CALL TO ORDER/ROLL CALL ................................................................. Jay Patel, Chair

CHAIR’S GREETINGS ...................................................................... Jay Patel

ACTION ITEM(S):
1. Approval of 2015 Florida Educational Equity Act Report
2. Approval of SGA Internal Auditing Procedures and Recommend Delegation of Authority
to Vice President for Student Affairs to Review and Approve Subsequent Amendments
to Said Operating Procedures

INFORMATION ITEM(S):
1. Housing Update
2. Student Green Fee Update

OTHER COMMITTEE BUSINESS:

ADJOURNMENT
UWF Board of Trustees  
Student Affairs Committee

Issue: 2015 Florida Educational Equity Act Report

Proposed Action: Approve

Background Information: The Florida Education Equity Act Report is completed annually by each Florida public university and includes information on the University’s progress in implementing strategic initiatives related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each University’s Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors. The Student Enrollment and Employment reporting focuses on females and members of specified racial/ethnic groups. The Athletics portion of the report focuses on gender equity on the basis of Accommodation of Interests and Abilities. The 2015 Florida Education Equity Report is based on 2013-2014 data.

In 2014, a UWF Student Diversity Goals committee was formed. The purpose of this committee was to collectively set student diversity goals for the annual Florida Equity Report. The committee is composed of university employees such as the Chief Diversity Officer, the Assistant Vice President of Enrollment Affairs, and the Director of Student Retention. This Committee met several times throughout 2014. As a result, the student diversity goals were changed to three-year goals that will now cover the 2014/2015, 2015/2016, and 2016/2017 Academic Years (“AY”). The three-year goals will better correlate to the University’s comprehensive Diversity Plan (2014-2017).

Recommendation: Approve
Implementation Plan: N/A
Fiscal Implications: N/A

Supporting documents: 2015 Florida Education Equity Act Report and Powerpoint Presentation

Prepared & Presented by: Karen Rentz, PHR  
Director – Office of Equal Opportunity & Compliance  
Title IX Coordinator/Equal Opportunity Officer  
(850) 474-2175  
krentz@uwf.edu
2015 Florida Equity Report

Enrollment, Gender Equity in Athletics, and Employment

Data Year: 2013 - 2014

Approved by the University Board of Trustees
June 23, 2015

Approved by Dr. Judith Bense, University President
June 23, 2015

Submitted by:
Karen Rentz, PHR
Director – Office of Equal Opportunity & Compliance
University of West Florida
11000 University Parkway
Building 20E
Pensacola, Florida 32514
(850) 474-2175
krentz@uwf.edu
2015 FLORIDA EQUITY REPORT

Data Year: 2013 - 2014

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PART 1. EXECUTIVE SUMMARY

Background Information

The Florida Education Equity Act Report is completed annually by each Florida public university and includes information on the University’s progress in implementing strategic initiatives related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each University’s Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors.

The University of West Florida’s 2015 Florida Education Equity Report is based on 2013-2014 data. Discussion in this report referring to “this year” indicates 2013-2014 data, and discussion referring to “last year” indicates 2012-2013 data.

The University of West Florida (UWF) submits the 2015 Florida Educational Equity Act Report which identifies, measures, and enhances UWF’s progress toward appropriate gender and racial representation. This report celebrates our successes and outlines our goals for areas in which we can improve the diversity of our campus community. The Student Enrollment and Employment reporting focuses on females and members of specified racial/ethnic groups. The Athletics portion of the report focuses on gender equity on the basis of Accommodation of Interests and Abilities.

Prior to Summer 2010, the protected classes were Black (B), non-Hispanic; Hispanic (H); Asian/Pacific Islander (A/PI); and American Indian/Alaska Native (AI/AN). Beginning Summer 2010, the Board of Education revised the racial classes to be used in this report. Asian/Pacific Islander (A/PI) became Asian (A). A new category of Native Hawaiian or Other Pacific Islander (NH/OPI) was added. In addition, individuals now have the ability to designate themselves as two or more races. Individuals are counted only once per category.

In 2014, a UWF Student Diversity Goals committee was formed. The purpose of this committee was to collectively set student diversity goals for the annual Florida Equity Report. The committee is composed of university employees such as the Chief Diversity Officer, the Assistant Vice President of Enrollment Affairs, and the Director of Student Retention. This Committee met several times throughout 2014. As a result, the student diversity goals were changed to three-year goals that will now cover the 2014/2015, 2015/2016, and 2016/2017 Academic Years (“AY”). The three-year goals will better correlate to the University’s comprehensive Diversity Plan (2014-2017).

The Office of Equal Opportunity & Compliance gathered information for this report from the following areas: Institutional Research and Effectiveness Support, Research and Sponsored Programs, Enrollment Services, Academic Affairs, Student Affairs, and Intercollegiate Athletics.
Student Enrollment  Data Year: 2013-2014

The University of West Florida excels in female representation in student enrollment and has a diverse minority representation. At the University, out of the 1,957 Bachelor’s degrees received this year, 1,220 of them were received by females (62%) and 500 by minorities (26%). Out of the 630 Master’s and Specialist’s degrees received, 403 were received by females (64%) and 159 were minorities (25%). Also, out of the 23 Doctoral degrees awarded, 15 of them were received by females (65%) and six were minorities (26%).

Chart 1: Among Full-Time First-Time-in-College Enrollment, diversity increased among Asian students, Hispanic students, Native Hawaiian/Other Pacific Islander students, students who classified themselves as two or more races, and female students.

Chart 2: Among Full-Time College System A.A. Transfers diversity increased among Native Hawaiian/Other Pacific Islander students.

Chart 3: Retention of Full-Time First Time in College (FTIC) students increased among Black students, American Indian/Alaska Native students, Asian students, Hispanic students, Native Hawaiian/Other Pacific Islander students, and female students.

Chart 4: Graduation Rate of Full-Time FTICs after six years increase Black students, American Indian/Alaska Native students, Asian students, Hispanic students, and female students.

Chart 5: Bachelor’s Degrees Awarded showed a diversity increase of degrees awarded to Black students, Hispanic students, and students who identified themselves as two or more races. The University saw increases in Bachelor’s degrees awarded to female students in the following race categories: Black, American Indian/Alaska Native, Hispanic, and two or more races.

Chart 6: Master’s Degrees and Specialist Degrees Awarded showed an increase of degrees awarded to female students, Black students, Asian students, and Native Hawaiian/Other Pacific Islander students.

Chart 7: Doctoral Degrees Awarded showed an increase in degrees awarded to female students.

Gender Equity in Athletics

The University of West Florida’s gender equity in athletics program was effective for the report period. There were eight sports for female students and six sports for male students. While no specific areas of improvement are suggested by the 2013-2014 data, there is significant planning underway to advance UWF athletics. Intercollegiate Athletics seeks to develop the resources to proactively address implications for compliance thresholds and to ensure that the accommodation of interest and abilities in athletics is maintained.
**Employment**

**Chart 1:** Diversity increases were seen in *Tenured Faculty* among female faculty, American Indian/Alaska Native faculty, and Hispanic faculty.

**Chart 2:** Diversity increases were seen in *Tenure-Track Faculty* among female faculty and Black faculty.

**Chart 3:** Among *Non-Tenure-Earning Faculty*, four non-tenure-earning faculty positions were filled by Black faculty, an Asian faculty, a Hispanic faculty, and a faculty identifying themselves as two or more races. In addition, three of those four faculty positions were female faculty.

**Chart 4:** Among *Executive/Administrative/Managerial Staff*, diversity increased among female staff and Black staff.

The University of West Florida’s strategies for achieving diversity goals included the following action-oriented programs: Utilized an online recruiting and hiring process to increase the University’s visibility to applicants for employment; requires hiring managers to advertise in diversity-focused periodicals and discipline-specific journals; extended application deadlines and recommended additional diverse advertising on a case-by-case basis for job searches that had not resulted in a diverse pool of applicants; instituted additional outreach programs such as job fairs targeted to diverse applicants to recruit females, minorities, individuals with disabilities and veterans; identified the essential functions of positions and the skills and knowledge needed to carry out those functions before interviewing for positions; control for bias in the employment process by requiring that search committees represent gender and racial diversity; monitored selection procedures and applicant pool representation to ensure diversity in employment searches; continued to fund the John C. Pace Symposium series for outstanding diverse scholars to provide seminars and lectures at the University; listed student employment opportunities on the University’s online recruitment system; complied with requirements of the Office of Federal Contract Compliance Program’s Uniform Guidelines on Employee Selection Procedures; included access, equal opportunity and diversity factors in the strategic planning process; and provided the tuition waivers to faculty and staff.

**Budget Plan**

UWF requires hiring managers to advertise each job posting in publications targeted to females and minority populations. The University has been successful in increasing exposure of its position openings to females and minorities in the hiring market, and this will continue to be a priority.

UWF will continue multicultural/diversity training and grant opportunities. Funding is available for full-time faculty and staff to travel to obtain training on multiculturalism/diversity issues.
Attendees share their knowledge by presenting what they have learned to the campus community.

The President’s Award for Leadership in Diversity is provided annually to recognize the following: Demonstrated leadership and/or evidence of extensive, sustained participation in integrating issues of multiculturalism, diversity, or cross-cultural achievements in teaching, university service, or community service activities. Demonstrated leadership and/or evidence of personal engagement in the dissemination of information, or the implementation of events or activities that seek to enhance cross-cultural understanding and inclusion of people from under-represented groups in terms of ethnicity, race, gender, and/or socioeconomic status. Awards are given to a degree-seeking student, a faculty member, and a staff member.
PART II: POLICIES AND PROCEDURES IN SUPPORT OF EQUITY

P-13.03-05/10 - Policy Prohibiting Discrimination, Harassment, and Retaliation:
http://uwf.edu/media/university-of-west-florida/offices/hr/documents/Policy-Prohibiting-Discrimination.pdf

Procedure for Investigation and Disposition of Formal Complaints of Discrimination, Harassment, or Retaliation:
http://uwf.edu/media/university-of-west-florida/offices/hr/documents/Investigation-Procedure.pdf

P-14.01-11/13 - Sexual Misconduct, and Gender-Based Discrimination Policy:
http://uwf.edu/media/university-of-west-florida/offices/hr/documents/P14-01.pdf
(NOTE: This policy was updated in early 2015. The updated policy will be linked in next year’s Equity Report)

HR-20.00-2004/07 - Recruitment, Selection, and Appointment:
https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=949

The University’s primary policy in support of equity is the Policy Prohibiting Discrimination, Harassment, and Retaliation (P-13.03). This policy was amended in May 2010, to broaden the definition of “gender” to encompass not only sex but also gender identity. This policy is posted on physical bulletin boards located throughout campus as well as the Human Resources Department’s electronic bulletin board on the Human Resources website. In 2015, this policy will be updated to reflect federal regulation changes and improve the process of how the University conducts discrimination and harassment investigations.

A statement of the University’s commitment to equal opportunity is included on contracts and on a brochure given to new employees. Equal opportunity workshops are required, along with information accessible from several departmental web sites.

Legend to racial codes used throughout this report:

B – Black or African American
H – Hispanic
A – Asian
NH/OPI – Native Hawaiian or Other Pacific Islander
AI/AN – American Indian/Alaska Native
>Two – Two or more races
Unk - Unknown
PART III: ACADEMIC PROGRAM REVIEWS

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Source: IPEDS 2013-14 Part A, Fall enrollment by race, ethnicity, and sex. Column 1, First time students

Diversity enrollment numbers increased for Asian students, Hispanic students, and Native Hawaiian/Other Pacific Islander students. Students who classified themselves as two or more races also increased. Last year there were 746 FTIC female students and this year there were 790 FTIC female students. Therefore, when compared to last year’s FTIC student numbers, this year’s FTIC female students increased by 1%. Out of the total number of FTIC students, 57% were female and over 32% were minorities.

Three-year Diversity Goals for this category:

- Black students, 2 percentage points
- American Indian/Alaska Native students, none
- Asian students, 2 percentage points
- Hispanic students, 2 percentage points
- Native Hawaiian/Other Pacific Islander students, none
Diversity increased among Native Hawaiian/Other Pacific Islander female students by one. Out of the 301 total transfer students, 61% were female and over 27% were minority students.

Three-year Diversity Goals for this category:

- Black students, 3 percentage points
- American Indian/Alaska Native students, none
- Asian students, 9 percentage points
- Hispanic students, 2 percentage points
- Native Hawaiian/Other Pacific Islander students, none
Retention percentages from the previous year’s retention percentages increased among Black students, American Indian/Alaska Native students, Asian students, Hispanic students, Native Hawaiian/Other Pacific Islander students and female students. Out of total number students retained after one year, 58% were female students and over 35% were minority students.

Three-year Diversity Goals for this category:

- Black students, 1 percentage point
- American Indian/Alaska Native students, none
- Asian students, 1 percentage point
- Hispanic students, 1 percentage point
- Native Hawaiian/Other Pacific Islander students, none

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<td>61</td>
<td>17</td>
<td>564</td>
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<td>78.0%</td>
<td>66.7%</td>
<td>100.0%</td>
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<td>58.6%</td>
<td>76.6%</td>
<td>70.5%</td>
<td>73.9%</td>
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Source: Local File
The number and percentage of Black students, American Indian/Alaska Native students, Asian students, Hispanic students, and female students who were retained after six years increased.

Three-year Diversity Goals for this category:

- Black students, 2 percentage points
- American Indian/Alaska Native students, none
- Asian students, 1 percentage point
- Hispanic students, 1 percentage point
- Native Hawaiian/Other Pacific Islander students, none
Compared to last year, the total number of Bachelor degrees awarded to Black students, Hispanic students, and students who identified themselves as two or more races increased. Additionally, the number of Black female students, American Indian/Alaska native female students, Hispanic female students, and female students who identified themselves as two or more races increased.

Three-year Diversity Goals for this category:

- Black students, 1 percentage point
- American Indian/Alaska Native students, none
- Asian students, 1 percentage point
- Hispanic students, 2 percentage points
- Native Hawaiian/Other Pacific Islander students, none

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Source: IPEDS Completions 2014-15 report (degrees awarded AY 2013-14), GRAND TOTAL BY FIRST MAJOR, Bachelor’s degrees. Chart for 99.0000, all disciplines.
When compared to last year, this year’s number of Master degrees awarded to female students increased by 55. That is a 2% increase. Diversity also increased for Black students, Asian students, and Native Hawaiian/Other Pacific Islander students. Female students represented 64% of the total number of Master degrees awarded, while more than 22% of the total Master degrees awarded were awarded to Minority students.

Three-year Diversity Goals for this category:

- Black students, 3 percentage points
- American Indian/Alaska Native students, none
- Asian students, 2 percentage points
- Hispanic students, 3 percentage points
- Native Hawaiian/Other Pacific Islander students, none
Chart 7. Doctoral Degrees Awarded, AY 2013 - 2014

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Last year, 12 Doctoral degrees were awarded to female students, while this year 15 Doctoral degrees were awarded to female students. Over 65% of the total Doctoral degrees awarded were awarded to female students. Out of the total Doctoral degrees awarded, three went to Black students, three went to American Indian/Alaska Native students, and one went to a Hispanic student. Therefore, 30% of the Doctoral degrees awarded went to minority students.

Three-year Diversity Goals for this category:

- Black students, 1 percentage point
- American Indian/Alaska Native students, none
- Asian students, 1 percentage point
- Hispanic students, 1 percentage point
- Native Hawaiian/Other Pacific Islander students, none

Chart 8. First Professional Degrees Awarded, AY 2013-2014

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<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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</table>

Category % of Total

|      | NRA | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Source: The University of West Florida does not offer First Professional Degrees.

The University of West Florida does not offer First Professional degrees.
ACADEMIC PROGRAM REVIEWS – STUDENT SERVICES

Student Services at the University of West Florida are available to all students without regard to age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation, and veteran status. Student Services include:

1) Academic Advising
   Academic advising is required for all freshmen and transfer students. Incoming freshmen and sophomores receive advising at The University Advising Center. Students are assigned an academic advisor to assist with program planning, course, and major selection. Students are encouraged to meet with their academic advisors each semester to assure that they are fulfilling their degree requirements. Advisors work to build partnerships with the students and assure that students understand their responsibilities. Advisors help students choose or change a major, make students aware of graduation requirements, and interpret academic policy. Degree-seeking junior, senior, and graduate students are assigned faculty advisors by the department housing the program in which the student is majoring. Academic advising is also offered to students in the University’s Honors and Student Success Programs tailored specifically to meet the needs of students in these special programs.

2) Admission to Academic Program
   UWF encourages applications from qualified persons and does not discriminate on the basis of age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation, or veteran status.

3) The Student Disability Resource Center (SDRC)
   The Student Disability Resource Center (SDRC) works with students and faculty to help make UWF an accessible learning environment in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The SDRC offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, ADHD, psychiatric conditions, and medical disabilities. SDRC services include the following accommodations:
   - Scribes
   - Escorts
   - Sign Language Interpreting services
   - Transcription
   - Electronic textbooks
   - Support for waiver of graduation requirements (when appropriate)
   - Note takers
   - Readers
   - Adjustable desk/chair
   - Assistive listening device
· Enlarged print
· Use of recorder
· Adaptive software
· Audio books
· Extended testing time
· Separate testing space
· Other accommodations as appropriate based on documentation

4) Health Services

The Student Health Center provides medical care for currently-enrolled students. The Student Health Center strives to provide high-quality primary health care, health education, and prevention services to a culturally-diverse student population through education and motivation for students to become full participants in their own health. This supports the University’s commitment to promote academic success and personal development.

The University’s Counseling and Wellness Services Office consists of two departments that work collaboratively to create a culture at the University in which students strive for mental and physical health. Services include counseling and therapy to help students manage, cope, and grow with the stress associated with college and life. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to develop in ways that will allow them to take advantage of the University’s educational opportunities. Counseling Services provides confidential personal, vocational, and couples counseling to students at no charge. Psychologists assist students with issues such as depression, test anxiety, vocational indecision, relationship difficulties, sexual dysfunction, interpersonal conflict, identity confusion, substance abuse, stress management, and other personal difficulties which may impede a student’s academic progress. Workshops are offered on various topics including stress and time management, romantic relationships, interpersonal and personal functioning, and vocational development.

Wellness Services provides workshops, awareness events, health marketing campaigns, and other educational programming in the areas of alcohol and other drug abuse/misuse prevention, STI/HIV prevention and sexual health promotion, and sexual assault prevention and risk reduction. All UWF faculty, staff, and students can request that the programs be presented to a class, residence hall, or organization. Wellness Services also coordinates the UWF Peer Educators program to promote student-driven health efforts which provide opportunities for students to help other students by promoting a student culture of kindness, responsibility, compassion, and respect.

The University has a 19,832 square-foot, state-of-the-art Health and Wellness Center on the main campus. This facility is a one-stop-shop for students’ health and wellness needs. The center contains seven treatment rooms, two observation/treatment rooms, and a procedure room, which increases the number of students who can be treated.
each day. Since the new facility opened in 2011, the available counseling spaces have nearly tripled. The center includes exterior plazas, an open glass lobby, and a roof garden. The building design and construction was certified to the U.S. Green Building Council LEED Silver level. Leadership in Energy and Environmental Design (LEED) Green Building Rating System is a benchmark for the design, construction, and operation of high performance green buildings that promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.

