

(BY-LAWS)

I. OPERATING PROCEDURES

ARTICLE 1 : MEMBERSHIP

Section 1.0: General Assembly and Officers: SGA is open to all students who have identified their home campus USF Lakeland or enrolled in 60% of their courses at the Lakeland campus each semester

Section 1.1: All members of the SGA Executive Council and the Senate must:

Section 1.1.1: Be in good standing with the university (minimum 2.0 GPA). Those serving in as Executive Council members must, at the time of election and during the term of office, have a minimum 2.5 cumulative GPA.

Section 1.1.2: Be currently enrolled student at USF Lakeland and have identified USF Lakeland as their home campus or be enrolled in 60% of their courses at the Lakeland campus each semester.

Section 1.1.3: Fulfill the obligations of his/her elected position.

Section 1.1.4: Attend SGA meetings and other special meetings as required.

Section 1.1.5: Be enrolled in a minimum of 3 credit hours in the summer term

Section 2.0: Campus-wide Committees: SGA committee positions are open to and can be filled by any USF Lakeland student in good academic standing at the University (2.0 cum GPA).

ARTICLE 2: MEETINGS OF THE SGA

Section 1.0: Student Government Association Executive Council meetings shall be called bi-weekly. This will not apply to regularly scheduled breaks. A special meeting maybe called by the president or by quorum of the voting Student Government members.

Section 1.1: Running of the Meetings: SGA meetings will be convened by the President of the SGA with support from the Vice President.

Section 1.2: Quorum and Voting: A quorum shall consist of one-half (1/2) plus one (1) of Executive Officers. Proxy votes are not allowed.

Section 1.3 All Executive Council members are expected to be present at all Executive Council meetings each semester. Either may be removed if more than 3 absences (excused or unexcused) have been accumulated for the year. The secretary will be responsible for maintaining attendance records and communicating with members regarding their status.

Section 2.0: Student Government Association Legislative Branch meetings shall be called monthly. This will not apply to regularly scheduled breaks. A special meeting maybe called by the chairperson or by quorum of the voting Student Government members.

Section 2.1: Running of the Meetings: SGA meetings will be convened by the chairperson of the Legislative Branch.

Section 2.2: Quorum and Voting: A quorum shall consist of one-half (1/2) plus one (1) of Senate members. Proxy votes are not allowed.

Section 2.3 All Senate members are expected to be present at all Senate meetings each semester. Either may be removed if more than 3 absences (excused or unexcused) have been

accumulated for the year. The chair will be responsible for maintaining attendance records and communicating with members regarding their status.

Section 3.0: Student Government Association General Assembly meetings shall be called monthly. This will not apply to regularly scheduled breaks. A special meeting maybe called by the President or by quorum of the voting Student Government members.

Section 3.1: Running of the Meetings: SGA meetings will be convened by the president of the SGA with support from the Vice President.

Section 3.2: Quorum and Voting: A quorum shall consist of one-half (1/2) plus one (1) of Executive & Senate members. Proxy votes are not allowed.

Section 3.3 All Executive & Senate members are expected to be present at all General Assembly meetings each semester. Either may be removed if more than 3 absences (excused or unexcused) have been accumulated for the year. The secretary will be responsible for maintaining attendance records and communicating with members regarding their status. Senate meeting or Executive Council meets that run adjacent to a General Assembly meeting will only count as 1 absence.

ARTICLE 3: ROLES OF OFFICERS

Section 1.0: President

Section 1.1: The President holds all executive power in SGA and is required to up hold the SGA Constitution.

Section 1.2: They shall represent and reflect the views of the entire student body to the broader university community

Section 1.3: They shall oversee SGA and ensure that the organization runs smoothly

Section 1.4: They shall call to order and preside over SGA meetings

Section 1.5: They shall address the general undergraduate student body once each semester (state of the union)

Section 1.6: They shall addresses new students at New Student Orientation/Convocation or his/her designee.

Section 1.7: They shall meet with the Director of Student Life once a week; the Associate Vice President for Administration and Campus Environments and the Campus CEO semesterly.

