁸ SB [S] 54-021 removes Student Body Vice President and adds Attorney General

¹⁹ SB [S] 54-021 adds this clause to include the Solicitor General

²⁰ SB [S] 54-021 adds this clause to include the Ranking Justice of the Supreme Court

²¹ SB [S] 54-021 add this clause to include the Senate President Pro Tempore

²² SB [S] 54-021 removes the Executive Chief of Staff and adds two Senators along with sub clauses

²³ SB [S] 51-015 Modifies this clause

²⁴ SB [S] 54-021 removes the Senate President Pro Tempore and adds the SGATO Director

- 603.7** The Student Government Advising, Training, and Operations Director shall immediately notify the Senate Committee on Judiciary and Ethics Chair²⁵ via email that an official complaint of termination without justifiable cause was submitted.
- 603.8** The Senate Committee on Judiciary and Ethics Chair shall convene the PPB within ten (10) business days after receiving the official complaint from the Student Government Advising, Training, and Operations Director.
- 603.9** The Senate Committee on Judiciary and Ethics Chair shall be responsible for notifying the affected branch, agency, or bureau, the employee who filed the complaint, and the members of the PPB of the time, date, and location of the meeting at least two (2) business days in advance.
- 603.10** Once the PPB convenes, the procedure for appeal shall be as follows:
- 603.10.1** The Senate Committee on Judiciary and Ethics Chair²⁶ shall chair the meeting and vote only in the event of a tie.
 - 603.10.2** The affected employee shall have up to a ten (10) minute period to state their reasons for filing the appeal.
 - 603.10.3** The affected employee will enter a period of question and answer from the board.
 - 603.10.4** The affected employer shall have up to a ten (10) minute period to state their reasons for termination.
 - 603.10.5** The affected employer will enter a period of question and answer from the board.
 - 603.10.6** The board shall then deliberate on its decision, and then vote.
 - 603.10.7** The board shall announce the decision to both parties within two (2) business days once the decision is reached with a majority vote.

²⁵ SB [P] 49-005, Changes duties from Rules to Judiciary and Ethics

²⁶ SB [P] 49-005, Changes duties from Rules to Judiciary and Ethics

Chapter

604

Marshall Student Center Advisory²⁷ Board²⁸

- 604.1** The purpose of the Marshall Student Center (MSC) Advisory Board, hereafter referred to as the “Board”, shall be to advise the administration of the Marshall Student Center in improving the Marshall Student Center, to ensure it is providing students with a functional and student oriented center, and to provide feedback on initiatives within the Center.
- 604.2** The Board shall establish specific matters and goals to embark on by their second meeting of each academic year.
- 604.2.1** The matters shall be outlined in the Board’s Rules of Procedure and ad-hoc committees formed to address matters accordingly.
- 604.2.2** The matter shall be related to operations or programming in the Marshall Student Center.
- 604.3** The Student Body President shall call the first meeting of the Board prior to the last Friday of September.
- 604.4** The Board shall be comprised of the following voting members:
- 604.4.1** Eight student members
 - 604.4.2** One Alumni of the University
 - 604.4.3** One Faculty member
 - 604.4.4** One Academic Affairs staff employee
 - 604.4.5** One Student Affairs staff employee
 - 604.4.6** One individual housed in the Marshall Student Center
- 604.5** Student Government, the Center for Leadership & Civic Engagement, the Center for Student Involvement, New Student Connections, the Office of Fraternity and Sorority Life, the Office of Multicultural Affairs, the Graduate and Professional Student Council, and the Marshall Student Center shall nominate no more than two candidates for the student membership of each respective seat on the Board. The Student Body President will appoint one member from each office.
- 604.5.1** Students must be in good academic standing with the University and be currently enrolled at least part-time.
- 604.5.2** Student members are subject to removal if meeting attendance, including ad-hoc and subcommittee meetings, falls below 60% after three meetings.

²⁷ SB [S] 54-015 adds the word “Advisory” and rewrites the entire chapter to update the Board to make it functional

²⁸ SB 51st term (no bill number, titled incorrectly as “Fruit Requirements”). Amends entire chapter.

- 604.5.3** Members can also be removed if the board makes recommendation for removal to Student Body President and Director of the Marshall Student Center with successful supermajority vote.
 - 604.5.4** The deadline for student nominations is the third Friday of September.
 - 604.5.5** If membership is not able to represent areas outlined above, applicants can be drawn from all students.
- 604.6** The Alumni Association, Faculty Senate, Academic Affairs, Student Affairs, and the Marshall Student Center can nominate no more than two candidates for membership of each respective seat on the Board. The Director of the Marshall Student Center will appoint one member from each office.
- 604.6.1** Members are subject to removal if meeting attendance, including ad-hoc or subcommittee meetings, falls below 60% after three meetings.
 - 604.6.2** Members can also be removed if the board makes the recommendation for the removal to the Student Body President and the Director of the Marshall Student Center with successful supermajority vote.
 - 604.6.3** The deadline for nominations and individuals who apply to serve the Board campus wide are due the third Friday of September.
 - 604.6.4** If membership is not able to represent areas outlined above, applicants can be drawn from all faculty and/or staff.
- 604.7** The Student Body President shall:
- 604.7.1** Designate a Chairperson
 - 604.7.2** Have authority to remove any student members from the Board in collaboration with the Director of the Marshall Student Center.
 - 604.7.3** Appoint a student replacement to fulfill the remainder of the year should a student member resign or be removed for any reason.
- 604.8** The Director of the Marshall Student Center shall:
- 604.8.1** Designate a Vice Chairperson
 - 604.8.2** Have the authority to remove any non-student members from the Board in collaboration with the Student Body President.
 - 604.8.3** Appoint a non-student replacement to fulfill the remainder of the year should a non-student member resign or be removed for any reason.
- 604.9** Voting members of the Board shall not serve for more than three consecutive academic years.
- 604.10** The Board shall meet at least twice per semester as outlined in the Board's Rules of Procedure.
- 604.11** Members of the Board shall be divided into ad-hoc committees to address specific matters.
- 604.11.1** Duties of the Chairpersons and Vice Chairperson(s) shall be outlined in the Board's Rules of Procedure.