5) Club and Intramural Sports
The mission of UWF’s Intramural Sports program is to provide students, faculty, and staff with an opportunity to participate in a variety of competitive recreational sports in a safe environment; to promote and provide quality service, facilities, and equipment; to facilitate an opportunity for enjoyable experiences; to nurture and celebrate the wholesome and worthwhile use of leisure, healthy lifestyles, and wellness; and to create opportunities for the growth and development of all participants.

The Sport Club Program offers participants a wide range of recreational, instructional, or competitive teams to bridge the gap between intramural sports and intercollegiate athletics. Participants with similar interests are given the opportunity to work together on a team in an organized recreational activity. Teams are then offered the chance to practice and compete at a specialized level and clubs are given an opportunity to shape their own unique atmosphere. Membership in any sport club is open to all current University of West Florida students. Each club welcomes new members with no requirement to try-out for teams.

6) Student Financial Assistance
The mission of the Financial Aid Office is to help eligible students meet educational costs while attending UWF. A comprehensive program of scholarships, grants, part-time employment, and loans are available through federal, state and university funds. In cases where a student demonstrates extensive need, a combination of several types of aid may be extended, provided funds are available.

7) Housing
Through the responsible management of all resources, the Department of Housing and Residence Life strives to create a living and learning environment which offers support and assistance to maximize educational opportunities to a diverse resident student population. Students living in campus housing are governed by a housing contract that includes Conditions and Responsibilities of Residents. Each student is responsible for knowing and observing UWF’s regulations and policies as set forth in official UWF publications including, but not limited to, the UWF Housing Handbook and the UWF Student Handbook. The Standards for Community Living section of the UWF Student Handbook states the following:
“The University of West Florida is a community of people from diverse cultural, racial, economic, and ethnic backgrounds; each person is a unique individual, drawn from a broad spectrum of our society. We strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. In addition, we must give others the respect and tolerance which we ourselves deserve. The principle of free exchange and inquiry is fundamental to the educational process. The University of West Florida’s Department of Housing and Residence Life is committed to the principles of free inquiry and free expression. We believe individuals have the right to hold, defend and express their ideas and opinions. In order to sustain these principles, we must, at all times, tolerate the expression of views that we may find different. While each of us has the right to our own personal beliefs, these beliefs do not give us the right to put down others on the basis of their age, physical disability, nation of origin, sexual orientation, race, gender, or religious affiliation.”

UWF Housing spaces are assigned without regard to race, color, religion, national origin, sexual orientation or age. Housing and Residence Life provides accommodations for students with disabilities, and students with documented disabilities may request reasonable accommodation through the Student Disability Resource Center (SDRC). Following are examples of accommodations that the SDRC has made in collaboration with Housing and Residence Life for students with disabilities who live in University residence halls:

- Single occupancy rooms
- Separate refrigerators
- Personal Care Attendance access to residence halls
- Handicap accessible showers & rooms
- First floor rooms
- Locks for refrigerators
- Bringing own bed/mattress
- Adjustable shelves
- Service animals in residence halls
- Waiver of Meal Plans (when appropriate and in collaboration with Dining Services).

8) Student Employment and Personnel

The University of West Florida is an Equal Opportunity/Equal Access/Affirmative Action institution. UWF seeks excellence through diversity among its administrators, faculty, staff, and students. UWF prohibits discrimination on the basis of race, color, religion, gender (both sex and gender identity), age, national origin, sexual orientation, disability, veteran status, or marital status. In an effort to increase the quality of student campus
life and support services, the Human Resources Department has incorporated the recruitment of student employees in the University’s recruiting software (“PA7”). Numerous part-time, on-campus student employment opportunities are available in departmental offices and facilities. Student employment can range from jobs that require no special skills, previous training, or work experience to professional-level work requiring knowledge gained through completion of a bachelor’s degree. Student work schedules are tailored so as not to interfere with class schedules.

In 2012, The President’s Council on Diversity and Inclusion was created to advise the President and the administration of The University of West Florida on matters related to diversity and inclusion. The Council includes members of the UWF community and the regional community. In late-2013, the University hired a Chief Diversity Officer (CDO). Using a combination of institutional data and survey data, the Council worked with the Chief Diversity Officer to identify five overarching goals that the University will work to achieve over the course of the next three years (2014 – 2017). The full plan outlines strategies and a timeline for achieving them as well as those units responsible for implementation. The CDO works closely with the appropriate units across campus to establish metrics to determine our success. The University’s Diversity Plan can be found at the following link:  http://uwf.edu/media/university-of-west-florida/offices/equity-diversity--international-affairs/DiversityPlan14-17.pdf

In addition, the University has an Office of Career Services to promote experiential learning and professional development for students and to expand and facilitate access to quality career opportunities for students. The mission of Career Services is to educate and empower UWF Students/Alumni in the career development process by providing opportunities for experiential learning, civic engagement, service and employment. Services, programs, and assistance are offered to all UWF students without regard to race, color, religion, gender (sex and gender identity), age, national origin, sexual orientation, disability, veteran status, or marital status.

10) Educational and Work Environment

The University of West Florida is a public university based in Northwest Florida with multiple instructional sites and a strong virtual presence. UWF’s mission is to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service; and to engage in community partnerships that respond to mutual concerns and opportunities and that advance the economy and quality of life in the region. UWF is committed to planning and investing strategically to enhance student access and educational attainment; to build on existing strengths and develop distinctive academic and research programs and services that respond to identified regional and state needs; and to support highly qualified faculty and staff who engage students in rigorous, high-impact, student-oriented learning experiences that enhance personal and professional development and empower alumni
to contribute responsibly and creatively to a complex 21st Century global society. UWF aspires to be widely recognized as a model of excellence and relevance, sought out as a distinctive intellectual and cultural center, valued as an engaged partner, and acclaimed for being “different by design.”
### Chart 1. Gender Equity in Athletics Update

<table>
<thead>
<tr>
<th>Element</th>
<th>Assessment</th>
<th>Area for Improvement? (check if yes and describe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sports offerings</td>
<td>8 women’s sports 6 men’s sports</td>
<td></td>
</tr>
<tr>
<td>2. Participation rates, male and female, compared with full-time undergraduate enrollment</td>
<td><strong>Student Athletes:</strong> Male 124 Female 134 - 48%/52% <strong>Student Enrollment:</strong> Male 3,227 Female 4,237 - 43%/57%</td>
<td></td>
</tr>
<tr>
<td>3. Availability of facilities, <em>defined as locker room, practice, and competitive facilities</em></td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>4. Scholarship offerings for athletes</td>
<td>Male: $824,500 (40%) Female: $1,216,150 (60%)</td>
<td></td>
</tr>
<tr>
<td>5. Funds allocated for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) the athletic program as a whole</td>
<td>$6,827,680</td>
<td></td>
</tr>
<tr>
<td>b) administration</td>
<td>$533,863 shared equally by all sports programs</td>
<td></td>
</tr>
<tr>
<td>c) travel and per diem allowances</td>
<td><strong>Male:</strong> $193,000 (44%) <strong>Female:</strong> $245,000 (56%)</td>
<td></td>
</tr>
<tr>
<td>d) recruitment</td>
<td><strong>Male:</strong> $23,000 (44%) <strong>Female:</strong> $29,500 (56%)</td>
<td></td>
</tr>
<tr>
<td>e) comparable coaching</td>
<td><strong>Male:</strong> 6.00 FTE Head Coaches and 6.32 FTE Assistant Coaches <strong>Female:</strong> 7.00 FTE Head Coaches and 5.48 FTE Assistant Coaches</td>
<td></td>
</tr>
<tr>
<td>f) publicity and promotion</td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>g) other support costs</td>
<td>$526,752</td>
<td></td>
</tr>
<tr>
<td>6. Provision of equipment and supplies</td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>7. Scheduling of games and practice times</td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>8. Opportunities to receive tutoring</td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>9. Compensation of coaches and tutors</td>
<td>$3,210 Tutors (for all athletes) <strong>Male:</strong> $511,677 Head Coaches and $185,534 Assistant Coaches <strong>Female:</strong> $573,308 Head Coaches and $187,854 Assistant Coaches</td>
<td></td>
</tr>
<tr>
<td>10. Medical and training services</td>
<td>Equitable</td>
<td></td>
</tr>
<tr>
<td>11. Housing and dining facilities and services</td>
<td>Equitable</td>
<td></td>
</tr>
</tbody>
</table>
Chart 2: Gender Equity in Athletics – Areas for Improvement

<table>
<thead>
<tr>
<th>Areas for Improvement</th>
<th>Program for Improvement</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Identified</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Check one basis below for assuring that the University is in compliance with the Florida Educational Equity Act:

- Accommodation of Interest and Abilities
- Substantial Proportionality
- History and Practice of Expansion of Sports
**PART V: EMPLOYMENT REPRESENTATION**

**Chart 1. Tenured Faculty**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Number, Fall 2014</td>
<td>5</td>
<td>3</td>
<td>14</td>
<td>N/A</td>
<td>3</td>
<td>121</td>
<td>1</td>
<td>51</td>
<td>147</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number, Fall 2013</td>
<td>5</td>
<td>3</td>
<td>13</td>
<td>N/A</td>
<td>3</td>
<td>121</td>
<td></td>
<td>49</td>
<td>145</td>
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<tr>
<td>Percentage Change From Fall 2013</td>
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<td>0.0%</td>
<td>7.7%</td>
<td>0.0%</td>
<td>N/A</td>
<td>0.0%</td>
<td>N/A</td>
<td>4.1%</td>
<td>1.4%</td>
<td></td>
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</tr>
<tr>
<td>Number, Fall 2009</td>
<td>5</td>
<td>2</td>
<td>N/A</td>
<td>14</td>
<td>1</td>
<td>N/A</td>
<td>132</td>
<td>N/A</td>
<td>1</td>
<td>49</td>
<td>157</td>
<td></td>
</tr>
<tr>
<td>Percentage Change From Fall 2009</td>
<td>N/A</td>
<td>0.0%</td>
<td>50.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>200.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>-9.7%</td>
<td>4.1%</td>
<td>-6.4%</td>
<td></td>
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</tbody>
</table>


From 2009 to 2014, tenured faculty diversity increased for American Indian/Alaska Native faculty, Hispanic faculty, and female faculty. From Fall 2013 to Fall 2014, tenured faculty increased for Asian faculty and female faculty.
From 2009 to 2014, the percentage of Hispanic tenure-track faculty and female tenure-track faculty increase. From Fall 2013 to Fall 2014 the number of Black tenure-track faculty increased by one. In Fall 2009, female tenure-track faculty represented 44% of the total number of tenure track faculty. In Fall 2014, 49% of the total number of tenure track faculty were female. This represents an increase in diversity.

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<tbody>
<tr>
<td>Number, Fall 2014</td>
<td>5</td>
<td>7</td>
<td>N/A</td>
<td>3</td>
<td>63</td>
<td>1</td>
<td>1</td>
<td>39</td>
<td>79</td>
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<tr>
<td>Number, Fall 2013</td>
<td>4</td>
<td>7</td>
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<td>3</td>
<td>62</td>
<td>2</td>
<td>2</td>
<td>42</td>
<td>78</td>
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<tr>
<td>Percentage Change From Fall 2013 to 2014</td>
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<td>40.0%</td>
<td>N/A</td>
<td>0.0%</td>
<td>N/A</td>
<td>1.6%</td>
<td>N/A</td>
<td>50.0%</td>
<td>-7.1%</td>
<td>1.3%</td>
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<tr>
<td>Number, Fall 2009</td>
<td>5</td>
<td>N/A</td>
<td>7</td>
<td>1</td>
<td>N/A</td>
<td>42</td>
<td>N/A</td>
<td>2</td>
<td>25</td>
<td>57</td>
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<tr>
<td>Percentage Change From Fall 2009 to 2014</td>
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<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>200.0%</td>
<td>N/A</td>
<td>50.0%</td>
<td>N/A</td>
<td>-50.0%</td>
<td>56.0%</td>
<td>38.6%</td>
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</thead>
<tbody>
<tr>
<td>Number, Fall 2014</td>
<td>7</td>
<td>2</td>
<td>N/A</td>
<td>3</td>
<td>78</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>55</td>
<td>93</td>
<td></td>
<td></td>
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<tr>
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<td>80</td>
<td>1</td>
<td></td>
<td></td>
<td>52</td>
<td>89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage Change From Fall 2013 to 2014</td>
<td>N/A</td>
<td>40.0%</td>
<td>N/A</td>
<td>100.0%</td>
<td>N/A</td>
<td>50.0%</td>
<td>N/A</td>
<td>-2.5%</td>
<td>100.0%</td>
<td>N/A</td>
<td>5.8%</td>
<td>4.5%</td>
</tr>
<tr>
<td>Number, Fall 2009</td>
<td>7</td>
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<td>3</td>
<td>4</td>
<td>88</td>
<td>N/A</td>
<td>2</td>
<td></td>
<td>54</td>
<td>104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage Change From Fall 2009 to 2014</td>
<td>N/A</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>-25.0%</td>
<td>N/A</td>
<td>-11.4%</td>
<td>N/A</td>
<td>-50.0%</td>
<td>1.9%</td>
<td>-10.6%</td>
</tr>
</tbody>
</table>


From Fall 2013 to Fall 2014, four non-tenure-earning faculty positions were filled by two Black faculty, one Asian faculty, one Hispanic faculty, and one faculty identifying themselves as two or more races increased by one. Three of those four were also female.
Chart 4. Executive/Administrative/Managerial Staff

<table>
<thead>
<tr>
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<tr>
<td>Number, Fall 2014</td>
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<td>N/A</td>
<td>N/A</td>
<td>30</td>
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<td></td>
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<td>15</td>
<td>32</td>
</tr>
<tr>
<td>Number, Fall 2013</td>
<td>2</td>
<td>N/A</td>
<td>1</td>
<td>29</td>
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<td></td>
<td></td>
<td></td>
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<td>18</td>
<td>32</td>
</tr>
<tr>
<td>Percentage Change From Fall 2013 to 2014</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>-100.0%</td>
<td>N/A</td>
<td>3.4%</td>
<td>N/A</td>
<td>N/A</td>
<td>-16.7%</td>
<td>0.0%</td>
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<tr>
<td>Number, Fall 2009</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>N/A</td>
<td>18</td>
<td>N/A</td>
<td>0</td>
<td>10</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Percentage Change From Fall 2009 to 2014</td>
<td>N/A</td>
<td>100.0%</td>
<td>-100.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>-100.0%</td>
<td>N/A</td>
<td>66.7%</td>
<td>N/A</td>
<td>50.0%</td>
<td>39.1%</td>
<td></td>
</tr>
</tbody>
</table>

Source: IPEDS Fall Staff 2014, 2013 and 2009

From Fall 2009 to Fall 2014, diversity increased among Black staff and female staff.
### PART VI: AREAS OF IMPROVEMENT/ACHIEVEMENT

<table>
<thead>
<tr>
<th>Last Year’s Goals from 2014 Report</th>
<th>Achievements in 2015 Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Services, Programs, and Student Enrollment</strong></td>
<td><strong>Academic Services, Programs, and Student Enrollment</strong></td>
</tr>
<tr>
<td>Student Diversity Goals were adjusted to a three-year goal.</td>
<td>Chart 1: Full-Time First-Time-in-College</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in Asian students, Hispanic students, Native Hawaiian/Other Pacific Islander students, students identifying as two or more races, and female students.</td>
</tr>
<tr>
<td></td>
<td>Chart 2: Full-Time College Transfers</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in female Native Hawaiian/Other Pacific Islander students.</td>
</tr>
<tr>
<td></td>
<td>Chart 3: Retention of Full-Time FTICs</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in Black students, American Indian/Alaska Native students, Asian students, Hispanic students, Native Hawaiian/Other Pacific Islander students, and female students.</td>
</tr>
<tr>
<td></td>
<td>Chart 4: Graduation Rate of Full-Time FTICs after 6 years</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in Black students, American Indian/Alaska Native Students, Asian students, Hispanic students, and female students.</td>
</tr>
<tr>
<td></td>
<td>Chart 5: Bachelor’s Degrees Awarded</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in Black students, Hispanic students, students identifying as two or more races and female students in the race category of: Black, American Indian/Alaska Native, Hispanic and two or more races.</td>
</tr>
<tr>
<td></td>
<td>Chart 6: Master’s and Specialist Degrees Awarded</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in Black students, Asian students, Native Hawaiian/Other Pacific Islander students, and female students.</td>
</tr>
<tr>
<td></td>
<td>Chart 7: Doctoral Degrees Awarded</td>
</tr>
<tr>
<td></td>
<td>UWF achieved increases in female students.</td>
</tr>
<tr>
<td><strong>Gender Equity in Athletics</strong></td>
<td><strong>Gender Equity in Athletics</strong></td>
</tr>
<tr>
<td>None identified.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td><strong>Employment</strong></td>
</tr>
<tr>
<td>The University had an overall goal to increase diversity among female and minority staff.</td>
<td>Chart 1: Tenured Faculty</td>
</tr>
<tr>
<td></td>
<td>Diversity of tenured faculty increased in American Indian/Alaska Native faculty, Hispanic faculty, and female faculty.</td>
</tr>
<tr>
<td></td>
<td>Chart 2: Tenure-Track Faculty</td>
</tr>
<tr>
<td></td>
<td>Diversity of tenure-track faculty increased for Black faculty, Hispanic faculty, and female faculty.</td>
</tr>
<tr>
<td></td>
<td>Chart 3: Non-Tenure-Earning Faculty</td>
</tr>
<tr>
<td></td>
<td>Diversity increase among non-tenure-earning faculty when the four open positions were filled by Black faculty, Asian faculty, a faculty identifying as two or more races and female faculty.</td>
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<td></td>
<td>Chart 4: Executive/Administrative/Managerial Staff</td>
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<tr>
<td></td>
<td>Diversity among Black faculty and female staff increased.</td>
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</tbody>
</table>
The University of West Florida is dedicated to providing an inclusive and welcoming environment for all who interact in the University community and utilizes many efforts to increase the diversity and success of its students at all levels of the academic process. In continuing to build a diverse environment, UWF strives to attract students, faculty, and staff from a variety of cultures, backgrounds and life experiences.

University of West Florida’s efforts to increase student diversity:

**Enrollment Management/Admissions**
Admissions diversity activities include utilizing social networking venues to reach targeted student groups; purchasing prospective student leads that include members of the targeted student groups; executing a more consistent and timely communication plan with prospective students, including those from these targeted student groups about the process of enrolling at UWF; continuing coordinated and focused call, mail, text, and email campaigns to address specific needs of the applicant and admit pools; strengthening student/applicant understanding of financial aid and its related processes through outreach in targeted communities; maintaining and strengthening relationships with students from targeted high schools throughout the state; and offering a user friendly web presence to interact and educate students on the application process.

**The Division of Student Affairs**
The mission of the Division of Student Affairs at the University of West Florida is to work collaboratively with faculty, staff and students in alignment with the strategic direction of the University and to create supportive and inclusive environments so that all students may engage in purposeful activities and services that complement their educational experience and stimulate their holistic growth and development. Inclusion is one of the core Values of the Division of Student Affairs, embracing and respecting the diversity inherent in all people and creating an environment where all students can live, learn, and lead meaningful lives.

The Division of Student Affairs at the University of West Florida is dedicated to assisting students with their personal and professional development so they may reach their full potential. The Division provides quality services, programs and facilities that enrich the educational experience of students.