Section 1.8: They shall call Executive Council meetings to order

Section 1.9: They shall serve as the student representative to the Campus Board

Section 1.10: The President shall seek to be able to represent the student body on the State Council of Student Body President's, the Florida Student Association and other similar representative bodies.

Section 1.11: They shall actively participate in campus committees to ensure that students are represented.

Section 1.12: They shall work their posted 3 office hours per week.

Section 2.0: Vice President -

Section 2.1: They shall fulfill the role of the President's position when president is absent

Section 2.2: They shall be present at all SGA Senate meetings

- Section 2.3:** They shall chair the Student Organization's Council
- Section 2.4:** They shall plan the annual Welcome Back event sponsored by Student Government each Fall and Spring
- Section 2.5:** They shall chair the USF Lakeland Homecoming committee.
- Section 2.6:** They shall actively participate in campus committees to ensure that students are represented.
- Section 2.7:** They are responsible for internal office affairs including but not limited to time sheets, office hours, and office policy.
- Section 2.8:** They shall work their posted 3 office hours per week.
- Section 3.0: Treasurer -**
- Section 3.1:** They shall be the chair of the Budget Committee
- Section 3.2:** They shall have the authority for all Student Government expenditures
- Section 3.3:** They shall prepare and present each new fiscal budget for the expenditure of Activity & Service Fee funds to SGA in the spring, and the annual student organization budgets
- Section 3.4:** They shall present budget updates at all SGA Executive & General Assembly meetings.
- Section 3.5:** They shall prepare the Student Government Association allocations manual distributed to student organizations and makes changes to financial processes with the approval of the SGA senate.
- Section 3.6:** They shall actively participate in campus committees to ensure that students are represented.
- Section 3.7:** They shall work their posted 3 office hours per week.
- Section 4.0: Secretary-**
- Section 4.1:** They shall execute and oversee daily operations of SGA
- Section 4.2:** They shall maintain SGA records; additions, deletions, or changes to the SGA By-Laws and amendments to the SGA constitution
- Section 4.3:** They shall take minutes at all SGA Executive Council and General Assembly meetings and make them available to students online.
- Section 4.4:** They shall maintain and communicate attendance records for all members
- Section 4.5:** They shall maintain the content on the SGA Website, making sure that all SGA records are publicly available.
- Section 4.6:** They shall actively participate in campus committees to ensure that students are represented.
- Section 4.7:** They shall work their posted 3 office hours per week.
- Section 5.0: Director of Lakeland Activities Board**
- Section 5.1:** Work with the Office of Student Life, SGA, and PCC SAB to plan events and activities for the USFL and PCC students including but not limited to 3W events, Welcome Back Week, Homecoming, Multicultural Fair.
- Section 5.2:** Shall attend Executive Council and General Assembly meetings.
- Section 5.3:** They shall work their posted 3 office hours per week.

Section 6.0: Chair of Senate

Section 6.1: They shall be present at all SGA Senate Meetings

Section 6.2: They shall be very familiar with parliamentary procedure, the SGA By-Laws, and the SGA Constitution; for they will be charged with the task to ensure that meetings are conducted in accordance to those documents.

Section 6.3: They shall assist the Senate Secretary in tallying votes, and in seeing that all Senate business is appropriately executed, i.e. Changes are made to the By-Laws and Constitution.

Section 6.4: They shall coordinate all SGA Senate meetings

Section 7.0: Senator –

Section 7.1: They shall attend all Senate meetings.

Section 7.2: They shall represent and reflect the views of the student body within the college that they represent.

Section 7.3: They shall make themselves available to students with concerns, from within the college that they represent.

Section 8.0: Senate Secretary

Section 8.1: They shall attend all Senate meetings.

Section 8.2: They shall take minutes at all Senate meetings.

Section 8.3: They shall make the minutes available to everyone.

Section 8.4: They shall track absences at all Senate meetings and report the information the Executive Council Secretary.

Section 8.5: They shall assist the Chair of the Senate in tallying votes and in seeing that all Senate business is appropriately executed, i.e. Changes are made to the By-Laws and Constitution.

Section 9.0: The Advisor shall be the Director of Student Life.