604.12 A report by the Board shall be finalized prior to the first Senate meeting of the Summer Semester.

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

604.12.2 An oral report shall be delivered to the Senate by the Chair of the Board or their designee by the second Senate meeting of the Summer Semester.

604.13 The Board's report shall include:

604.13.1 A compilation of all findings from Ad-hoc committees and the Board

604.13.2 Assessment and recommendations

604.13.3 The Board's report shall be published on the Marshall Student Center and the Student Government websites prior to the beginning of the Fall semester.

604.14 The Board shall update and approve the Board's Rules of Procedure no later than the third meeting of the Fall Semester.

604.14.1 The Rules of Procedure shall include, but is not limited to matters of:

604.14.1.1 Robert's Rules of Orders

604.14.1.2 Quorum

604.14.1.3 Matters and Goals of the Board for the academic year

604.14.1.4 Ad-hoc Committees and their duties

604.14.1.5 Orders of business

Student Memorial Committee²⁹

- 605.1** The purpose of the Student Memorial Committee shall be to plan the student memorial ceremonies, determine the eligibility of names to be placed on the memorial, and recommend any maintenance needed.
- 605.2** The Student Memorial Committee shall be composed of the following members:
- 605.2.1** The Student Government Advising, Training, and Operations Director or designee as non-voting ex-officio chair.
 - 605.2.2** Two (2) members of the Executive Branch appointed by the Student Body President.
 - 605.2.3** Two (2) members of the Legislative Branch appointed by the Senate President.
 - 605.2.4** One (1) member of the Judicial Branch appointed by the Chief Justice.
 - 605.2.5** The Dean for Students or designee.
 - 605.2.6** The Dean of Undergraduate Studies or designee.
- 605.3** The Student Memorial Committee shall determine the eligibility of students in the following process:
- 605.3.1** Names of students shall be received from the Office of the Dean for Undergraduate Studies, Dean for Students Office, or Office of Graduate Studies.
 - 605.3.2** A&S students paying fees who have passed away during the semester they are enrolled in and/or the following semester are entitled to their name on the student memorial.
 - 605.3.3** Students who have passed away while serving in any branch of the military and currently enrolled shall be entitled to have their name on the student memorial.
 - 605.3.4** Members of the USF community who have passed away during University related activities.
 - 605.3.5** In the case of extraordinary circumstances the committee may choose to deviate from the above mentioned requirements.
- 605.4** The recommended maintenance shall be determined by Physical Plant, Committee members, or students. The committee shall analyze the recommendations to factor in cost and feasibility.
- 605.5** The Student Memorial committee shall be responsible for planning the student memorial ceremony in the following manner:
- 605.5.1** A ceremony shall be held at least once a year.
 - 605.5.2** Contact the appropriate parties of those who have passed away.
 - 605.5.3** Plan the logistics of the ceremony.

²⁹ SB [S] 54-021 removes the chapter on Branch Campuses and creates Student Memorial Committee chapter adding all of the clauses included here

605.5.4 Any additional duties needed to complete the student memorial ceremony.

Chapter

606

Election Rules Commission³⁰

- 606.1** The purpose of the Election Rules Commission is to advertise election cycles, gather voter statistics, and handle all administrative aspects of election cycles, to include but not be limited to, paperwork, organizing candidate meetings, and working with the ASBO office in regards to purchasing.
- 606.2** The Election Rules Commission shall be comprised of the following individuals:
- 606.2.1** The Supervisor of Elections
 - 606.2.2** Associate Supervisor(s)
 - 606.2.3** Deputy Supervisor(s)
 - 606.2.4** Assistant Deputies
- 606.3** The ERC shall have a maximum of four (4) paid positions.
- 606.4** Assistant Deputies shall be required to sign an honor commitment, created annually by SGATO that they shall hold the integrity of elections at all times and shall not share any sensitive election information with anyone.
- 606.5** The Supervisor of Elections shall be nominated by the Student Body President and confirmed by JEC and the Senate.
- 606.6** The Associate(s) and Deputy Supervisor(s) shall be nominated by the Supervisor of Elections. The nominees must be confirmed by JEC and the Senate.
- 606.7** Election Rules Commission members shall not be a candidate for any position at the time of their service in an election cycle.
- 606.8** The Supervisor of Elections must give a weekly report to the Senate during any election cycle.
- 606.9** The Election Rules Commission shall serve as an autonomous body of Student Government.
- 606.10** Oversight of the Election Rules Commission shall fall under the purview of SGATO.
- 606.11** The Senate shall review the expenditures of the ERC after any election cycle.

³⁰ SB [S] 55-013 Adds the ERC as a functioning group