The Division has crafted six priorities based on the University of West Florida’s Strategic Plan 2012-2017, which was adopted by the Board of Trustees in June 2012. The development of these priorities began at the Directors’ Retreat in May 2012. Ideas were generated by this group and were evaluated by the Vice President for Student Affairs. Throughout the following academic school year, feedback on the development of divisional priorities shifted between the directors and members of the division via division wide meetings or departmental staff meetings. The final decision on priorities was made by the Vice President for Student Affairs.
Specific to the advancement of diversity and inclusion, the division’s “Strategic Priority 1” is to “facilitate robust student life programs and services that support retention, persistence and degree completion.” Over a dozen specific divisional “actions” are identified for the five-year strategic plan:

- **P1.1** Review and strengthen the Delphi (first-year) and Oracle (second-year) residential learning communities.
- **P1.2** Strategically develop new residential and non-residential learning communities in partnership with academic leadership.
- **P1.3** Develop a University-wide first-year experience program and online presence.
- **P1.4** Design and implement orientation experiences for student subpopulations (e.g., international, military veterans and TRIO) in collaboration with their "home" departments.
- **P1.5** Increase the number, chapter membership and variety of social fraternities and sororities.
- **P1.6** Update First Time In College student (FTIC) retention plan, and develop retention plans for student subpopulations such as transfers, graduate students, military and students of color.
- **P1.7** Implement strategies to identify and assist “at risk” FTICs with their academic success.
- **P1.8** Deliver services to students "where they are" including residence halls and other non-traditional locations.
- **P1.9** Adapt office hours for essential and high volume service areas.
- **P1.10** Develop a model for leadership development programs with a focus on major/career skill development.
- **P1.11** Expand opportunities for men’s engagement on campus.
- **P1.12** Explore opportunities to partner with existing campus and community faith based organizations.
- **P1.13** Implement a case management approach for students experiencing a hardship or crisis.
- **P1.14** Increase the number industry-focused career fairs.
- **P1.15** Increase the number of departments providing “don’t cancel class” options for faculty.
- **P1.16** Expand the contributions of student affairs staff at new faculty orientation.
- **P1.17** Develop a plan for the continuing engagement of parents and families with the University and each other.

**New Student Orientation**

Attendance at orientation programs is mandatory for all incoming students and is a dynamic, engaging experience that is designed to prepare incoming students for their transition to UWF and to foster an overall understanding of the University. The
Orientation staff consists of 24 diverse student leaders. Orientation also has special breakouts for International, Military, Commuter and Non-traditional students. During Orientation, special attention is given to advising and registration, campus safety and security, Title IX and VAWA information and prevention strategies and connecting students to one another through small group meetings called Argo to Argo. Topics include student success tips and diversity issues.

All FTIC and transfer students are required to attend orientation. Transfer students have the option of completing an Online Orientation program specifically geared to their needs.

A Parent and Family Orientation program is run concurrently with the student program in order to establish a successful partnership with students, families and the University.

**The Delphi Program**

The Delphi Program, which began in August, 2008, is the First Year Experience (FYE) Program required for any freshman student living in Martin Hall. The purpose of the Delphi Program is to create a living-learning community for first-year students to give them the opportunity to take the same classes, build friendships, and support each other through their first year of college, all of which helps ensure student success and retention. Delphi consists of new students, Resident Assistants, Argo PALs, and a Hall Director. Argo PALs serve as advisors, confidants, mentors, and guidance counselors. They are the voice of experience for new students on a variety of topics such as making time to study or arranging class schedules. The size of the hall allows the students to feel as if they are part of a small living community. The Delphi community is intended to support and to challenge each other so that every student has an amazing experience their first-year on campus both in the classroom and by becoming part of the Delphi community. Delphi is built on three principles called pillars:

- Academic Success
- Civic Engagement
- Interpersonal Development

Delphi helps students to become successful their first year at UWF through the combination of curriculum and co-curriculum activities.

**Argo Camp**

Argo Camp is an optional extended orientation program for incoming students. The camp promotes the initial friendship bonds between freshmen campers and selected faculty and staff in an effort to connect the students to campus, promote acceptance of diverse cultures, and provide experiences not offered by other universities. Argo Camp provides an opportunity for first time in college students to have fun before their first semester at UWF. Students are transported to an off-campus conference facility for three days and two nights and are able to talk to current students and meet faculty.
members to learn about campus life and academics in a more relaxed atmosphere. Statistics show that students who attend Argo Camp are more likely to be involved on campus and reach out to other students, which minimizes homesickness. Argo Camp helps with the emotional and social changes students experience during the transition from high school to the University. Prospective UWF students who attend Argo Camp arrive at UWF with several new friends before the semester begins.

The Office of Family Programs
The Office of Family Programs strives to develop relationships and provide support to families throughout their students’ college experience. UWF recognizes the importance of partnering with families to promote student development and success. The office serves as a centralized resource and a liaison between the University and families with a focus on communication, events and partnerships, and provides an outlet for families to become active members of the UWF community. The goals of the Office of Family Programs are the following:

- Establish partnerships between families and the University of West Florida through increased communication
- Provide resources families need to encourage their students' development and success
- Educate families about the University of West Florida and the services and opportunities available for students

Argo Link
Argo Link is an incentive-based program designed to help first time in college students adjust to UWF and become active, informed members of the campus community. The main focus of Argo Link is to get new Argonauts involved in fun events, meeting people, and getting connected to UWF by attending campus events. The program has upperclassmen as Link Liaisons to help students transition to UWF and get connected to campus. Link Liaisons attend all Argo Link events and email participants with information about upcoming events, important dates, tips, reminders, and are available to answer any student questions. ArgoLink will focus on commuter students in the 2014-2015 school year.

Common Ground
The Common Ground Inclusion and Diversity Training group provides peer training and dialogue to help create safe spaces to discuss issues of difference and inclusion. This group is open to all students who are interested in promoting inclusion and diversity on campus.

Student Case Management
The Case Management Director serves as a centralized point of response and contact for students and the campus community. Case Management services is designed to respond to student issues and concerns both inside the classroom and beyond. Each
student’s case differs and can range from a simple email to instructors to inform them of a student’s illness to interventions that are far more severe. The goal of Case Management is to help retain the student by providing relevant guidance on various issues. Among the most critical functions of case management at UWF are identifying campus and community resources; analyzing students’ concerns and recommending appropriate solutions and course(s) of action; understanding and communicating concerns and determining possible outcomes. The case management director works in collaboration with various offices on campus to address student needs including academic affairs, Psychological and Counseling Services, Admissions, Housing and Residence Life, the Office of the Registrar and faculty and staff.

**The University Commons and Student Involvement (UCSI)**
The University Commons is the student union for UWF and is referred to as the "University Living Room" because of its relaxed atmosphere and constant level of activity. Facilities, services, and events are designed to encourage students to become engaged in campus life at UWF. The vision of USCI is to enrich campus life by providing services, amenities and opportunities for community development, multicultural experiences, personal growth, and acquisition of skills vital to the development of engaged citizens and future leaders.

**International Student Office**
The International Student Office facilitates the immigration law component of the international student’s life. They provide immigration assistance to all international students, scholars, and employees. Upon arrival at UWF, every international student must contact the International Student Office. The International Student Office also facilitates the University community’s connection to a broader understanding of international culture.

**Intensive English Program**
Since 1996, the Intensive English Program has brought international students to campus to study English as a second language. The program offers full and half term options for students in fall, spring, and summer semesters.

**Study Abroad**
The Office of Diversity and International Education and Programs (ODIEP) administers international exchange programs for students and faculty. Exchange agreements with universities in 16 countries throughout Europe, Asia, Brazil, and South America allow students to pay UWF tuition and receive UWF credit for course work conducted abroad.

**Japan Center**
The mission of the Japan Center at UWF is to foster stronger ties between the U.S. and Japan through educational, cultural, and business programs. Under this mission, the Center operates the activities of the Florida-Japan Linkage Institute, the Jikei-American Center, the UWF Japan House, and the Japan-America Society of Northwest Florida.
Center also offers credit and non-credit Japanese language instruction. The Center plays an active role in promoting both the sister-state relationship between the state of Florida and the prefecture of Wakayama in Japan as well as the sister-city relationship between the city of Pensacola and the city of Gero in Japan.

**Florida-Japan Linkage Institute**

The Florida-Japan Linkage Institute (FJLI) works toward strengthening mutual understanding and cooperation between the peoples of Florida and Japan through the promotion of educational, cultural, economic, and policy relations. The FJLI awards out-of-state tuition exemptions to Japanese citizens studying at Florida public universities and community colleges. The Institute is a joint program between UWF, University of South Florida, and St. Petersburg College.

**Florida-China Linkage Institute**

The Florida-China Linkage Institute (FCLI) provides a broad range of services to the local community and university students, including out-of-state waivers, Conference for Chinese Studies, and trade show and industry information. The FCLI is a joint program between UWF, University of South Florida, and Brevard Community College.

**The Office of Diversity**

The Office of Diversity coordinates diversity programming for the University through the John C. Pace Jr. Symposium Series as well as sponsoring campus and community events that address the needs of an increasingly diverse student body through a myriad of programs that promote and enhance educational programs for students, faculty, staff, and the wider community in support of a diverse and globalized environment.

**Military Connections Committee**

The committee helps promote a military-friendly environment by planning and implementing campus events that recognize veterans and their families. The Military Connections committee was begun at UWF in 2006. Since that time, the committee has expanded its membership to include active duty and retired military personnel as well as faculty and staff and the education liaisons for both Naval Air Station, Pensacola, Florida and Whiting Field, Milton, Florida. The committee welcomes students as well. The Military Connections Committee is committed to continuing its efforts to foster inclusion on the campus and in the northwest Florida community by partnering with other departments on campus and reaching out to the local community.

**Military and Veterans Resources Center**

In 2012, the University opened the Military and Veterans Resources Center (MVRC) to assist military and veteran students successfully transition from the military environment to campus life. The mission of MVRC is to serve the educational and training needs of prospective and currently enrolled service members, veterans, their dependents, their survivors, and other persons eligible to receive educational benefits under the various Department of Veteran Affairs (DVA) programs. The MVRC
supplements recruitment and retention efforts by providing transition assistance counseling, program and application information, and certifying eligible students to receive DVA educational benefits while maintaining productive relations with the DVA and other agencies serving veterans students.

**Black History Month**
Black History Month is celebrated each February to acknowledge African-American achievements and contributions. UWF joins in this acknowledgment by presenting a variety of programs to highlight African-American heritage such as performing artists, lectures, and gospel performances. All programs are open to the public without charge, unless otherwise noted.

**Student Success Programs (SSP)**
The mission of SSP is to contribute to the University of West Florida by providing academic assistance and academic resources in an effort to increase retention and graduation rates while promoting student learning and enhancing the development of UWF students. SSP are designed to help participants to be successful college students and assist with any issues participants may have during their time at UWF. Each participant is assigned a Success Counselor to assist in meeting their individual goals and successfully complete a bachelor’s degree. Programs include a learning center that provides academic advising and tutoring, a book loan library, and a mentoring program.

**Brother-to-Brother**
Bother-to-Brother is designed to provide its African American, Hispanic, and Latino male students with a variety of academic support services, activities, and resources. Embracing the principles of accountability, leadership, self-discipline, and intellectual development, UWF’s Brother-to-Brother Program was developed to increase retention and graduation. The program fosters a system of support committed to the success of each participant.

**College Reach-Out Program (CROP)**
CROP is a pre-collegiate program funded by the Florida Department of Education that provides services to eligible (low income, first generation in college) middle and high school students in the state of Florida. Services and activities are designed to improve the educational motivation and preparation of participating students. Additionally, students in grades 8 through 11 have the opportunity to participate in an on-campus summer bridge program.

**Mentoring Program**
The program provides both professional and student mentoring by faculty, staff, administration, alumni, and community professionals. Student mentors include currently-enrolled juniors and seniors. Mentors work to establish relationships, enhance personal growth, career development, and goal achievement, and introduce new students to the campus culture.
Multicultural Support Services
This program is designed to increase the recruitment, retention, and graduation rates of multicultural students through activities such as academic support services, tutorial assistance, counseling, cultural events, and support for University initiatives aimed toward diverse populations.

TRiO/Student Support Services
TRiO is a federally funded program that provides academic support for eligible students including tutoring, advising, mentoring, career planning, financial aid, cultural and social activities, and academic intervention. The Trio/SSS serves 200 low income, first generation students, and students with disabilities.

The Learning Center
The Learning Center provides free tutorial assistance and academic support services to all students, including distance learners, enrolled at UWF.

Scholarship Opportunities
In addition to the programs and support services available to students and their families, UWF provides numerous scholarship opportunities to help alleviate student financial barriers and attract and retain a diverse student body. The following are examples of scholarships available at the University:

John C. Pace, Jr. Memorial Scholarship
This endowed scholarship was established in 1994 by the multi-million dollar gift by the last will and testament of Dr. John C. Pace, Jr. of Pensacola. The endowment supports transfer scholarships from Florida public community colleges, achievement scholarships for continuing students, graduate scholarships, and honors scholarships to new full-time freshman and Black freshman.

BG & Mrs. Michael L. Ferguson Scholarship for Sons/Daughters Military Vets
This endowed scholarship was established in 2001 by Brigadier General and Mrs. Michael L. Ferguson. Scholarships are awarded to the son or daughter of a deceased, active duty or retired veteran who demonstrates leadership capability and a commitment to service, with children of Army veterans receiving a priority.

Dan McLeod Memorial Scholarship
The Dan McLeod Memorial Scholarship was founded to honor and remember UWF employee Dan McLeod and to offer help to students who may be struggling with a visible or invisible disability.

Theodore R. and Vivian M. Johnson Scholarship
The Johnson Scholarship is a competitively-awarded program which is available to undergraduate students with disabilities who have a financial need.

**Intown Business Women’s Club Scholarship**  
This scholarship was established in 1982 by the Intown Business Women’s Club of Pensacola, Florida. The scholarships are awarded to females returning to school with preference to business oriented programs.

**Pensacola Women’s Alliance**  
This scholarship was established in 1992 by the Pensacola Women’s Alliance. The Pensacola Women’s Alliance encourages the advancement of women by disseminating information and conducting educational seminars and to promote the acceptance of women in positions of responsibility. Scholarships are awarded to female students older than 25 years old with financial need pursuing a college degree or vocational trade.

**Latin American/Caribbean Scholarship**  
This scholarship was established in 2001 by the UWF Foundation, UWF, and friends of the University. Scholarships are awarded to citizen/resident of a Latin American or Caribbean country, including Puerto Rico and the U.S. Virgin Islands.

**The Lisa Wallace Giese Memorial Scholarship Endowment**  
Scholarship preference is given to a female student in their junior, senior, or graduate level year majoring in Accounting and maintaining a 3.5 or higher in their major coursework.

**Helene Erickson Memorial Women's Tennis Scholarship**  
This scholarship is intended for undergraduate and graduate students on the women’s tennis team.

**Aimee Godwin Scholarship**  
This scholarship is for students on the UWF Women's Basketball team.

**Women's Athletic Trust**  
This scholarship is for women athletes and other women’s athletics.

**Women’s Cross Country Scholarship Endowment**  
This scholarship is for undergraduate or graduate students on the women’s cross-country team.

**Argo Scholars**  
These scholarships are for a select group of highly motivated Pensacola High School students who also have significant financial or other barriers to success. ARGO Scholars are mentored, participate in a variety of cultural
experiences, and receive scholarship support for tuition, books and room/board while at UWF.

**Lisa Jo Dickson Memorial Scholarship Endowment**
Scholarship awards are made to an upper division initiated female of a UWF Panhellenic sorority who has proven leadership roles in and commitment to the mission of Panhellenic Greek life and her sorority. The recipient must have a 2.8 GPA and record of volunteerism/community service. Students may receive the award a maximum of two times.

**W.J. (“Jerry”) Douglas Annual Scholarship**
This scholarship is awarded to a student meeting UWF’s enrollment requirements and may include the amount of tuition and matriculation fees, excluding summer term. First preference is given to student(s) returning to or beginning school during and/or after military service. Second preference is given to the dependent of a person who was a student during and/or after military service.

**Dr. Grace Po-Yuen Chiu Scholarship**
This scholarship is awarded to students majoring full time in international chemistry entering their junior or senior year with financial need.

**Maria Flewellen Mikel Memorial Scholarship Endowment**
Preference for this scholarship is given to an upper division or transfer female student pursuing a degree in Business or Finance and maintaining a 2.7 GPA. The award is equivalent to the amount of tuition and matriculation fees.

**Stan and Mary Stephenson Engineering Scholarship**
This scholarship is for full-time students majoring in electrical engineering who have a cumulative GPA of 3.0 on a 4.0 scale. Preference is given to electrical engineering students with dependents who indicate a desire to teach engineering and/or first generation college students in engineering.

**Frank and Alice Adams Scholarship Fund**
This scholarship is for a Florida resident freshman with a documented specific learning disability and a cumulative GPA of 2.5 on a 4.0 scale. It is renewable through the senior year based on cumulative GPA requirements. The maximum award is equal to tuition/matriculation fees for two terms.

**Max Conner Scholarship Endowment**
This scholarship is for UWF students with significant, demonstrated financial need. Preference will be given to first generation students defined as those students whose parents do not possess a baccalaureate degree.
First Generation Scholarships
These scholarships are for college students who meet Florida’s residency requirements for receipt of state student financial aid, have not previously received a baccalaureate degree, and are first generation college students. A student is considered first generation if neither of the student’s parents earned a college degree at the baccalaureate level or higher, have completed a FAFSA (Free Application of Federal Student Aid), and are eligible for need based financial aid.

The Kerrigan Daughters’ Young Women’s Scholarship
This scholarship is for a female student under the age of 30 (for the first award) with dependent children. Preference is given for those with primary care of children under the age of 10. First-time students are eligible regardless of GPA. The award covers tuition, books, lab fees, and matriculation fees plus up to $250 for miscellaneous expenses per semester. Recipients are eligible for a maximum of 10 semesters if requirements are met. The primary qualification is need, and academic achievement is considered where the need of multiple applicants is equivalent.

The Society of American Military Engineers, Pensacola Post Scholarship
These scholarships are for students residing in Escambia and Santa Rosa counties who are enrolled in Electrical Engineering Technology or pre-engineering programs and have financial need. Preference is given to veterans or active duty military personnel.

Solutia Pre-Engineering Scholarship
This pre-professional scholarship is for a minority and/or female student with above average grades and with financial need.

Dr. Cheryl L. Thomas Memorial Scholarship
These scholarships are for students meeting UWF enrollment requirements. Preference is given to need-based upper division female students with GPA of 2.5 or above. The maximum amount of awards is equal to tuition and matriculation fees.

Bruce R. Dunn Single-Mother Scholarship Fund
These scholarships are for single parents with dependent children (one or more living with the parent) who are full time students pursuing a graduate degree in Psychology. A cumulative GPA of 3.5 on a 4.0 scale is required along with a minimum of 9 coursework hours remaining in their program and financial need. Awards of $500 to $1,250 per semester for tuition and matriculation fees (excluding summer) are available.
**ADK, Alpha Delta Kappa, LM/LM**
This scholarship is for a female U.S. Citizen admitted to the teacher education program. The individual must be of good character, have a GPA of 3.2 on a 4.0 scale or better, and have some financial need.

**ADK, Alpha Delta Kappa, Alpha XI Chapter**
This scholarship is for a female U.S. Citizen entering the field of education. Must be of good character, have a GPA of 3.0 or better, and have some financial need.

**Jeffrey Scott Henshall Scholarship**
This scholarship awards a student with a disability or a student whose focus is disability related.