Section 9.1: The elected leadership of the SGA will meet with the Director of Student Life to address issues that impact the lives of students at the university. The Director of Student Life, in turn, will work with the SGA leadership to ensure that students' voices are heard by the leadership of the university, that students are represented on appropriate university committees, and that student input is sought by University leadership when making important university decisions.

II: ELECTION PROCEDURES

Section 1.0: Election Process

Section 1.1: The process for election to any SGA office is as follows:

Notice for upcoming elections will be posted four weeks prior to elections.

Executive Council candidates must complete a candidate packet. All candidates for the offices of President and Vice President shall form joint candidacies so that each voter shall cast a single vote for a candidate for President and a candidate for Vice President running together.: Senate candidates must also complete a

candidate packet, including a petition signed by 25 USF Lakeland students (students must have identified USFL as their home campus) who support his/her candidacy.

Applications for officer positions must be returned to the Elections Committee and the Director of Student Life no later than two weeks prior to elections.

All SGA positions are voted on by the entire student body, that have identified USFL as their home campus (1 person, 1 vote), in a spring election. All positions are calendar year long terms.

Section 1.1.1: Elections will be run by the Elections Committee

Section 1.1.2: Elections will be held in the LTB or other student space determined by the Elections Committee. Web based voting may result in changes to the process.

Section 1.1.3: Results will be tabulated by the Director of Student Life or designee and supervised by the Election Committee

Section 1.1.4: A candidate will be declared elected when he/she receives a majority of the votes cast for each particular position.

Section 1.1.5: In the event that no candidate receives a majority of the votes cast in a particular race, there shall be a run-off election between the two candidates receiving the greatest number of votes. Any run-off election shall be publicized for four school days following the election with the run-off held on the fifth school day.

Candidates involved in a run-off election shall be subject to the same campaign rules which governed the initial campaign. However, the deadline for removal of campaign materials will be re-established by the Election Rules Committee.

Section 1.1.6: Results shall be posted within twenty-four hours of election.

Section 1.1.7: Write in candidates shall be permitted.

Section 1.1.8: The Elections Committee will prepare and conduct a mandatory candidacy meeting at least one (91) week before the elections to go over the responsibilities of each officer, the SGA Constitution and By-Laws, and election procedures.

Section 2.0: Campaign Rules and Regulations

Section 2.1: Campaigning will begin after the mandatory candidacy meeting. Campaigning prior to this meeting may result in disqualification.

Section 2.2: Posters will be hung on bulletin boards throughout campus except those designated for use by specific colleges and academic advisors by Student Life staff. This will be coordinated through the Facilities Office. Posters that are placed on classroom doors are based on first-come first-serve and must be placed in the plastic holders. Posters that are already on the classroom doors can not be removed. All posters must be removed immediately following the election.

Section 2.3: Handbills may be distributed throughout the lobbies and halls of LTB, LLC, LAC and Modular buildings, as well as outside.

Section 2.4: Student campaign events may be conducted in the LTB Lobby or the courtyards between 12:00 p.m. and 1:00 p.m. as well as between 5:00 p.m. and 6:00 p.m., except on election days.

Section 2.5: There will be no active campaigning in classrooms during class time unless approved by the course instructor.