**Linda O. Dye Award**
This annual leadership award of $500 is made to a female student for significant contributions, sustained leadership, and service to campus life at UWF. Considerations are time, energy, creativity, and work to enhance activities, intercollegiate athletics, and the development and maintenance of traditions.

**University of West Florida’s Strategies for Achieving Employment Diversity Goals:**

- Utilizing an online recruitment and hiring process increases the visibility of openings at UWF to applicants for employment both internally and externally.
- Hiring managers are required to advertise job openings in discipline-specific journals and those frequented by females and minorities.
- Job application deadlines are extended and hiring officials are required to advertise in diverse publications when searches have not resulted in a culturally and gender diverse applicant pool.
- Additional outreach initiatives are utilized such as job fairs targeted to females, minorities, individuals with disabilities, and veterans.
- Bias in the employment process is controlled by requiring that search committees represent gender and racial diversity.
- The John C. Pace Symposium series is designed to bring distinguished scholars, artists and leaders to Pensacola for lectures, performances and a variety of interactions with faculty, students, staff and the public.
- Access, equal opportunity, and diversity are included in the University’s strategic planning process.
- The President’s Award for Leadership in Diversity is provided annually to recognize demonstrated leadership and/or evidence of participation in multiculturalism and diversity and the engagement in dissemination of information and implementation of events or activities to enhance cross-cultural understanding.
UWF will continue multicultural/diversity training opportunities. Funding is available for full-time faculty and staff to travel to obtain training on multiculturalism/diversity issues. Applicants demonstrate how the training will benefit the diversity of the campus community and how attendance will contribute to the applicant’s discipline, and how learning may be incorporated into diversity initiatives in the individual’s department. Attendees share their knowledge by presenting what they have learned to the campus community.

UWF will continue its commitment to advertising career opportunities in female and minority publications; providing the annual President’s Diversity Leadership Awards to faculty, staff, and students; making professional development leave available to faculty; and making tuition fee waivers and textbook scholarships available to faculty and staff. These strategies will ensure that the University remains visible to female and minority applicants, maintains budgetary incentive plans to recruit a diverse workforce, and provides educational scholarship assistance to further the University’s goal of a culturally-diverse campus.

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<th>*Denied</th>
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*APPLIED: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation).

*WITHDRAWN: Faculty who withdrew from tenure consideration after applying for review.

*DENIED: Faculty for whom tenure was denied during the review process.

*NOMINATED: Faculty for whom tenure is being recommended by the University.
## PART VIII: PROMOTION AND TENURE COMMITTEE COMPOSITION

<table>
<thead>
<tr>
<th>Type of Committee</th>
<th>Black or African American</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>Hispanic</th>
<th>Two or More Races</th>
<th>White</th>
<th>Total, Including Other, Not Reported</th>
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<td>University Faculty Personnel Committee</td>
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<td>College Personnel Committee, COB</td>
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<td>5</td>
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</tbody>
</table>

CAS = College of Arts and Sciences  
COB = College of Business  
COPS = College of Professional Studies
PART IX: OTHER REQUIREMENTS

A. Budget Plan


The University has been successful in increasing exposure of its position openings to females and minorities in the hiring market, and this will continue to be a priority.

B. President’s Evaluation

The Board of Trustees evaluated the University President in September, 2014. The evaluation included reviewing equity goals and objectives. The President successfully ensures that diversity and equity goals are a priority at the University.

C. Top Administrators’ Evaluations

The University President continually evaluates the activities of the vice presidents to ensure that diversity remains a priority at the University. The University of West Florida’s commitment to diversity is campus wide. All University employees are evaluated annually on diversity regarding their support of equal opportunity and the University’s goals of displaying empathy and acceptance of diverse viewpoints; treating others with respect, dignity, and consideration; promoting an environment free of harassment and discrimination; building a diverse workforce; including diversity in committees so that expectations of all are considered; making efforts to ensure that all employees feel included; and assuring that campus diversity is reflected in the membership of search committees.

PART X: SOURCES OF DATA FOR THIS REPORT

The Office of Equal Opportunity & Compliance gathered information for this report from the following areas: Institutional Research and Effectiveness Support, Research and Sponsored Programs, Enrollment Services, Academic Affairs, Student Affairs, and Intercollegiate Athletics.
Overview

- Submitted annually to the BOG, as required by Regulation 2.003 Equity and Access.
- The Student Enrollment and Employment sections focus on females and members of specified racial/ethnic groups.
- The Athletics section focuses on gender equity on the basis of Accommodation of Interests and Abilities.
- The 2015 Florida Education Equity Report is based on 2013-2014 data.
Diversity Goal Changes

• In 2014, a Florida Equity Report Student Diversity Goals committee was formed.

• Members include the CDO, Asst. Vice President of Enrollment Affairs, and the Director of Student Retention.

• Student diversity goals changed from one-year goals to three-year goals.
Degrees Awarded (2013-2014)

• Bachelor (1,957)
  – females (62%)
  – minorities (26%)

• Master & Specialist (630)
  – females (64%)
  – minorities (25%)

• Doctoral (23)
  – females (65%)
  – minorities (26%)
Athletics: 2013-2014

• Sport Offerings: Female - 8   Men - 6

• Participation Rates:
  Student Athletes
  Male 124   Female 134   48%/52%
  F-T Undergraduate Student Enrollment
  Male 3,227   Female 4,237   43%/57%

• Scholarship offerings for athletes
  – Male       $824,500  (40%)
  – Female     $1,216,150 (60%)
Questions?
Issue: Recommend Board of Trustees Approval of Student Government Association Internal Operating Procedures and Recommend Board of Trustees Delegate Authority to the Vice President for Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures.

Proposed action: Approve

Background information:
University of West Florida Student Government is established pursuant to Board of Governors Regulation 6.014. The Vice President for Student Affairs or designee serves as the advisor to Student Government. The Student Government Association, as required by Board of Governors Regulation 6.014, is expected to adopt and maintain internal operating procedures (e.g., Constitution, Statutes, or Bylaws) that are to be approved by the Board of Trustees or its designee. While conducting a regular review of the University Policy on Student Organizations, staff discovered that such an approval has not been done.

Student Government has long maintained a constitution and bylaws which are both regularly amended by Student Government pursuant to the organization’s established processes. The intent of this action is to comply with Board of Governors Regulation 6.014 which requires that these documents be approved by the Board of Trustees, or its designee, and to designate an appropriate University officer to review and approve future amendments to these documents.

Recommendation: Approve both the current Student Government operating procedures as presented and the delegation of authority for future review and approval to the Vice President for Student Affairs.

Implementation Plan: After BOT approval, staff and Student Government leadership shall establish a procedure to ensure regular and timely review and approval of Student Government’s constitution and bylaws.

Fiscal Implications: N/A

Supporting documents:
1. BOG Regulation 6.014
2. Student Government Association Constitution
3. Student Government Association Bylaws

Prepared by:
Dr. Jim Hurd, Senior Associate Vice President for Student Affairs, jhurd@uwf.edu, 850-474-2214

Presented by:
Daniel McBurney, Trustee and Student Body President, sgapres@uwf.edu, 850-474-2393
6.014 Student Governments

(1) The university board of trustees shall establish a student government on the main campus of each state university. In addition, each university board of trustees may establish a student government on any branch campus or center, or the students of those areas shall have the opportunity to be represented in the university-wide student government. Each student government is a part of the university at which it is established.

(2) Each student government shall be organized and maintained by students and shall be composed of at least a student body president, a student legislative body, and a student judiciary. The student body president and the student legislative body shall be elected by the student body; however, interim vacancies and the student judiciary may be filled in a manner other than election as prescribed by the internal procedures of the student government.

(3) The president of the student body of the university shall be a member of the university board of trustees. The president of the Florida Student Association, or the equivalent, shall be a member of the Board of Governors.

(4) Each student government shall adopt internal procedures governing:
   (a) The operation and administration of the student government.
   (b) The execution of all other duties as prescribed to the student government by university regulation.

(5) Upon adoption, such internal procedures shall be approved by the university board of trustees or its designee as deemed appropriate by the board of trustees.

(6) The qualifications, elections and returns, the appointments, and the suspension, removal, and discipline of officers of the student government shall be determined by the student government as prescribed by its internal procedures. At minimum, qualifications to seek office and to continue to serve in office are subject to any established university standards for leadership activities, including those for remaining in good academic standing.

(7) Each student government shall adopt internal procedures providing for the suspension and removal of an elected or appointed student government officer following the conviction of that officer of a felony. In addition to any other internal procedures set forth in paragraph (6) for suspending, removing, and disciplining officers, any elected or appointed officer of the student government may be removed from office by the majority vote of students participating in a referendum held under this paragraph. Each student government shall adopt internal procedures by which students may petition for a referendum to remove from office an elected or appointed
officer of a student government. The grounds for removal of an officer by petition must be expressly contained in the petition and are limited to the following: malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, or conviction of a felony. The referendum must be held no later than sixty (60) days after the filing of the petition.

(8) Members of student government are expected to adhere to the university code of conduct. A member may be charged with a violation of the university code, even if the student government brings organizational charges against the individual.

Authority: Section 7(d), Art. IX, Fla. Const., History: New 12-10-09.
THE UNIVERSITY OF WEST FLORIDA STUDENT BODY CONSTITUTION

We, the members of the Student Body of the University of West Florida, do hereby ordain and establish this constitution to provide for student governance, to establish the representative association of the Student Body, and to promote the interest and articulate the concerns of the Student Body of the University of West Florida.

ARTICLE I

The governing organization of the Student Body shall be known as the Student Government Association of the University of West Florida. It shall be recognized as the representative organization of the Student Body and shall be the sole initiator of student legislation.

All students, by virtue of their registration at the University of West Florida shall be members of the Student Body, and by payment of Activity and Service Fees shall be entitled to vote in the Student Body elections, and to hold office in the Student Government Association according to law. All students shall be subject to this Constitution and its bylaws, the Student Body Statutes.

ARTICLE II

The purpose of this organization shall be to:

A. Provide an effective means of communicating student needs to the University Administration and community.

B. Provide a Government whereby the rights of the Student Body are upheld for the betterment of student life, the University of West Florida, and the community.

C. Coordinate and regulate activities for the benefit of the entire Student Body.

D. Uphold academic standards, academic freedom, and academic rights of the Student Body.

E. Allocate and distribute the Activity and Service Fee Fund.

ARTICLE III

Each student shall be subject to the rules of the University, but these rules shall at no time or in any way abridge the student’s rights as a citizen under the United States Constitution or the Constitution of the State of Florida and/or the laws of the State of Florida.

ARTICLE IV

SECTION 1: LEGISLATIVE POWERS
The legislative powers of the Student Body shall be vested in the Student Senates of the Student Government Association.

SECTION 2: COMPOSITION

A. Composition of the Pensacola Senate:
   1. An elected body of students who shall be known as Senators.
   2. The Senate President will be determined during the first Senate meeting after a Student Body Election. The previous Senate President shall preside over the meeting until the newly determined Senate President has been sworn in. The Senate President shall be elected by majority vote of the Senate. Any senator is eligible to run for Senate President. The Senate President is responsible for the duties outlined in this Constitution and the Student Body Statutes.

B. Composition of the Emerald Coast Senate
   1. An elected body known as Emerald Coast Senators
   2. An Emerald Coast Student Senate President who is to be elected by the Student Body
   3. An Emerald Coast Senator shall be appointed by the Emerald Coast Senate President to the position of Senate Pro-Tempore. This person is responsible for the duties outlined in the Statutes.

SECTION 3: SENATE RESPONSIBILITIES

A. The Pensacola Student Senate shall:
   1. Enact or amend, by two-thirds vote, the Student Body Statutes.
   2. Propose, by two-thirds vote, Constitutional amendments.
   3. Enact, by majority vote of the Senate, recommendations and resolutions on behalf of the Student Body.
   4. Confirm, by two-thirds vote, appointments to fill vacated elective offices and by requirements outlined in the Statutes for other appointments.
   5. Impeach, by majority vote, all elected Student Government Association members and members of the Supreme Court.
6. Convict by three-fourth vote, all elected Student Government Association members and members of the Supreme Court.

7. Take final student action on the proposed Activity & Service Fee Budget.

8. Be required to attend all senate meetings. A Senator who acquires three absences [either Senate meetings or Committee meetings] per semester may be removed through formal removal proceedings as outlined in the statutes. Chairpersons that acquire three absences may be removed through formal removal proceedings as outlined in the statutes. The member in question may produce defense on his/her behalf at the time of the vote, but the member in question forfeits the right to vote on this particular issue.

9. Derive all other powers and responsibilities not specified in the Constitution from the Statutes.

10. Remove any member who holds an appointed position of the Student Government Association with majority vote of the senate, with exception of the Judicial Branch members.

11. Remove any senator who is in violation of the absence policy, as defined by the statutes.

B. The Emerald Coast Student Senate shall:

1. Enact or amend, by two-thirds vote, the Student Body Statutes.

2. Propose, by two-thirds vote, Constitutional amendments.

3. Enact, by majority vote of the Senate, recommendations and resolutions on behalf of the Student Body.

4. Confirm, by two-thirds vote, appointments to fill vacated elective offices and by requirements outlined in the Statutes for other appointments.

5. Impeach, by majority vote, Emerald Student Government Association members.

6. Convict by three-fourth vote, Emerald Coast Student Government Association members.

7. Be required to attend all Senate Meetings. A Senator who acquires three absences [either Senate meetings or Committee meetings] per semester may be removed by a majority vote of the Senate. The member
in question may produce defense on his/her behalf at the time of the vote, but the member in question forfeits the right to vote on this particular issue.

8. Derive all other powers and responsibilities not specified in the Constitution from the Statutes.

SECTION 4: LIMITATION OF POWERS

A. Legislation of the Student Senate shall be subject to limitations:

1. Only by such officials authorized to do so by the Constitution of the University, by the Board of Trustees or by the President of the University.

2. Only when it directly concerns student functions under University jurisdiction, namely: health, safety, public policy, maintenance of University property, academic policy, and public relations and in other areas specifically denoted in the University Constitution, by the Board of Trustees, or by the University President.

ARTICLE V

SECTION 1: EXECUTIVE POWERS

All Executive powers of the Student Body shall be vested in the President of the Student Government Association, assisted by the Student Government Vice-President and such administrative officers as the President shall appoint in accordance with this article.

SECTION 2: ELECTION OF EXECUTIVE OFFICERS

A. The President, Vice President, Treasurer, and Emerald Coast Governor shall be elected by a majority of the votes cast for each office.

B. All Presidential/Vice Presidential candidates are required to run on a two person ticket, with a clear distinction of which office each seeks.

C. A vote for a Presidential/Vice- Presidential ticket will count equally for each candidate on that ticket.

SECTION 3: DUTIES AND POWERS OF THE PRESIDENT

The President shall:

A. Administer and enforce all statutes and Senate legislation.
B. Appoint Cabinet members as specified in the Statutes, with concurrence of a majority of the Senate.

C. Remove any cabinet member with the majority vote of the Senate.

D. Have the power to veto or sign legislation and amendments to this Constitution proposed by the Senate provided that the President exercises such power within six school days of passage by the Senate or said legislation becomes law. A veto may be overridden by a two-thirds vote of The Student Senate and become law without the signature of the Student Body President after six school days.

E. Call and preside over meetings of the Student Body.

F. Make recommendations for legislation to the Student Senate.

G. Address the Senate at the beginning of each quarter and at other times when deemed necessary.

H. Set required minimum office hours for Executive Committee members.

I. Have the power to call for a referendum with concurrence of majority of the Senate.

J. Appoint students to University Standing Committees with majority concurrence by the Senate.

K. Derive all other powers not specified in the Constitution from the Statutes.

SECTION 4: DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

A. Assume the duties of the President in his/her absence or upon his/her request.

B. Coordinate the efforts of the Executive Committee.

C. Assist the President in handling campus issues, along with local, state, and federal issues.

D. Derive all other powers and duties not specified in this Constitution from the Statutes.

SECTION 5: PRESIDENT'S CABINET

To assist and advise the President, there shall exist a Cabinet. The membership of this Cabinet shall be determined by the Statutes.
SECTION 6: LIMITATION OF POWERS

Policies adopted by officers and committees of the Executive Branch shall be subject to review by the Senate.

SECTION 7: EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the President, the Vice-President, the Senate President, the Emerald Coast Governor, the President's Cabinet, and the Chairpersons of each Pensacola Senate Committee. The Committee shall be chaired by the Vice-President.

ARTICLE VI

SECTION 1: ELECTIONS

Elections shall be held as follows:

All elections shall take place in the spring semester.

SECTION 2: RESTRICTIONS ON CANDIDACY

All candidates for office, whether elected or appointed, must be in good standing to represent the University, in accordance with the University of West Florida policy.

No student shall hold two offices in the Student Government Association concurrently, with the exception of the election commission if approved by the Supervisor of Elections and confirmed by the Pensacola Student Senate.

Election procedure not specified in the Constitution will be set forth by the Statutes.

SECTION 3: PROCEDURE FOR ESTABLISHING CANDIDACY

Any qualified student may be placed on the Official Ballot by filing a statement of candidacy, and adhering to election procedures according to the Statutes.

SECTION 4: TERM OF OFFICE

Elected members of the Student Government Association shall take office at the time of installation, and serve the respective term of that position as provided by the Statutes.

SECTION 5: VACANCIES

Vacancies occurring in the following Student Body offices shall be filled as follows:

A. The President shall be succeeded by the Vice-President.
B. The Vice-President shall be succeeded by a member of the Senate, selected by a majority of the Senate, and shall hold office until a Student Body Election can be held.

C. All vacancies of elected Student Government positions shall be filled by appointment, with confirmation by two-thirds vote of the Senate.

SECTION 6: REMOVAL FROM OFFICE

A. Any elected member of the Student Government Association, or any member appointed to fill the vacancy of an elected member, or any member of the Supreme Court, may be removed from office through impeachment by majority vote of the Senate and conviction by three-fourths vote of the entire voting Senate. See Statutes Chapter 101.5, 101.6, 101.7 for clarification.

B. Any appointed member of the Student Government Association who holds the seat of an appointed position, may be removed from his/her position by a majority vote of the Senate without formal removal proceedings, with the exception of the Supreme Court.

ARTICLE VII

The Student Body may demand a referendum election upon properly signed petition of at least five percent of the Student Body. Results of said elections shall serve as a mandate for the Student Government provided that ten percent of the Student Body shall have voted in said election.

ARTICLE VIII

Amendments to this Constitution may be proposed by two-thirds vote of the Student Senate, or by petition of five percent of the Student Body. Amendments shall become part of this Constitution upon ratification by majority of the votes cast thereon in a Student Body Election, provided that the proposed amendments have been published in the recognized Student Body publication at least one week prior to the vote of the Student Body.

ARTICLE IX

SECTION 1: METHOD OF RECALL

Every elected official of the University of West Florida Student Government Association is subject, as herein provided, to recall by the legal voters of the University Student Body. The person or persons demanding recall shall set forth in a petition the reasons for the demand of recall. If the elected official in question offers his or her resignation, it shall be accepted and take effect on the day it is offered, and the vacancy shall be filled as provided by the Constitution. If he or she does not resign within thirty days, an election will be held to determine whether the people will recall the officer. On the sample ballot at the election shall be printed in not more than two hundred words, the reasons for demanding recall of the officer as set forth in the recall petition, and in not more than
two hundred words, the officer's justification of his or her course in office. He or she shall continue to perform the duties of his or her office until the results of his or her election shall be officially declared. The recall petition shall be filed with the officer with whom the petition for nomination to such office should be filed, and the same officer shall order the special election when it is required. After one such petition and special election, no further recall petition shall be filed against the same officer for the incident in question during the term for which he or she was elected.

**ARTICLE X**

**SECTION 1: JUDICIAL POWERS**

The Judicial power of the Student Body shall be vested in a Supreme Court and such other courts as the Senate may form from time to time ordain and establish.

**SECTION 2: ADMINISTRATION: PRACTICE AND PROCEDURE**

The Chief Justice of the Supreme Court as chief administrative officer of the Judicial system, shall be vested with, and shall exercise in accordance with rules adopted by the court the authority to:

A. Assign cases and duties among the Justices of the Court.
B. Supervise the administration of all courts.
C. Report to the Senate weekly such defects in the laws as may have been brought to his or her attention and to suggest such amendments or additional legislation deemed necessary.
D. Derive all other powers and duties not specified in this Constitution from the Statutes.

The Supreme Court shall adopt rules governing practice and procedure in all courts.

All courts shall conduct open hearings unless otherwise requested by the defendant.

**SECTION 3: SUPREME COURT**

Composition: The Supreme Court shall consist of:

A. A Chief Justice who shall be a student with a minimum classification of a junior and has taken at least twelve semester hours at the University of West Florida.
B. Four Associate Justices shall be students in good standing with the University of West Florida.

Procedures

A. Concurrence of a majority of Justices shall be necessary to render effective a decision of The Supreme Court.
B. The Chief Justice shall preside over sessions of the Supreme Court. If the Chief Justice, in his or her absence, fails to designate an Acting Chief Justice, then the Student Body President shall designate an Associate Justice to be acting Chief Justice.

C. The Chief Justice shall keep records of the Court, shall cause all decision except privileged matter to be made available, and delivered into the hands of his or her successor all permanent records of the court.

D. Derive all other powers and duties not specified in this Constitution from the Statutes.

The Supreme Court shall have jurisdiction:

A. Over violations of the Student Government Constitution and Statutes.

B. To issue advisory opinions concerning student rights under the Student Handbook upon request of the Student Body President or any Senator.

SECTION 4: SELECTION AND VACANCIES

A. All Justices shall be appointed by the Student Body President and confirmed by the Senate.

B. Confirmation shall require two-thirds vote of the Senate.

C. Once appointed to a justice position within the Student Government Association, the justice shall serve as long as he or she is enrolled with the University of West Florida, resignation, or removal from office.
UNIVERSITY OF WEST FLORIDA
STUDENT BODY STATUTES

TITLE I: DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION
OF AND COMPLIANCE WITH THE STATUTES

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Chapter 101: Definitions
Chapter 102: Official Documents

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Chapter 201: Vice-Presidential Duties and Authority
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Chapter 203: The President’s Cabinet
Chapter 204: Chief of Staff
Chapter 205: Office of Communication
Chapter 206: Office of Governmental Affairs
Chapter 207: Office of Student Life
Chapter 208: Assistant to the President
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Chapter 303: Senate Duties & Responsibilities
Chapter 304: Committee Responsibilities
Chapter 305: Chairperson Responsibilities
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Chapter 311: Terms of Office
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Chapter 402: Special Elections
Chapter 403: Election Process
Chapter 404: Filing for Candidacy
Chapter 405: Ruling on Candidate Qualifications
Chapter 406: Election Appeal
Chapter 407: The Official Ballot Form
Chapter 408: Campaign Expenses, Contributions, and Expense Infractions
Chapter 409: Regulations of Campaigning
Chapter 410: General Election Procedure
Chapter 411: Installation and Assumption of Office
Chapter 412: Violations of the Student Body Elections Code
Chapter 413: Amending of Student Body Election Code

TITLE V: ADDENDUM

Chapter 500: Election Addendums
A. Distinguished Teaching Award Process
B. Distinguished Staff Award Process

TITLE VI: THE JUDICIAL BRANCH

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Chapter 601: Chief Justice Duties and Responsibilities
Chapter 602: Supreme Court Duties and Responsibilities

TITLE VII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT

Chapter 700: Intent
Chapter 701: Severability
Chapter 702: Impeachment from office
Chapter 703: Suspension from office and temporary succession
Chapter 704: Referendum and recall
Chapter 705: Resignation in lieu of recall
Chapter 706: Recall Referendum
Chapter 707: Offenses relating to petitions
Chapter 708: Impeachment and Removal Process
Chapter 709: Removal of Senators by the Absentee Policy
Chapter 710: Removal of Appointed Offices
TITLE VIII:  FRESHMEN COMMITTEE

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Chapter 801: Freshmen Committee Responsibilities
Chapter 802: Installment of Freshmen Committee Chair
Chapter 803: Duties of the Freshmen Committee Chair
Chapter 804: Freshmen Committee Selection and Appointment
Chapter 805: Freshmen Committee Candidacy
Chapter 806: Term of Office
Chapter 807: Vacancies
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TITLE IX:  EMERALD COAST SENATE

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Chapter 901: Structure of the Emerald Coast Senate
Chapter 902: Emerald Coast Senate Responsibilities
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Chapter 904: Legislation
Chapter 905: Terms of Office
Chapter 906: Elections
Chapter 907: Appointments
Chapter 908: Removal

TITLE X:  CODE OF ETHICS

Chapter 1000: General Code of Ethics
Chapter 1001: Procedures and Penalties

TITLE XI:  The UNIVERSITY OF WEST FLORIDA STUDENT GOVERNMENT IN THE SUNSHINE LAW

Chapter 1100: Sunshine Law

TITLE XII: ACTIVITY AND SERVICE FEE

Chapter 1200: Activity and Service Fee Manual
TITLE I: DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION OF AND COMPLIANCE WITH THE STATUTES

Chapter 100: The Student Body Statutes

The following shall be the system of the Student Body Statutes to be observed by the Student Senate in enacting Statutes and in exercising statutory revision.

100.1 Each title dealing with the related topics which are composed of numerically designated chapters shall be as follows:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Range</th>
<th>Description</th>
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<tr>
<td>TITLE I</td>
<td>100-199</td>
<td>Definitions, Interpretations, Construction and Statutory Compliance</td>
</tr>
<tr>
<td>TITLE II</td>
<td>200-299</td>
<td>The Executive Branch</td>
</tr>
<tr>
<td>TITLE III</td>
<td>300-399</td>
<td>The Legislative Branch</td>
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<tr>
<td>TITLE IV</td>
<td>400-499</td>
<td>The Elections and Election Procedures</td>
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<tr>
<td>TITLE V</td>
<td>A - Z</td>
<td>Addendums</td>
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<tr>
<td>TITLE VI</td>
<td>600-699</td>
<td>The Judicial Branch</td>
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<tr>
<td>TITLE VII</td>
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<td>Student Government Officer Accountability &amp; Removal Act</td>
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<td>TITLE VIII</td>
<td>800-899</td>
<td>Freshmen Committee</td>
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<td>TITLE IX</td>
<td>900-999</td>
<td>Emerald Coast Branch Student Government Association</td>
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<td>TITLE X</td>
<td>1000-1099</td>
<td>Code of Ethics</td>
</tr>
<tr>
<td>TITLE XI</td>
<td>1100-1199</td>
<td>The University of West Florida Student Government in the Sunshine Law</td>
</tr>
<tr>
<td>TITLE XII</td>
<td>1200-1299</td>
<td>Activity and Service Fee Manual</td>
</tr>
</tbody>
</table>

100.2 Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 199 may be divided into Sections 199.1, 199.2, 199.3 etc. Each section may in turn be subdivided further by means of the alphabet so that as many subsections are obtained as necessary.

100.3 The Rules and Statutes Chair, or their designee, shall amend the Student Body Statutes table of contents, font, and other visual elements as needed, with the advice of the Senate President. Any such changes must be announced to the Senate.
Chapter 101: Definitions

101.1 The term “Act”

Failure to perform an action that is legally required, or the instance of taking an action or performing a deed.

101.2 The term “Appointments”

All appointments made by the President shall require confirmation by a Two-Thirds vote to fill vacated elective offices, and confirmation by a majority vote for all other appointments.

101.3 The term “Benefit”

A gain or advantage, or anything regarded by the person to be benefited as a gain or advantage to themselves or to any person in whose welfare they are interested.

101.4 The term “Bills”

Legislation over which the Student Government has sole jurisdiction. All bills shall require a two-thirds vote, with the exception of revisions to the Activity and Service Fee manual.

101.5 The term “Campaign Worker”

Any person who actively supports any candidate.

101.6 The term "Campaigning"

The disseminating of literature, the posting of signs, or any other tangible construction or advocating the election of any candidate or group of candidates.

101.7 The term “Circulator”

An individual seeking to recall a Student Government Officer from office and who solicits, supervises, or otherwise procures student signatures in support of a recall referendum of the affected officer.

101.8 The term “Civilly Liable”

A person is “Civilly Liable” for the purposes of this Act when a court of competent jurisdiction enters final judgment against him or her in a civil action.
101.9 The term “Conflict” or “Conflict of Interest”
A situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.

101.10 The term “Constituency”
The people who are represented by a Student Government Officer and are eligible to vote for such an officer in regular Student Government elections.

101.11 The term “Constituent”
A Registered Student who is a member of a Student Government Officer’s constituency.

101.12 The term "Conviction"
A finding of guilt through a three fourths vote of the Senate on an impeachment allegation of malfeasance, misfeasance, or nonfeasance, which will result in removal from office.

101.13 The term “Corruption”
Violation of any Student Government laws.

101.14 The term “Executive Order”
A law that is drafted and signed by the Student Body President and stored in the Executive Handbook (not legislation).

101.15 The term “Executive Handbook”
A document tracking the history and formalizing the policies of the Office of the President. Keeping place of Executive Orders.

101.16 The term “Incompetence”
The lack of ability, qualifications, or fitness to discharge a required duty.

101.17 The term “Incorrectly Marked Ballot”
A ballot that is not in accordance with the instructions on it.

101.18 The term “Induce”
The act or process of enticing or persuading another person to take a certain course of action regardless of whether the other individual takes such action.

101.19 The term "Impeachment"

Formal accusations of malfeasance, misfeasance, or nonfeasance against an elected Student Government member or a member of the Supreme Court recognized by a majority vote of the Senate.

101.20 The term “Joint Ticket”

Shall be composed of one Presidential candidate and one Vice-Presidential candidate running together on one ticket during the student government elections.

101.21 The term “Line Item Veto”

The ability to veto a portion of a bill, while approving the rest. A line item veto can be overridden by a two-thirds vote of the Senate.

101.22 The term “Majority Vote”

The greater part of number or larger than half, 50% plus 1.

101.23 The term "Malfeasance"

The commission of an act that is positively unlawful; misconduct.

101.24 The term “Malum in Se”

A criminal act that is inherently and essentially evil, that is immoral in its nature and injurious in its consequences, without any regard to the fact of its being noticed or punished by the laws of the state. Such are most or all of the offenses cognizable at common law, such as murder, larceny, etc. See Black’s Law Dictionary, Fifth Edition.

101.25 The term "Misfeasance"

The commission of a lawful act in an unlawful or improper manner, so that there is an infringement on the rights of another or others.

101.26 The term “Moral Turpitude”

An act or behavior which gravely violates moral sentiment or acceptable moral standards of a community. It is restricted to the gravest offenses consisting of felonies, infamous crimes, and those that are Malum in Se and disclose a depraved mind. See Bartos v. United States District Court for District of
Nebraska, C.C.A.Neb., 19 F.2d 722, 724.

101.27 The term “Nomination”
All nominations made by the President shall require confirmation by majority vote of the Senate.

101.28 The term "Nonfeasance "
The failure to do what duty requires to be done.

101.29 The term "President"
Shall be synonymous with the terms Student Government Association President and Student Body President.

101.30 The term “Public”
Any member of the Student Body who is neither an officer nor candidate for office in the Student Government Association, as well as University faculty and staff unaffiliated with Student Government, as well as any person not affiliated with the University of West Florida.

101.31 The term “Quorum”
More than one-half of the Senators holding office. Quorum must be met for all voting to occur.

101.32 The term “Recall Referendum”
A ballot measure to put to a constituency affected a petition, signed by a requisite number of constituents and in a form prescribed by student body law, that seeks to recommend to the Student Government the removal of a Student Government officer from office who has been convicted of a misdemeanor related to his or her duties, or who has been found civilly liable for an act of moral turpitude, after all available appeals have been exercised, waived, or have expired.

101.33 The term “Recommendations”
Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote of the Senate.

101.34 The term “Registered Student”
A person admitted to the University who is enrolled in at least one credit hour during the current academic term, is in good standing with the University, and has
paid his or her activity and service fees, or had his or her fees deferred by the University, for the current academic term.

101.35 The term "Removal"

The impeachment of a Student Government Association Member.

101.36 The term “Resolutions”

Legislation that is a statement of position shall require a Majority Vote.

101.37 The term “Senate”

From here after shall refer to the Pensacola Senate unless otherwise designated.

101.38 The term “Senate Experience”

Having held a Student Government Association elective office or having held a primary cabinet position.

101.39 The term “Student Government Member”

Anyone holding a position in any branch of Student Government Association.

101.40 The term “Student Government Officer”

Any student holding an elected position in the Student Government Association.

101.41 The term “Student Senate”

Shall include the following:

A.  Senate President

B.  Budget and Allocations Chair

C.  Rules and Statutes Chair

D.  Student Outreach Chair

E.  University Outreach Chair

F.  Budget and Allocations Committee Seats

G.  Rules and Statutes Committee Seats
H. Student Outreach Committee Seats

I. University Outreach Committee Seats

101.42 The term “Three-Fourths Vote”

No less than three fourths of the Senators present and voting "yes" or "no".

101.43 The term “Two-Thirds Vote”

No less than two-thirds of the Senators present and voting "yes" or "no".

101.44 The term "Vice-President"

Shall be synonymous with the term Student Government Association Vice-President and Student Body Vice-President.

Chapter 102: Official Documents

102.01 All students serving the Student Government Association in any capacity whatsoever must observe the Official Documents. Willful and deliberate disregard of these Documents may subject the student to removal from office by the proper procedure.

102.02 The Official Documents of the Student Government Association shall include:
   The Student Body Constitution
   Writs and Decisions of the Supreme Court
   The Student Body Statutes
   The Executive Handbook
   Rules and Governing Practices for the Courts

102.03 The University of West Florida Student Body Constitution shall be the governing doctrine of the Student Government Association, and amendments to the Constitution may be proposed by two-thirds vote of the Student Senate, or by petition of five percent of the Student Body. Amendments shall become part of this Constitution upon ratification by majority of the votes cast thereon in a Student Body Election, provided that the proposed amendments have been published in the recognized Student Body publication at least one week prior to the vote of the Student Body.

102.04 Writs and Decisions of the Supreme Court shall serve as binding and final decisions of the Student Government Association, and shall supersede the Student Body Statutes in cases where Statutes are found to be in violation of the Student Body Constitution.
102.05  The University of West Florida Student Body Statutes shall serve as by-laws of the Student Body Constitution and shall be amendable by Bill.

102.06  The Executive Handbook will contain all policies and procedures of the Executive Branch and will serve as a record of all Executive Orders of the President. The Handbook shall be amendable by Executive Order. Executive Orders are to be considered subordinate documents to the University of West Florida Student Body Constitution, Student Body Statutes, and Writs and Decisions of the Supreme Court.

102.07  Rules and Governing Practices for the Courts of the University of West Florida shall set their governing policies and shall be amended and enforced by the Chief Justice. All changes should be presented to Senate at the next Senate meeting after being enacted.

102.08  Updated versions of all Official Documents will be stored in the UWF Student Government argofiler database and posted publicly on the UWF Student Government website.

102.09  Any document that is approved by the Senate to be considered an Official Document (by amending this Statute) should be read in front of Senate before being enacted.
TITLE II: THE EXECUTIVE BRANCH

Chapter 200: Presidential Duties and Authority

200.1 The President shall be empowered to call by Executive Order and at will, meetings of the Student Senate provided time and place are advertised twenty-four hours in advance.

200.2 The Student Body President along with the Senate President and Treasurer shall administer the Student Government Association budget for the fiscal year of his/her term of office and submit to the Senate a proposed budget in the Fall semester for current fiscal year. The Student Body President shall be the only Student Government signature that can initiate any financial expenditure.

200.3 The President shall be empowered to represent the student body officially within the University, to any state and national student association that the University of West Florida Student Government Association is a member, the Board of Trustees, the legislature, and at all other appropriate forums extended to the university.

200.4 The President shall coordinate the work of the Student Government Association, the student members of the University Standing Committees, and Executive ad hoc committees.

200.5 The President shall maintain communications between the Student Government Association and the University of West Florida administration.

200.6 The President shall be an ex-officio, non-voting member of all Senate committees.

200.7 The President shall appoint the Election Commission at least six weeks prior to the Spring Election.

200.8 The President shall be empowered to form Executive ad hoc committees by Executive Order. Appointments to these committees do not have to be approved by the Senate.

200.9 The President shall have a cell phone allowance while in office so they may be reached at all times. This will be used to facilitate communication between the Student Body President and the students, Student Government office, and the administration. The money to pay for the cell phone allowance shall be appropriated in the Student Government budget each year.

200.10 The President shall submit to the Senate all nominations regarding appointments to vacant elective offices.

200.11 Upon signing an Executive Order, the Student Body President should send a copy to
each Senator, announce the Executive Order at the next Senate meeting, or otherwise make known the ratification of an Executive Order.

200.12 The President shall not have the power of Line Item Veto.

200.13 The Student Body President of the University of West Florida Pensacola campus shall represent the student body as a voting member of the University Of West Florida Board of Trustees.

200.14 The President shall receive a stipend of $9,000, which shall be allocated appropriately throughout the course of his/her term.

Chapter 201: Vice-Presidential Duties and Authority

201.1 The Vice-President shall prepare the Executive Committee agenda and oversee the preparation and distribution of the Executive Committee minutes.

201.2 The Vice-President shall serve as coordinator for all campus issue projects.

201.3 The Vice-President shall be Chairman of the Executive Committee.

201.4 The Vice-President shall serve as liaison to the Emerald Coast Campus Student Government.

201.5 The Vice-President shall have the responsibility of forming the Freshmen Committee according to the selection process outlined in Chapter 804.

201.6 The Vice-President shall oversee and advise the Freshmen Committee.

201.7 The Vice-President shall determine the Senate attendance policy for the Freshmen Committee.

201.8 The Vice-President shall serve as the student representative to the University of West Florida Foundation Board.

201.9 The Vice-President shall serve as the student advocate for students needing help with judicial proceedings.

201.10 The Vice-President shall receive a stipend of $2,700, which shall be allocated appropriately throughout the course of his/her term.

Chapter 202: The Executive Committee

202.1 The Executive committee shall be comprised of the President, the Vice-President,
the Senate President, the Emerald Coast Governor, the President’s Cabinet, each Senate Committee Chairpersons, and the Freshman Committee Chair.

202.2 The Executive Committee shall be chaired by the Vice-President as stated in Chapter 201.

Chapter 203: President’s Cabinet

203.1 The President's Cabinet shall be composed of:

A. The primary cabinet positions of Chief of Staff, Director of Communications, Director of Governmental Affairs and Director of Student Life.