- Section 2.6:** No campaigning of any kind will be allowed in the area surrounding poll location as designated by the Elections Committee and the Director of Student Life.
- Section 2.7:** Any violation of the above rules may result in disqualification.
- Section 2.8:** Any candidate who violates any of the election procedures set forth by the Constitution or any other rules established by the Election Rules Committee shall be subject to disqualification. Disqualification of a candidate shall be decided by the Constitution Interpretation Committee.
- Section 2.9:** Any student, candidate, or Student Government member may challenge the election or the actions of the Election Rules committee if they feel that the committee has neglected to run the election fairly or have failed to comply with these Election Procedures. All cases of allegations shall be brought before the Constitution Interpretation Committee., which may take action, i.e. a new election or disqualification of an unqualified candidate or other circumstances which may require impartial solutions.
- Section 2.10:** SGA resources can not be used for campaigning or election process by candidates including but not limited to materials, printer, computer, or being on the time clock.
- Section 2.11:** Personal resources can by used for election/campaign materials.
- Section 3.0: Elections Rules Committee**
- Section 3.1:** The SGA President will appoint a chairperson to the Election Rules Committee. The chairperson will be appointed from the members of SGA, and shall assume the duties of chairperson upon a 2/3 majority vote of the SGA voting members present at General Assembly meeting.
- Section 3.2:** In addition to the chairperson, the Election Rules Committee will consist of at least two other members, who shall be agreed upon a 2/3 majority vote of the SGA voting members present at General Assembly
- Section 3.3:** The Election Rules Committee will be responsible for coordinating all aspects of every SGA campus election, according to the Election Procedures set forth in this document.
- Section 4.0: Resignation and Removal from position**
- Section 4.1:** Resignation: an officer steps down from his/her elected position because he/she is unable to fulfill the duties of the office.
- Section 4.2:** Removal: the President and all other elected officers may be removed from office if they fail to fulfill the responsibilities of their elected position, fail to attend the required number of semester SGA/Senate meetings, or engage in behaviors unbecoming an Executive Board member or Senator.
- Section 4.3:** Any member of the Senate or the student body may initiate the impeachment of such an officer by filing a formal complaint with the Constitution Interpretation Committee
- Section 4.4:** There will be a period of one week between the time of the filing of the complaint and the impeachment hearing. In the event that a regular SGA meeting does not fall in the one week time frame, a special meeting will be called.
- Section 4.5:** The student will then have the responsibility of presenting his/her case before the General Assembly.

Section 4.6: An equal amount of time will be allocated for the member in question, to present his/her case, and answer questions.

Section 4.7: Upon completion of the hearing, a 2/3 vote of the members of the General Assembly seated will result in the removal of the officer from his/her office.

Section 4.8: If an elected member of the SGA is unseated by the General Assembly, he/she cannot be re-elected or appointed to office during the same school year.

Section 5.0: Filling of Vacancies

In the event of vacancies the following procedure will be followed:

Section 5.1: College seats that become vacant will be filled when a qualified student from that college fulfills the following requirements: presents to SGA a candidates packet and a petition with twenty five signatures of students from that college

Section 5.2: Signatures must be verified by the Office of Student Life. After verification of the petition, the candidate shall assume office upon 2/3 majority vote of the SGA voting members present at a General Assembly meeting

Section 5.3: If the office is contested, the candidates will be presented to Student Government and upon a majority vote of the Student Government voting members present.

Section 5.4: In the case of a vacancy in the Executive Council, applications will be available to the student body to complete and the candidate will be appointed by the SGA President. If the vacancy is in the role of President, the Vice-President automatically succeeds to President.

Section 5.4: No SGA elected/appointed officer can hold more than one (1) SGA office at a time.

Section 6.0 Recalls

Section 6.1: A recall election may be called at any time during an academic semester and will be handled by the Elections Committee.

Section 6.2: Any Student enrolled at the University of South Florida, Lakeland Campus, can initiate a recall petition in accordance with the Student Body Constitution.

Section 6.3: The recall election shall be held no later than 2 weeks after the individual recalling the officer has submitted all appropriate materials necessary to hold a recall election to Election Committee.

Section 6.4: The official ballot shall state the name of the Student Government Officer of the official in question followed by, in no more than 200 words, the reasons for demanding recall of the Officer as set forth in the recall petition.

Section 6.5: The official ballot shall also include a rebuttal from the Officer being recalled. This rebuttal shall not be longer than 200 words.

Section 6.6: The reasons for the recall and the rebuttal from the officer being recalled shall be published at least one week prior to the Recall Election.

Section 6.7: A majority of the Electorate voting in the Recall Election shall lead to the removal of the Officer.

Section 6.8: Election Committee and Director of Student Life shall be responsible for certification of the election within 24 hours of the close of the election.

III: STUDENT ORGANIZATION

Section 1.0: Any USF Lakeland student(s) who has identified USFL as their home campus can register a new student organization with the Student Life office according to their rules and procedures. Student Government may grant funding to student organization on a provisional basis until such time as their official university recognition is granted, according to the Financial Procedures Act.

ARTICLE IV: FINANCIAL PROCEDURES ACT

Section 1: Budget Code.