B. Other extended cabinet offices which the president deems necessary.

C. The president may at his or her discretion appoint as President Emeritus any currently enrolled former Student Body President from the University of West Florida.

203.2 All appointments to Executive offices shall be made by the President, with confirmation by Majority Vote of the Senate.

203.3 In the event that the Student Body President makes an appointment during the summer Senate recess, the appointee may act as an interim for the position until the appointment is approved by the Senate.

203.4 Additional deputies, assistants, and committees may be appointed by the Student Body President.

203.5 All Cabinet appointments not defined in statute shall require the Student Body President to submit a job description to every Senator forty-eight hours prior to the meeting to be approved by majority vote of the Senate, after which the appointment shall be voted on.

Chapter 204: Chief of Staff

204.1 The Chief of Staff should fill in for the Student Body President on University business as needed.

204.2 Oversee the Director of Communications, Director of Governmental Affairs, and the Director of Student Life.

204.3 Attend weekly Executive and Senate meetings.

204.4 Manage ad hoc Committees.
204.5 Coordinate weekly meetings with the President’s Cabinet.

204.6 Manage Cabinet positions and meetings.

204.7 Perform all additional duties as deemed necessary by the President.

204.8 The Chief of Staff shall receive a stipend of $2,500, which shall be allocated appropriately throughout the course of his/her term.

Chapter 205: Office of Communication

205.1 There shall be a Director of the Office of Communications titled Director of Communications, Assistant Director of Communications, two Marketing Coordinators, and two Social Media & Technology Coordinators.

205.2 The Office of Communications shall:

A. Maintain all marketing for Student Government Association events, programs and services.

B. Maintain and update the Student Government Association website and all social media.

C. Maintain internal and external communication.

D. Coordinate the promotion of Student Government Association’s visibility and awareness on campus.

E. Be responsible for maintaining and coordinating the use of the event marquee to include any message promoting an Student Government Association sponsored event, senate meeting or other communication deemed necessary and prescribed by the Executive Committee.

205.3 The Director of Communications shall:

A. Be responsible for managing and directing all internal and external communication efforts of the Student Government Association.

B. Direct and supervise the Communications Office.

C. Attend all meetings and act as the liaison between executive members and the Office of Communications.
D. Collect activity reports from all executive members, prepare content for distribution, and delegate appropriate tasks to each member of the communications staff.

E. Advise the President and executive members on all communication related efforts.

F. Submit weekly reports to the Chief of Staff and President outlining all activities of the Office of Communications.

G. Report directly to the Chief of Staff and perform all additional duties as deemed necessary.

H. The Director of Communications shall receive a stipend of $1,000, which shall be allocated appropriately throughout the course of his/her term.

205.4 The Assistant Director of Communications shall:

A. Establish and maintain effective working relationships with relevant media representatives of print, broadcast, and internet media sources to help facilitate coverage of Student Government activities and events.

B. Oversee Marketing Coordinators.

C. Under the direction of the Director of Communications, produce and distribute press releases to all relevant media sources in sufficient time to ensure timely submission.

D. Report directly to, and perform all other duties deemed necessary by the Director of Communications.

205.5 The Marketing Coordinators shall:

A. Promote and support all Student Government Association events and activities using appropriate advertising methods, including graphic design, banners, signs, flyers, electronic marquees, etc.

B. Coordinate with the Social Media & Technology Coordinators to implement advertising through the Student Government Association website and all relevant social media platforms.
C. Conduct research to evaluate the effectiveness of all communication campaigns in order to achieve optimal results.

D. Report directly to the Director of Communications and perform all other duties deemed necessary.

205.6 The Social Media & Technology Coordinators shall:

A. Act as advisors to Student Government Association in all matters relating to information technology.

B. Coordinate the development of information technology, in accordance with the wishes of the President and all executive members, in order to promote the efficiency and responsiveness of Student Government Association.

C. Facilitate the training of Student Government Members in the use of any information technology as necessary.

D. Monitor and manage the Student Government Association website and all integrated services (blogs, calendars, etc) in order to streamline all communication efforts in a modern, timely and efficient manner.

E. Implement all prepared content for the Student Government website with the direction of the Communications Director and according to the wishes of the President and executive members.

F. Develop and maintain working relationships with any and all outsourced internet services (web developers, hosting providers, domain registrars, etc).

G. Report directly to the Director of Communications and performs all other duties deemed necessary.

Chapter 206: Office of Governmental Affairs

206.1 There shall be a Director of Governmental Affairs, an Assistant Director of Governmental Affairs and a Supervisor of Elections.

206.2 The Office of Governmental Affairs shall:

A. Remain updated with state, local, national and university affairs.

B. Maintain relationship with state representatives in Tallahassee and
Washington D.C.

C. Work with University of West Florida administration including the Director of Governmental Affairs.

D. Be responsible for overseeing the election process and any other referendum election.

E. Work with Chief of Staff to maintain student representation on university Standing Committees.

F. Gather student input through polls or surveys regarding university, state, national, and local issues.

G. Promote and maintain sustainability on campus.

H. Perform all other duties deemed necessary by the Director of Governmental Affairs.

206.3 The Director of Governmental Affairs shall:

A. Direct and supervise the Office of Governmental Affairs, including the Supervisor of Elections.

B. Be responsible for lobbying on behalf of the students.

C. Plan lobbying trips for SGA leadership to attend, including the Florida Student Association’s Planning Conference and Rally in Tally.

D. Keep up to date with matters pertaining to the Florida Student Association.

E. Work with the University of West Florida administration including the Director of Governmental Relations.

F. Perform all other duties deemed necessary by the Chief of Staff.

G. The Director of Governmental Affairs shall receive a stipend of $1,000, which shall be allocated appropriately throughout the course of his/her term.

206.4 The Assistant Director of Governmental Affairs shall:

A. Research issues affecting Escambia County and the University of West Florida and inform the Senate of such findings.

B. Assist lobbying efforts on behalf of Pensacola and the University.
C. Help the Chief of Staff with maintaining representation on standing committees.

D. Work with the Director of Governmental Affairs to put on events such as Rock the Vote during elections.

E. Arrange Town Hall meetings when relevant to governmental issues.

F. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.

206.5 The Supervisor of Elections shall:

A. Organize the general elections in the spring semester in accordance with Title IV.

B. Organize referendum elections when necessary.

C. Maintain and inform the Senate and student body of any open seats or positions open within Student Government Association.

D. Oversee the interview and application process of all Student Government Association.

E. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.

Chapter 207: Office of Student Life

207.1 There shall be a Director of Student Life, Assistant Director of Student Life, and a Student Organizational Liaison.

207.2 The Office of Student Life shall:

A. Promote diversity on campus.

B. Be responsible for Student advocacy.

C. Be responsible for instilling and maintaining spirit and tradition on campus.

D. Maintain communication with student organizations.
E. Be responsible for student involvement within Student Government Association.

F. Plan and organize Student Government Association retreats, banquets, and other programs as necessary.

G. Perform all other duties deemed necessary by the Director of Student Life.

207.3 The Director of Student Life shall:

A. Direct and supervise the Office of Student Life.

B. Plan and organize Student Government Association retreats, banquets, and all other events deemed necessary.

C. Be responsible for issues pertaining to student/campus life.

D. Be responsible for implementing and maintaining spirit and tradition on campus.

E. Perform all other duties deemed necessary by the Chief of Staff.

F. The Director of Student Life shall receive a stipend of $1,000, which shall be allocated appropriately throughout the course of his/her term.

207.4 The Assistant Director of Student Life shall:

A. Serve as a liaison between Student Government Association and the University of West Florida Athletic Department.

B. Coordinate events with the University of West Florida Athletic Department to promote student participation; such as pep rallies, tailgates, etc.

C. Work with the Office of Student Life on creating spirit and tradition for athletic events.

D. Be a member of Common Ground.

E. Work with other departments and organizations to promote student outreach throughout campus.

F. Report directly to and perform all other duties deemed necessary by the Director of Student Life.
207.5 The Student Organization Liaison shall:

A. Maintain communication with all student organizations on campus.

B. Sit on the Internal Student Organization Council.

C. Handle logistics for co-sponsorships and solicit groups to participate in co-sponsored events.

D. Sit on the Family Weekend Committee.

E. Report to Senate any events on campus and ensure there is Student Government Association representation.

F. Be responsible for student involvement within Student Government Association.

G. Report directly to, and perform all other duties deemed necessary by the Director of Student Life.

Chapter 208: Assistant to the President

208.1 There shall be an Assistant to the President appointed by the President.

208.2 The Assistant to the President shall:

A. Assist the President with special projects not specifically designated in the Statutes.

B. Serve as President’s designee to University Committees as needed.

C. Perform any other duties deemed necessary by the President.

Chapter 209: Assistant to the Vice-President

209.1 There shall be an Assistant to the Vice-President appointed by the Vice-President.

209.2 The Assistant to the Vice-President shall:

A. Assist the Vice-President with advising and selecting the Freshmen Committee.
B. Perform any other duties deemed necessary by the Vice-President.
TITLE III: THE LEGISLATIVE BRANCH

Chapter 300: The Senate

300.1 The Senate shall meet in yearly session. Each session of Senate shall be guided in accordance with the Constitution and Statutes.

300.2 Structure of the Senate

A. Senate President:
   1. There shall be a Senate President as provided in the Constitution who shall be elected by Majority Vote of the student body.

B. Student Government Treasurer:
   1. There shall be a Treasurer who is elected by a majority of the votes cast during the Student Body Elections.
   2. The Treasurer shall be sworn in with the elected Senators.

C. Senators:
   1. Senators shall be elected by college during the Student Body Elections.
   2. The Student Senate shall be organized by the membership of four Senate Committees: University Outreach, Budget and Allocations, Rules and Statutes, and Student Outreach.

300.3 Organization of Committees

A. Chairperson will be determined after elections during the first Senate meeting and shall be privileged with the same voice as senators, with the exception of the Freshmen Committee Chair. Any senator is eligible to run for chairperson.

B. At the first Senate meeting after the chairpersons have been elected, the senators will rank their committee choices. During the following week, senators shall be assigned to positions as follows:
   1. A Senate Seat Appointment Committee shall appoint elected senators to one of the four committees. The Senate Seat Appointment Committee will consist of the four chairpersons and the Senate President. The Student Government Association President and advisor, will serve as ex-officio, non-voting members of this committee.
2. The Senate Seat Appointment Committee will present the appointments the following week.

300.4 Ex-officio Membership

A. The Student Body President, the Student Body Vice-President, Chief of Staff, Director of Governmental Affairs, Director of Communications, Director of Student Life, Treasurer, and the Freshmen Committee shall be ex-officio non-voting members of the Senate.

B. Ex-officio members of the Senate shall be privileged with the right to debate in the Senate, except when the Senate, by two-thirds vote, excludes them from debate.

300.5 Calling of Senate Meetings

A. The Senate President shall be empowered to call Senate meetings, and shall call a meeting if requested to do so by a petition of one-half of the members of the Senate holding office at the time the petition is presented to him/her. The Senate may also call a meeting by a Majority Vote. The Senate President shall be responsible for notifying Senators of special meetings.

300.6 Senate Meeting Rules and Procedures

A. Robert’s Rules of Order Newly Revised Edition shall be the parliamentary authority for the Senate, except when it conflicts with the Constitution, Student Body Statutes, or Senate rules of procedure.

B. The Senate President shall preserve order and decorum in the Senate Chamber and, in case of a disturbance or disorderly conduct, may have members or guests removed by the Rules and Statutes Chairperson.

C. Any Senator may move to meet as a committee of the whole for the purpose of discussing Senate business informally. A motion to convene as a committee of the whole shall require a Two-Thirds Vote of the Senate. A motion to adjourn such a committee meeting and return to a regular Senate meeting shall require a majority vote of the Senate.

D. A Senator who wishes to gain the floor shall raise his/her hand and wait for recognition by the Senate President.

E. Any Senator recognized by the Senate President shall rise when addressing the Senate and speak in a clear voice. Senators must vote from their assigned seats.
F. Any Senator or ex-officio member shall have exhausted his/her right to debate after engaging in debate twice on any piece of legislation.

G. The gallery may be recognized to speak during announcements or if a Senator yields the floor to them. A member of the gallery should contact a Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.

H. Any Senator making an amendment to a motion needs to write his or her amendment on paper and present the amendment to the Rules and Statutes Chairperson. The Rules and Statutes Chairperson will then present the amendment to the Senate President who will then read the amended item in its entirety to the Senate.

300.7 Voting

A. When any question is brought forth, the Chair shall call for votes of "yes", "no", and "abstain", in that order. Each Senator must vote, and all votes shall be recorded.

B. The Senate President shall conduct Roll Call Votes on Legislation, Amendments, and Impeachments upon request. Roll call votes will be included in the minutes.

Chapter 301: Senate President Duties and Responsibilities

301.1 The Senate President shall oversee the Student Senate.

301.2 The Senate President shall prepare the Senate agenda and oversee the preparation and distribution of the Senate minutes.

301.3 The Senate President and/or any other individual serving as the Senate Chair shall have the option to vote in the case of a tie or when the vote of the Senate Chair can affect the outcome.

301.4 Student Body Statutes

A. The Senate President shall maintain an updated version of the Student Body Statutes and shall distribute copies to the Senate electronically.

B. The Statutes shall be updated by being edited and reprinted to incorporate any changes into the text.
301.5 The Senate President shall be responsible for enforcing the attendance policy as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution.

301.6 The Senate President shall preside over removal proceedings unless such proceedings are Senate President removal proceedings in which case the Vice-President shall preside.

301.7 The Senate President shall be an ex-officio, non-voting member of all Senate Committees.

301.8 The Senate President shall report on Senate business to the Student Body President at least once a month. These reports shall include Committee’s progress in accomplishing goals and projects.

301.9 The Senate President shall serve as the Student Representative on the University of West Florida Alumni Board of Directors.

301.10 The Senate President shall receive a stipend of $2,500, which shall be allocated appropriately throughout the course of his/her term.

Chapter 302: Treasurer Duties and Responsibilities

302.1 The President, Senate President, and Treasurer shall be responsible for the administration of the Student Government Association budget. All expenditures shall require the signature of the President, and either the signature of the Senate President or Treasurer.

302.2 The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current keeping of records of all transactions made. All such records shall be maintained by the Coordinator of Student Government Association, who shall keep the records on file in a secure central location and ensure that they are available for public inspection. The Treasurer shall be responsible for notifying the Student Body President and Student Senate of any irregularities.

302.3 The Treasurer shall be responsible for presenting an updated budget to the Student Senate once every month. The date shall be determined by the Senate President.

302.4 The Treasurer shall hold at least one meeting per month with each budget holding member in Student Government Association.

Chapter 303: Senate Duties & Responsibilities

303.1 Each voting member of the Senate shall attend Senate, committee meetings,
mandatory events, and perform mandatory committee responsibilities.

303.2 The Senate shall approve the A&S Fee budget by Two-Thirds Vote.

303.3 Any funds not expressly provided for in the Student Government Association budget, over $300.00, shall be authorized by Majority Vote of the Senate.

303.4 All increases or decreases in organizational and travel grant accounts for Student Government Association must be enacted by Two-Thirds Vote of the Senate and shall take effect the next term.

303.5 The Senate will have the right to review all expenditures made in the Student Government Association budget. The Senate will also have the power to override the signature authority of the Treasurer by Two-Thirds Vote.

303.6 Senators shall receive a stipend each semester, so long as each Senator has adequately fulfilled his/her duties upon the conclusion of each semester.

Chapter 304: Committee Responsibilities

304.1 University Outreach Committee shall:

A. Review and make recommendations on student complaints and grievances concerning academic matters.

B. Review and make recommendations on proposed academic policy changes arising from the Board of Trustees, the legislature, and other external sources.

C. Serve as the Distinguished Teaching/Staff Award Search Committee.

D. Chairperson shall serve as student representative to the University of West Florida Faculty Senate and Academic Council.

E. Serve as the liaison between Student Government Association, faculty, staff, and administration.

F. Take concerns brought forward by the Student Outreach Committee and meet with the appropriate faculty, staff, and administration.

G. The University Outreach Chair shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of his/her term.

304.2 Budget and Allocations Committee shall:

A. Formulate annual budget recommendations for the A&S Fee Fund based on
Title XII. Budget and Allocations senators can vote on the budget recommendation made to the senate only if they have attended a majority of the Budget and Allocations Committee budget hearings.

B. Review requests for funding from the Organizational Grant and Travel Grant Funds and administer said fund according to the guidelines contained in the A&S Fee Manual Grant allocations shall be approved by a Majority Vote of the Budget and Allocations Committee.

C. Review long range activity projections and needs.

D. Review Florida law, Board of Trustees, and University Policy pertaining to the generation, allocation, expenditure, and investment of A&S Fee funds.

E. Upon request, review questions pertaining to financial matters within the State University System.

F. Upon request, review the existing or proposed University budget and funding priorities contained therein.

G. The Student Government Association Advisor shall be an ex-officio, non-voting committee member.

H. The chairperson shall have the option to vote when able to affect the outcome of a vote.

I. The A&S Fee Manual and all revisions thereof shall be approved by Majority Vote of the Senate and shall serve as the guidelines of A&S Fee allocations.

J. Review requests for budget amendments and transfers according to the A&S Fee Manual.

K. Review carryover requests and carry forward ending budget balances.

L. Administer reserve accounts according to the established guidelines.

M. Budget and Allocations Committee members shall refrain from debating or voting on any funding request which concerns a student organization or activity in which they are members or have a vested interest. The sole exception to this rule shall be Student Government Association.

N. All A&S Fee funded organizations, departments, or events must include the “Funded Through SGA” logo on all advertisements, promotional materials, and/or giveaways, and on any items purchased with A&S funds. Exemptions may be granted by the Budget and Allocations Chair.
O. The Budget and Allocations Chair cannot hold, with the exception of the Student Government Association, an A&S funded position.

P. The Budget and Allocations Chairperson shall receive a stipend of $4,000, which shall be allocated appropriately throughout the course of his/her term.

304.3 Student Outreach Committee shall:

A. Facilitate communication between the Student Government Association and the student body through multiple forms of surveying constituents; including but not limited to forums, monthly polls, events, surveys, and online suggestion boxes.

B. Respond to all issues, complaints, and feedback with student constituents in a timely fashion. Report recommendations that the Student Outreach cannot take care of to the University Outreach Committee.

C. Facilitate communications among students in order to maintain campus wide awareness of issues affecting students.

D. Be subject to removal if Senators in the Student Outreach Committee cannot meet the survey requirements deemed necessary by the Student Outreach Chair.

E. The Student Outreach Committee Chairperson shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of his/her term.

304.4 Rules and Statutes Committee shall:

A. Review any legislation that has been referred to the Rules and Statutes Committee by the Senate President. To submit recommendations regarding legislation to the Senate by means of report. All legislation must be reviewed by the Rules and Statutes Committee or the Rules and Statutes Chair. Once approved, the Rules and Statutes Chair will send the legislation to the Senate President. The legislation will then be made available to all Senate members for review twenty-four hours prior to the scheduled Senate meeting.

B. Review the Statutes for contradiction, ambiguity, or unconstitutionality and to generate legislation regarding such matters with the purpose of correcting them. This legislation shall be written and sponsored by individual members of the Rules and Statutes Committee and submitted in bill form to the Senate.

C. Be responsible for the orientation of new senators to Robert’s Rule of Order and
the responsibilities of Senate as a whole.

D. Review member absences and make recommendations to the Senate President concerning removals.

E. The Rules and Statutes Chairperson shall preside over Senate meetings in the absence of or at times deemed necessary by the Senate President.

F. The Rules and Statutes Chairperson shall assist the Senate President in preparation and disbursement of any relevant material or handouts for the Senate.

G. The Rules and Statutes Chairperson shall receive a stipend of $2,200, which shall be allocated appropriately throughout the course of his/her term.

Chapter 305: Chairperson Responsibilities

305.1 The Chairpersons shall be responsible for organizing and overseeing the duties of their respective committees.

305.2 The Chairpersons shall hold regularly scheduled office hours.

305.3 The Chairpersons shall hold committee meetings as necessary.

305.4 The Chairpersons shall be responsible for explaining the duties of their Committee to their Senators.

305.5 The Chairperson of each Senate Committee may, at his or her discretion, appoint a Vice-Chairperson from the Senators on that committee. All appointments shall require confirmation by a Majority Vote of the Senate.

305.6 Chairpersons shall attend all scheduled meetings during the summer term, with the exception of the Freshmen Committee Chair, as deemed necessary by the Student Body President.

305.7 Chairpersons may request an electronic vote via e-mail should the need arise.

305.8 Chairpersons will be responsible for presenting committee and attendance reports at weekly Senate meeting.

Chapter 306: Vice-Chairperson Responsibilities
306.1 The Vice-Chairperson shall assist the Chairperson, serve as ex-officio member on all subcommittees, preside over meetings in the absence of the Chairperson, serve as subcommittee coordinator and be prepared to assume the duties and responsibilities of the Chairperson.

Chapter 307: Numbering of Bills, Resolutions, and Recommendations

307.1 The Senate President shall file, in numerical order, all Senate Resolutions, Bills, and Recommendations. Each Bill, Resolution, and Recommendation will contain the following information: numerical designation, sponsor, author, date of passage and vote.

Chapter 308: Submission of Legislation

308.1 All legislation must be submitted to the Rules & Statutes Committee at least seven business days prior to the Senate at which said legislation is to be considered, with the exception of A&S Budget Bill.

308.2 All approved legislation must be presented to the Senate President at least forty-eight hours prior to the Senate meeting at which said legislation is to be considered. All legislation will be made available to all Senate members for review twenty-four hours prior to the scheduled Senate meeting.

308.3 The Senate President must post a current projected agenda for each Senate meeting. The agenda shall be posted on the wall outside the Student Government Association office. All bills, resolutions, and recommendations shall include the number of each piece of legislation, its author(s), and a brief summary of its content. All appointments and nominations for all Student Government Association offices shall include the name of the appointee/nominee and the position to which they aspire. This agenda must be posted at least twenty-four hours prior to the meeting which it outlines, and it must be updated regularly to include all submitted agenda items.

308.4 Legislation which is not submitted to the Senate President at least forty-eight hours prior to the meeting at which it is to be considered will be placed on the agenda only by a Two-Thirds Vote of the Senate.

308.5 Each legislative action will require the signature of at least 2 Student Government Association senators as sponsors and the signature of the author of said legislation, to be placed on the agenda and heard in a Student Government Association meeting.

Chapter 309: Procedure for Approval of Bills

309.1 Submission of Bills
A. A bill must go through the Rules and Statutes Committee in order to be submitted. All Bills, Resolutions, and Recommendations must be approved twice in separate readings. The second reading shall take place during the next Senate meeting unless this requirement is suspended. Suspension of this requirement requires approval of no less than two thirds of the Senators present and voting. The A&S Fee Budget shall not be exempt from the requirement and the rules shall not be suspended to allow passage in a single meeting. The A&S Fee Budget must pass two readings at separate meetings of the Student Senate.

309.2 Reading of Bills

A. The Senate President shall transmit a copy of a Bill, Resolution, or Recommendation passed by the Senate to the Student Body President within three school days after passage.

309.3 Final Action on Bills

A. Upon receipt of a Bill, the Student Body President shall have six school days to approve or veto. The Student Body President shall then submit the Bill to the Senate President.

B. Bills not acted upon by the Student Body President within six school days, and Bills passed over the Student Body President's veto shall be treated as approved.

309.4 Progress Report to Senate

A. The Senate President shall, before each session, confer with the Student Body President to determine what action has been taken on passed bills. The Senate President shall report to the Senate action taken on Bills and the location of each previously passed Bill.

Chapter 310: Publication of Senate Notices

310.1 The Senate President shall post publicly all newly proposed legislation and minutes of Senate meetings.

Chapter 311: Terms of Office

311.1 Senate members take office upon swearing in.

311.2 Senators shall terminate office at the swearing in of their successors.
311.3 Swearing in of Senators shall occur at the first Senate meeting following the final runoff elections, pending appeal.

311.4 The term of all Senate positions, as defined in Section 200.1H, shall be from spring semester to the following spring semester.

Chapter 312: Appointments

312.1 Senate appointments shall be permitted and each appointed senator shall be expected to complete the unexpired term of his position.

312.2 In the event that a vacancy exists, a reasonable effort should be made to fill said seat with a student from the college which has a vacant seat. However, if a student from the college which has a vacant seat is unable to be found, a student from any college may fill the vacant seat.

312.3 All appointees nominated by the Student Body President shall be present during their Senate confirmation and be confirmed by a Two-Thirds Majority Vote.

Chapter 313: Absentee Policy

313.1 Each senator must attend all Senate and committee meetings on which he or she serves, as well as, mandatory events.

313.2 An excused absence in regard to Senate and committee meetings shall include, but not limited to: travel associated with the University of West Florida’s Student Government Association, documented business on behalf of the University of West Florida’s Student Government Association.

313.3 An excused absence in regard to mandatory events shall include, but not limited to:

A. Travel associated with the University of West Florida’s Student Government Association.

B. Documented business on behalf of the University of West Florida’s Student Government Association.

C. Academic courses taken that conflict with the time that the mandatory event is to take place.

313.4 An absence may be tallied if senators fail to attend events deemed mandatory. A mandatory event shall be defined as any event that will effectively allow senators
to contribute to the vision and goals of the University of West Florida Student Government Association. Before an event is deemed mandatory it shall be discussed and decided upon by the Executive Committee. Senators shall be notified of said events at least two weeks prior to the date the event shall take place.

313.5 All unexcused absences in regard to mandatory events shall be tallied as a Senate absence.

313.6 Senators who are absent from mandatory events must submit their reasoning to the Senate President in the form of an email within four (4) business days of the absence, or the absence will automatically be considered unexcused.

313.7 The Senate President has the ability to approve or deny any reasoning in regards to a mandatory event absence. If approved, the Senator will receive an excused absence. If denied, the absence will be assessed. The Senate President will forward his or her decision to the Senate Pro-Tempore for his or her records.

313.8 Absences shall be tallied as followed:

A. Excused absences for Senate meetings, committee meetings, including mandatory events shall not be assessed.

B. Unexcused absences for Senate meetings, committee meetings, and mandatory events shall be considered as one (1) full absence.

C. A half (.5) absence will be given if a senator misses just the first or last roll call at a Senate or Committee meeting. If he or she misses both roll calls, one (1) full absence will be assessed.

313.9 After two unexcused Senate meeting or committee meeting absences the chair of the Rules and Statutes Committee will notify the senator of his or her attendance record and the attendance policy.

313.10 Once a Senator accumulates three (3) absences in either Senate meetings or committee meetings he or she will be placed on the agenda for an appeal hearing at the next Rules and Statutes Committee meeting.

A. See Chapter 709.
TITLE IV: THE STUDENT BODY ELECTION CODE

Chapter 400: The Election Commission

400.1 The Election Commission shall be responsible for all Student Government Elections.

400.2 The Election Commission members and appointments:

A. The Election Commission shall be composed of at least five members, appointed by the President and confirmed by the Senate. These members may not be a candidate.

B. The Supervisor of Elections must be appointed by the first senate meeting in January. The remainder of the Election Commission must be appointed by the last senate meeting in January. The Election Commission appointees must be confirmed by a majority vote of the Senate.

C. All Election Commissioner appointees not confirmed by said time requirements must be confirmed by a two-thirds vote of the Senate.

400.3 Qualifications of the Election Commission

A. No member of the Election Commission shall be actively involved with any campaign for elective office in any partisan way or manner during membership on the commission.

400.4 Duties of the Election Commission

A. Rule on the qualifications of candidates, which shall occur within two school days after filing. The Election Commission shall ensure that the candidates meet all qualifications necessary. The Election Commission shall provide the Student Government Association office with a current list of all eligible and ineligible candidates.

B. Organize a public forum after close of filing to allow candidates an opportunity to speak to the student body.

C. Arrange for the main polling places in the Commons, building 22. Provide electronic ballots, computer terminals for voting online and other items necessary for the proper, efficient, and legal completion of elections.

D. Appoint nonpartisan poll workers.
E. Be responsible for the enforcement of all rules and regulations of the elections code.

F. Provide election package to each candidate at time of filing, and establish dates and times to hold candidate meetings in which the campaign rules will be explained to the candidates and discussed.

G. Advertise filing for elections and election dates.

H. The Election Commission shall provide a packet that includes at least an application, important dates pertaining to the election, endorsement form, and Title IV.

400.5 Duties of the Supervisor of Elections

A. Provide, prior to each election, training for poll workers in their duties and responsibilities in the operation of the polls.

B. Provide adequate information concerning elections to the Voyager prior to and following each election.

C. Hold election committee meetings to verify the validity of Election Code violations. The Supervisor of Elections may only vote in case of a tie.

D. To ensure that the Election Commission fulfills all responsibilities and duties.

E. Shall be responsible for obtaining expense statements from all elected candidates as defined in 408.2.

F. Oversee public inspection of election ballots.

Chapter 401: Officers to be Elected

401.1 The following positions shall be elected in the Student Body Elections during Spring Semester.

A. The President, Vice President, Treasurer, Senate President, Emerald Coast Governor, Emerald Coast Senate President, and all Senate positions will be elected by a majority of votes.

B. Senate positions will be elected based on representation from each college.

C. Number of senate positions for each college will be determined by the Supervisor of Elections and SGA advisor at least two weeks prior to filing.
opening.

D. Emerald Coast Senate designated campus positions shall be elected by a plurality of the votes cast for the designated Emerald Coast representative seat. The Emerald Coast at large positions shall be filled by the candidates who received a plurality of votes that have not already filled a designated campus position.

1. See Title IX Chapter 906.

Chapter 402: Special Elections

402.1 Constitution Amendment Referendum

A. The Elections Commission shall conduct Constitutional Amendment Referenda upon request of a two-thirds vote of the Senate, or upon receipt by the Elections Commission of a student body petition as prescribed by Article VIII of the Constitution.

B. The official ballot for the Constitutional Amendment Referenda shall, for referenda initiated by the Senate, list the number of the Senate Bill proposing the Constitutional change and the nature of the change. Voters shall vote "Yes" or "No" on the change.

C. Complete copies of constitutional amendments are required to be on the official ballot. In changes made in existing Constitutional provisions, both the existing sections and proposed amendments shall appear on the ballot.

402.2 Referendum Elections

A. Referendum Elections shall be conducted by the Elections Commission upon receipt of a student body petition as prescribed by Article VII and Article VIII of the Constitution.

402.3 Recall Elections

A. The official ballot shall state the name of the official in question. Voters shall vote "Yes" or "No" on the recall. A sample ballot shall be available at each polling place as prescribed by Article X of the Constitution.

B. If a majority of the students voting in the Recall Election recall the official, their term of office shall cease upon certification of the election results by an Elections Commission. The vacancy created shall be filled as proved by the Student Body Constitution and Statutes.
Chapter 403: Election Process

403.1 The Spring Election shall take place the third week (on Monday, Tuesday, and Wednesday) following Spring Break. Voting shall begin at 8:00am Monday and end at 8:00pm Wednesday.

403.2 The Elections Commission shall conduct Spring Elections according to the following schedule:

A. Campaigning is defined as active promotion of one’s candidacy through publications and marketing material as well as public appearances and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)

B. Campaigning shall begin only after the candidate has filed and been cleared by the Election Commission and attended a mandatory candidate meeting.

C. A student may change office for which he has become a candidate anytime prior to the closing date of filing. No student may be a candidate for more than one office, whether elected or appointed, at a given time.

D. A candidate may withdraw at any time during the election process.

E. Counting electronic ballots may begin no sooner than the closing of the polls at the end of the elections.

F. Any paper ballots will be cross checked by the Assistant Dean of Students against students who filled out an electronic ballot and a registered student list to determine if they are eligible. Any paper ballots that are ruled eligible will be manually added to the final vote count.

G. The runoff election shall take place on Tuesday after the last election day, pending appeals.

Chapter 404: Filing for Candidacy

404.1 No student shall be placed on the official ballot who has not properly filed for candidacy, been checked and cleared for good standing, attended a mandatory candidate meeting, signed a statement of understanding, and turned in the appropriate number of endorsements.

Chapter 405: Ruling on Candidate Qualifications

405.1 The SGA office staff shall investigate the qualifications of candidates and will
reject unqualified applications within two school days after filing.

Chapter 406: Election Appeal

406.1 The aggrieved candidate shall submit a written request for appeal to the Chief Justice through the Dean of Students Office within two school days of the contested decision of the Election Commission ruling regarding an election violation.

406.2 For election appeals, the Student Supreme Court may only choose to hear appeals from candidates regarding rulings of the Election Commission on election violations.

Chapter 407: The Official Ballot Form

407.1 The official ballots for the online voting portion of the election process for each candidate shall be displayed in an alphabetical setting configured by ITS. The names shall be in the same form as requested on the application at the time of filing for candidacy.

407.2 A link to biographic information and a picture of candidates shall be provided to voters if the candidate submits in accordance with restrictions and deadlines set by the Election Commission.

Chapter 408: Campaign Expenses, Contribution, and Expense Infractions

408.1 Campaign Expenses

A. Campaign contributions are defined as the giving or furnishing of money, material, or supplies to any campaign or in the furtherance of any campaign, by any person or organization.

B. Campaign expenses are defined as the retail market value of campaign material or services including, but not limited to, posters, handbills, cards, banners, postage, public address apparatus, car tops, commercial media, advertising, etc. employed for campaigning for office.

C. Campaign expenses shall include:

1. Cash expenditures, defined as the spending of money for the purpose of campaigning for office.

2. Gifts, defined as the receipt of anything of marketable value for the purpose of campaigning, and including but not limited to, discounts on campaign materials or
professional services.

D. Expenditures of candidates including cash spent, debts incurred and gifts received shall not exceed $750.00 per candidate. The Presidential and Vice Presidential ticket may spend up to $1500.00 total.

E. Runoff Elections are considered a separate election and are allowed expenditures not to exceed $200.00.

408.2 Expense Statements

A. All candidates must provide an expense statement, which shall be submitted to the Election Commission before the closing of the polls; such statements shall become public information. Expense statements shall include an itemized statement of all campaign expenditures based on the retail market value and shall be signed by the candidate even if no expenses were incurred. In case of a runoff election, expense statements for any additional expenses shall be submitted to the Election Commission before the closing of the runoff election polls.

Chapter 409: Regulations of Campaigning

409.1 Campaigning is defined as active promotion of one’s candidacy through publications and marketing material as well as public appearance and/or presentations. This does NOT include informal conversations or the use of social media (such as Facebook, Twitter, YouTube, etc.)

409.2 All campaign materials must contain the dates of elections.

409.3 Campaign posters no larger than 8 ½ x 14 may be placed on Student Activities’ bulletin boards in accordance with Student Activity policies. Campaign posters may also be placed on non-Student Activity boards, with the consent of the department. Candidates shall be limited to one piece of publicity per Student Activities bulletin board.

409.4 Only one campaign sheet per candidate or ticket may be hung in the Great Hall of the Commons.

409.5 Materials disseminated in residence halls and the Village Apartments must be submitted to the Office of Housing prior to being received by residents. All literature must be in accordance with housing regulations. Residents in the dorms may post materials on their own dorm room only.

409.6 There shall be no writing, printing, or publicity of any type on windows, painted
surfaces inside building, exterior of buildings, or trees, with the exception of campaign sheets which may be strung between trees provided they are in accordance with stipulations set by the Student Activities Office. Writing on sidewalks only with chalk shall be allowed as a form of publicity. It is prohibited to place materials on top of materials that are already posted. Removal of any material other than your own is not allowed. All material used in campaigning must be removed two days after the election.

409.7 Letters to the editor of the Voyager are permissible, subject to the stipulations set by the Voyager.

409.8 All reservations for campaigning must be filed under SGA and must follow all University, UCSA, and Reservation policies.

409.9 To post material on private property, candidates must obtain the consent of the property owner or manager. Publicity may be placed on vehicles with the owner’s permission.

409.10 Candidates are responsible for their own campaign materials and for any violations of the campaign rules, committed by themselves or their campaign workers.

Chapter 410: General Election Procedure

410.1 Polling Procedure

A. All registered students are eligible to vote.

B. The Election Commission shall supervise the placement of nonpartisan signs announcing the election.

C. The main polling place shall be in front of the Nautilus market in the Commons Concourse, Building 22. There shall be no active campaigning within 50 feet of the polling station on election days. Poll workers have the right to remove anyone from the poll station.

D. Bands and loud speakers for candidates or parties shall not be allowed within two hundred feet of the polls during polling hours.

E. There shall be no proxy voting which is defined as voting on behalf of another student, even with their permission.

F. Voters shall be entitled to vote in privacy, as long as they remain in sight of the poll workers.

G. Students may vote from any computer that is capable of access to the My
UWF system at the University of West Florida. The main polling area in the Commons, Building 22 will serve the students that do not or cannot get access to any other computer but will be available from at least 10:00 am to 5:00pm each day of voting. Additional polling stations and extended hours shall be determined at the discretion of the Election Commission.

H. Poll workers shall not be a candidate or involved with any campaign.

I. Ballots shall be verified by the Dean of Students, the Assistant Dean of Students or an appointed designee.

Chapter 411: Installation and Assumption of Office

411.1 Installation ceremonies for those elected shall be held the third to last Senate meeting of the spring semester pending all appeals.

Chapter 412: Violation of the Student Body Election Code

412.1 Any candidate that is involved in actions to perpetuate a fraudulent election such as tampering with the election machinery, proxy voting/casting more than one ballot, excessive negative/slanderous campaigning, falsifying expense statement, tampering with another candidates materials, exceeding the expense limit, failure to file an expense statement with the Elections Commission, or buying/selling of votes may be immediately disqualified.

412.2 Any violation of the campaign rules, University of West Florida Policies and Procedures, or rules set forth and deemed necessary by the Election Commission not listed above may merit disqualification at the discretion of the Election Commission.

412.3 Pending Appeals

A. During the period between disqualification of a candidate and installation of a certified candidate, the incumbent of the office for which the winning candidate was disqualified shall remain in office. Should the incumbent be unable or unwilling to fulfill the duties of the office, the President or designated SGA member by the SGA advisor shall fill the vacancy by appointment and confirmed by a two-third vote of the senate.