Section 1.1: Student Government will formulate policy and procedure pertaining to all student activities, functions, and benefits funded by Activity and Service Fees monies, in accordance with Activity and Service Fee guidelines dictated by the Florida State Legislature and other regulatory bodies. Student Government shall be the regulatory body dispensing Activity and Service Fee monies at USF Lakeland, to include all such Activity and Service Fee monies generated by USF Lakeland

Section 2: Budget Committee Membership.

Section 2.1: The budget Committee shall be chaired by the Treasurer. There shall be at least two members on the Budget Committee; they shall be appointed by the chairperson from within the members of Student Government Association and be approved by the Student Government President.

Section 2.2: The in-coming treasurer-elect shall assist the out-going treasurer and Budget Committee in the preparation of the new fiscal budget.

Section 3: Budget Request Forms.

Section 3.1: All student organizations shall present the appropriate Budget Request forms to the Student Government General Assembly. Forms must be in by the designated deadline given by the Budget Committee at the beginning of the academic year to the student organizations. Forms will be made available electronically and should be submitted electronically when at all possible.

Section 3.2: All other recipients of Activity and Service Fees monies (other than student organizations) will present the appropriate Budget Request forms to the Student Government General Assembly by the designated deadline to be considered for an allocation for the fiscal year of July 1 through June 30.

Section 4: Budget Guidelines.

Section 4.1: All Budget Requests will be itemized. Requests will be evaluated in accordance with the Budget Guidelines (below) and then forwarded to Student Government with a specific allocation proposal. Non-itemized budget requests will be returned with no action taken.

1. The nature and expense of the proposed activities.
2. The request in proportion to the funding of other Activity and Service Fee funded activities to its own most previous allocations.
3. The past stability and productivity of the Activity and Service Fee recipient.
4. The benefit of the proposed activities to the student body, the university, and to the community.
5. Any cover letter or additional data, which may be made available by the Activity and Service Fee recipient.
6. Regarding student organizations: The number of current student members, the number of persons in attendance at the past activities, which are most similar to the proposed activities, and/or the estimated attendance for the proposed activities.

Section 5. Budget Process

Section 5.1: Requests for additional Activity and Service Fee monies will be subject to the approval of Student Government Association. Budget Request forms will be presented to the Student Government Budget Committee. The Chairman will determine the appropriateness and practicality of all requests for Activities and Service Fee allocations prior to submitting requests to the Student Government body for consideration.

Section 5.1.1: The Budget Committee chairperson will present requests to Student Government General Assembly. The chairperson will at that time make a recommendation to Student Government on behalf of the Budget Committee. The General Assembly will approve any requests by a majority vote of the SGA members present at that meeting.

Section: 5.1.2: The Student Government Treasurer may request to review all cash vouchers, payments in all forms, and requests for disbursements of Activity and Service Fee monies exceeding \$200.00.

Section 5.1.3: If justified, Student Government may reallocate any Activity and Service Fee funds, with the exception of Student Government budget line positions.

Article V: Initiative and Referendum

Section 1.1: Any student enrolled at the University of South Florida, Lakeland Campus, can call for an Initiative and Referendum in accordance with the Student Body Constitution.

Section 1.2: Should a student acquire the necessary signatures to get the Initiative on the ballot then a Referendum Election shall be held.

Section 1.3: A Referendum Election may be called at any time during an academic semester and will be handled by the Election Committee.

Section 1.4: The Referendum Election shall be held no later than 2 weeks after the individual calling the referendum has submitted all appropriate materials necessary to hold a Referendum Election to Election Committee.

Section 1.5: The official ballot shall state the Initiative which was submitted by the student and approved by the Electorate.

- Section 1.6:** The official ballot shall also include a statement, not to exceed 200 words, explaining the reason for bringing forth the Initiative.
- Section 1.7:** The Initiative as well as the reason for bringing forth the Initiative shall be published at least one week prior to the Referendum Election.
- Section 1.8:** A majority of the Electorate voting in the Referendum Election shall lead to the Initiative becoming law. The Student Body President does not have the authority to veto an Initiative which has been approved by the Electorate.
- Section 1.9:** Election Committee and Director of Student Life shall be responsible for certification of the election within 24 hours of the close of the election.