Chapter 413: Amendment of Student Body Election Code

413.1 The Student Senate shall be prohibited from passing on final reading, changes to any section of Title IV of the Student Body Statutes in the four weeks prior to the filing date for Student Body Elections.
TITLE V: ADDENDUMS

Chapter 500: Election Addendums

500.1 Important Dates

A. ________________  FILING OPENS, 8:00AM

B. ________________  FILING CLOSES & ENDORSEMENT FORMS
                      DUE, 5:00PM, SGA OFFICE

C. ________________  CAMPAIGN FORUM 7:00PM – 8:30PM, ARGO
                      GALLEY

D. ________________  ELECTIONS

E. ________________  8:00AM - 8:00PM

F. ________________  ALL CAMPAIGN MATERIALS MUST BE
                      REMOVED EXCEPT FOR THOSE BELONGING
                      TO CANDIDATES IN THE RUN-OFF
                      ELECTION.

G. ________________  RUNOFF ELECTIONS 8:00AM - 8:00PM
                      COMMONS, BUILDING. 22

H. ________________  ALL CAMPAIGN MATERIALS MUST BE
                      REMOVED.

I. ________________  STUDENT GOVERNMENT MEETING
                      FOR SWEAR-IN OF NEW OFFICERS.
500.2 Eligibility and Procedure for Filing

A. To be eligible to seek and hold a position in the Student Government Association, students must be enrolled at the University of West Florida and in accordance with the university policy to hold a leadership position, as well as, in good standing with the university conduct policy. University policy states that all undergraduate candidates running for an SGA position must hold at least a 2.5 cumulative grade point average. University policy also states that all graduate candidates running for an SGA position must hold at least a 3.0 cumulative grade point average. If a person is ineligible at the time of filing, eligibility must be established by the filing deadline or the student’s application will be rejected.

500.3 Endorsement Form

A. All candidates must collect student signatures showing support of their candidacy. The number of signatures required is as follows:

- Senator – 75 signatures
- Treasurer and Senate President – 125 signatures
- President and Vice President Ticket – 250 signatures

B. These signatures must be placed on the official SGA endorsement form. Endorsement forms must be turned into the SGA office by the close of filing or the candidate will be ineligible to run. Endorsement forms may be checked by the Election Commission for authenticity. Any invalid signatures may result in disqualification.

500.4 Qualifications for Running and Holding Leadership Positions

A. President, Vice President, Treasurer, Senate President, and Chairpersons must:

1. Be enrolled at least half-time according to University policy during the fall and spring semesters.

2. Be enrolled in a least three credit hours during the summer semester.

3. Be in good standing with the University.

500.5 Procedures for Filing

A. Candidates may pick up and return applications to the Student Government
Office, Commons Building 22, Room 227, Phone: 474-2393 or at a designated location determined by the Elections Commission. Applications must be submitted by scheduled deadlines. The Election Commission will provide the Student Government Association office with a current list of eligible and ineligible candidates.

**ADDENDUM A: Distinguished Teaching Award**

The Distinguished Teaching Award is granted yearly to four outstanding instructors at the University of West Florida. The University Outreach Committee shall use Addendum B as a reference for choosing the recipients.

A. Awards shall be granted to any University Faculty including those online who fulfill stated Distinguished Teaching Award Requirements. Awards will be granted as follows:

1. One to College of Arts, Social Sciences, and Humanities
2. One to College of Business
3. One to College of Education and Professional Studies
4. One to College of Science, Engineering, and Health

B. All current regular and adjunct faculty members are eligible for the Distinguished Teaching Award.

C. Faculty members who are selected to receive the Distinguished Teaching Award will be awarded a $500 stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for academic purposes such as research, in-class materials, academic trips, and all other academic related expenditures.

D. Faculty members may only receive the award once every three years. When a faculty member receives the award for a third time, he/she will be automatically inducted into the Distinguished Teaching Hall of Fame, and will no longer be eligible for the Distinguished Teaching Award.

E. The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:

1. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the SGA Advisor.
2. After eligibility has been determined, the University Outreach
Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor’s classroom schedule so the University Outreach Committee may proceed with classroom observations.

3. Based upon the nominations and classroom observations, the committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the committee, and the committee shall review their student evaluation forms to determine the recipients.

4. Review of Semi-finalists most recent Student Evaluations.

F. The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.

G. Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.

H. At least two University Outreach Committee members must observe each eligible faculty nominee’s teaching methods during an actual class period. The committee members may not visit the classes at the same time, unless there are unusual circumstances.

I. No University Outreach Committee member may participate in the classroom observation if that committee member has had, or is currently in, that nominee’s courses.

J. The Chairperson shall notify the semi-finalists, set up interview times, and request a copy of that instructor’s most recent student evaluations.

K. To conduct an interview, there must quorum of the University Outreach Committee present.

M. The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.

N. After the interviews the University Outreach Committee shall review all semi-finalist student evaluations.

O. All University Outreach Committee discussions with regard to the Distinguished Teaching Award nominees and semi-finalists shall be confidential.

P. After all interviews and student evaluation forms have been considered, the University Outreach Committee shall meet to determine the recipients.
Q. The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Teaching Award and inductees, if any, into the Distinguished Teaching Hall of Fame. The recipients and inductees shall be presented the award at the Honor’s Convocation ceremony.

R. The chairperson shall be required to record all actions of the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

**CRITERIA FOR DISTINGUISHED TEACHING AWARD**

**Part One: Nominations and Observations**

A. Accessibility to Students

B. Classroom Productivity

C. General Approach to Teaching

D. General Attitude

E. Impressions and Input of the University Outreach Committee

F. Response to students questions in class

***After computer nominations are installed:

G. Number of Nominees

**Part Two: Student Evaluations and Interviews**

A. Accessibility to Students

B. General Approach to Teaching

C. General Attitude of the Instructor

D. Impressions and Input of the University Outreach Committee

E. Instructor Fairness

F. Response to Interview Questions
G. Response to Students Questions in Class

**ADDENDUM B: Distinguished Staff Award**

The Distinguished Staff Award is granted yearly to four outstanding staff members of the University of West Florida. The University Outreach Committee shall use Addendum C as a reference for choosing the recipients.

A. All current staff members of the University of West Florida are eligible for the Distinguished Staff Award.

B. The Distinguished Staff Award recipients shall be chosen from the results of the following three steps conducted by the University Outreach Committee:

1. Nominations

2. Deliberation of nomination forms and letters of recommendation, if available. Semi-finalists will be chosen by this procedure.

3. Personal Interviews with the Semi-finalists.

C. Staff members may only receive the award once every three years. When a staff member receives the award for a third time, he/she will be automatically inducted into the Distinguished Staff Hall of Fame, and will no longer be eligible for the Distinguished Staff Award.

D. Staff members who are selected to receive the Distinguished Staff Award will be awarded a $500 stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for the betterment of his/her departmental work environment, the advent of departmental programs, or expenditures that can help the staff member and his/her department better serve students.

E. The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.

F. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the coordinator of SGA.

G. After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees.

H. Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
I. Based upon the nominations and letters of recommendation, if any, the University Outreach Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Outreach Committee and then deliberation by the University Outreach Committee for the recipient of the award will occur.

J. The Chairperson shall notify the semi-finalists and set up interview times.

K. To conduct an interview, there must quorum of the University Outreach Committee present.

L. The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.

M. After all interviews have been considered, the University Outreach Committee shall meet to determine the recipients.

N. The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Staff Award and inductees, if any, into the Distinguished Staff Hall of Fame. The recipients and inductees shall be awarded at the Nautilus Excellence Awards.

O. All University Outreach Committee discussions with regard to the Distinguished Staff Award nominees and semi-finalists shall be confidential.

P. The chairperson shall be required to record all actions the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

**CRITERIA FOR DISTINGUISHED STAFF AWARD**

**Part One: Nominations**

A. Accessibility to Students

B. Productivity within their work environment

C. General Attitude

D. Impressions and Input of the University Outreach Committee
E. Quality of service to prospects in the work environment

***After computer nominations are installed:

F. Number of Nominees

**Part Two: Letters of Recommendation and Interviews**

A. Evaluation of Letters of Recommendation, if any were provided

B. Response to Interview Questions

C. Impressions and Input of the University Outreach Committee
TITLE VI: THE JUDICIAL BRANCH

Chapter 600: Composition of the Supreme Court

600.1 The Supreme Court shall be comprised of four Associate Justices and a Chief Justice, whom shall be appointed by the President of the Student Government Association and confirmed by the Senate.

600.3 All Justices must resign from his or her office prior to any other appointment or nomination within the Student Government Association.

600.4 When there is a vacancy within the Supreme Court, the Chief Justice shall forward a nominee to the Senate for majority confirmation. Upon confirmation, the new Justice shall be immediately installed as an acting Justice.

600.5 The removal of judicial officials shall be conducted in accordance with Title VII and shall be carried out within the provisions thereof.

600.6 Judicial officials shall meet as deemed by the Chief Justice.

Chapter 601: Chief Justice Duties and Responsibilities

601.1 The Chief Justice shall serve as leader over the Supreme Court and shall assign duties to other justices.

601.2 The Chief Justice shall conduct meetings.

601.3 The Chief Justice shall advise Student Government Association on procedural questions.

601.4 The Chief Justice shall communicate with students who file a complaint.

601.5 The Chief Justice shall report to Senate with updates of the Supreme Court.

601.6 The Chief Justice shall remove Justices in accordance with Title VII.

Chapter 602: Supreme Court Duties and Responsibilities

602.1 All proposed Constitutional amendments and referenda shall be reviewed by the Supreme Court for vagueness and inconsistency with federal, state, local, and university laws and regulations. The amendment shall be reviewed within five
business days of receipt and before the Senate approves the measure(s) to be placed on the ballot.

602.2 The Supreme Court shall review properly filed legislative bills upon request of a Student Government Member. The purpose of this review is to ensure that if the bill were to become law, it would be in compliance with all applicable federal, state, local, and university laws, as well as constitutional. The Supreme Court is expressly prohibited from using this power of review to make public policy or any similar judgments on the bill that would be inconsistent with the fair and impartial role of the Judicial Branch.

602.3 If a Justice, due to position or affiliation decides he or she cannot render a fair and impartial decision, the Justice shall abstain from any judicial participation on such matter being heard.

602.4 The Supreme Court must inform the Senate by no later than the fourth Senate meeting of the fall and spring semester with a written report of the condition of the judicial system and recommend measures for the improvement of the administration of justice.

602.5 The Supreme Court shall issue formal written opinions of any legislation passed by the Senate within two weeks of final approval.

602.6 The Supreme Court shall have quorum to conduct all hearings.

602.7 The Supreme Justices shall have the opportunity and are encouraged to sit on the University Student Conduct Committee.

602.8 Upon the request of a student organization, the Supreme Court shall have the opportunity to review the said organization’s constitution and or statutes. Upon finding any failures in compliance with Federal or University Laws, The Supreme Court shall report these problems to the organization in question, detailing how to amend the constitution and or statutes to eliminate such conflicts.
TITLE VII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT

Chapter 700: Intent

700.1 The intent of this act is to comply with the provisions of Section 1004.26(4), Florida Statutes (2004), as mandated by the Florida Legislature. This act provides for the removal from office of any elected Student Government official who has been convicted of a crime or has been found civilly liable for an act of moral turpitude after all available rights of judicial appeal have been exercised, waived, or have expired. This act provides procedures for the immediate suspension of the subject officer upon conviction and pending any appeal and provides for a temporary successor to assume the duties of any suspended officer. This act further provides a procedure to allow for registered students to petition for a referendum recommending the removal of the subject official from elected office. In no way does the adoption of this act imply the endorsement of Section 1004.26(4), Florida Statutes (2004), by the Student Government Association of this University.

Chapter 701: Severability

701.1 Should the statutory requirement for the enactment of this chapter be repealed or deemed unconstitutional by a court of competent jurisdiction, this entire TITLE VII shall be null and void and withdrawn from student body law effective immediately upon ruling of the court.

Chapter 702: Impeachment from Office

702.1 Any Student Government Officer who is convicted by a court of competent jurisdiction of a felony, or misdemeanor that is related to the duties of his or her office, is subject to removal from office. The officer shall be removed by either impeachment by the legislative branch of Student Government Association with Majority Vote of the entire membership of said body, or by a recall referendum by the registered students of his or her constituency as enumerated in Chapter 704 infra, provided that all available rights of judicial appeal have been exercised, waived, or have expired.

702.2 Any Student Government Officer who is found civilly liable for an act of moral turpitude committed while holding such office, is subject to removal from office by either impeachment by the legislative branch of Student Government Association by Majority Vote of the entire seated membership of said body, or by recall referendum by the registered students of his or her constituency as enumerated in Chapter 704 infra, provided that all available rights of judicial appeal have been exercised, waived, or have expired.
appeal have been exercised, waived, or have expired.

702.3 Any Student Government Officer is subject to removal from office for Misfeasance, Malfeasance, or Nonfeasance of duty by impeachment and conviction by the legislative branch of Student Government Association.

702.4 Any Student Government Officer is subject to removal from office for permanent inability to perform the duties of said office, or by mental or physical incompetence, by the legislative branch of Student Government Association by no less than Two-Thirds Vote of the entire seated membership of said body.

702.5 Any Student Government Officer who is removed from office pursuant to this chapter is entitled to appeal to the President of the University, who may vacate the decision of the legislative branch of Student Government or the results of the recall referendum. If the University President vacates the decision of the legislative branch of Student Government or the results of the recall referendum, he or she may order additional proceedings consistent with this chapter.

Chapter 703: Suspension from Office and Temporary Succession

703.1 Any Student Government Officer may be immediately suspended from office if he/she is convicted or found civilly liable pursuant to Chapter 702 supra, notwithstanding any potential or pending appeal from said conviction or civil finding, by the president of the student body, or in case the affected officer is the Student Body President, by the legislative branch of the Student Government Association.

703.2 Should the President of the student body elect to suspend a Student Government Officer pursuant to the terms of this section, the Student Body President will notify the affected officer and the legislative branch, in writing, of the suspension and the grounds thereof, pending confirmation by Majority Vote of the Senate. The suspension will take effect immediately and remain in effect until revoked by the Student Body President or until the conviction or civil finding is reversed, vacated, or set aside, at which point the affected officer will immediately be reinstated to his or her Student Government Association office.

703.3 Should the Student Body President be convicted or found civilly liable pursuant to Chapter 703 supra, notwithstanding any potential or pending appeal from said conviction or civil finding, the legislative branch may elect to immediately suspend the Student Body President from office by no less than Two-Thirds Vote of the entire seated membership of said body. The ranking member of the legislative branch will notify the Student Body President and University President, in writing, if the Student Body President is suspended from office pursuant to this section. The suspension of the Student Body President will take effect immediately and remain in effect until revoked by the legislative branch of
student body, the University President, or until the predicate conviction or civil finding is reversed, vacated, or the Student Body President is otherwise cleared of wrongdoing in the predicate criminal or civil matter, at which point the affected officer will immediately be reinstated to his or her office.

703.4 During the period of the suspension, the suspended officer will not perform any official act, duty, or function or receive any pay, allowance, emolument, or privilege of office.

703.5 The suspension of such official pursuant to Chapter 705 supra creates a temporary vacancy in such office during the suspension. Any temporary vacancy in office created by suspension of an official under the provisions of this section will be filled by a temporary appointment to such office for the period of the suspension. Such temporary appointment must be made in the same manner and by the same authority by which a permanent vacancy in such office is filled as provided by student body law.

703.6 If the suspended officer’s predicated conviction or civil finding is reversed, vacated, or the officer is otherwise cleared of wrongdoing in the predicated matter, the Student Body President or legislative branch of Student Government Association shall immediately revoke the suspension and restore said officer to office, and the officer will be entitled to and be paid full back pay and other allowances to which he or she would have been entitled for the full period of time of the suspension. If, during the suspension, the term of office of the officer expires and a successor is either appointed or elected, such back pay or allowances will only be paid for the duration of the term of office during which officer was suspended under the provisions of this section, and he or she will not be reinstated.

703.7 Any recommendation for suspension shall be made in the best interest of the student body, The Student Government Association, and The University of West Florida.

Chapter 704: Referendum and Recall

704.1 Any Registered Student, or group of Registered Students, may petition for a recall referendum recommending that the Student Government Association removes a Student Government Officer from elected office, provided that the officer has been found in violation of Chapter 702 supra, pursuant to the provisions of this section, and provided that the petitioning student(s) are constituents of the Student Government Officer whose removal is sought.

704.2 A petition to recommend to the Student Government the removal of any Student Government Officer must comply with the following:
A. A petition must be prepared naming the Student Government Officer sought to be recalled and containing a statement of grounds for recall in not more than two hundred words limited solely to the grounds specified in Chapter 703. If more than one Student Government officer is sought to be recalled, a separate recall petition must be prepared for each officer.

B. Registered Students who are constituents of the Student Government officer and are making the charges contained in the statement of grounds for recall will be designated as the "committee." A complete list of the members of the committee must accompany the petition. A specific person must be designated in the petition as chair of the committee to act for the committee.

C. The petition must be signed and completed by no less than five percent of the total number of Registered Students who are constituents of the Student Government Officer whose removal is sought, as provided for in Article IX of the University of West Florida Student Body Constitution.

D. The petition must be registered with the Chief Justice of the Judicial Branch of the Student Government Association, before signatures supporting the petition can be solicited or affixed to the petition. All signatures must be obtained within a period of thirty days, and the petition shall be filed within thirty days after the date the first signature is obtained on the petition.

E. Each constituent signing a petition must sign his or her name in ink as registered with the University Registrar and must state on the petition his or her constituency. Each petition must contain appropriate lines for signatures, student identification numbers (social security or otherwise), and addresses of the constituents. Each petition must also contain an oath, to be executed by the circulator thereof, verifying the fact that the circulator saw each constituent sign the counterpart of the petition, that each signature appearing thereon is the genuine signature of the constituent it purports to be, and that the petition was signed in the presence of the circulator on the date indicated.

F. The petition must be filed with the Chief Justice of the judicial branch of the Student Government, when a facially valid petition meeting the requirements of Chapter 804, as well as paragraphs A through E above is filed, the Chief Justice shall submit such petition to the Supervisor of Elections who must, within a period of not more than thirty days after the petition is submitted to the supervisor, determine whether the petition contains the required valid signatures. If it is determined by the Chief Justice that the petition does not meet the requirements of Chapter 704 or paragraphs A through E above, and therefore is not facially valid, the Chief Justice will notify the Supervisor of Elections to take no further action. The petition cannot be amended after it is filed with the Chief Justice.

G. If it is determined that the petition does not contain the required signatures,
the Chief Justice will certify to the Student Body President and the legislative branch of Student Government Association and file the petition without taking further action, and the matter will be at an end. No additional names may be added to the petition, and the petition must not be used in any other proceeding.

H. For the purposes of compliance with Section 1004.26(4), Florida Statutes (2004), a petition is “filed” only when the "Recall Petition and Defense" is filed with the Chief Justice.

I. If a recall referendum is authorized pursuant to this section, the Supervisor of Elections will immediately proceed with a recall election as specified in Article IX of the University of West Florida Student Body Constitution.

Chapter 705: Resignation in Lieu of Recall

705.1 If the Student Government Officer whose recall from office is sought files, with the Chief Justice, his or her written resignation, the Chief Justice will at once notify the Student Body President and the Legislative Branch, and the resignation will be irrevocable. A permanent successor will assume the vacated office as provided by student body law.

Chapter 706: Recall Referendum

706.1 In the absence of a resignation, the Supervisor of Elections of the Student Government Association will fix a day for holding a recall election for the removal of any affected Student Government Officer not resigning. Any such election must be held not less than thirty days or more than forty five days after the Chief Justice has certified that the requisite number of signatures on the “Recall Petition and Defense” have been collected pursuant to the terms of this chapter.

706.2 The ballots at the recall election must conform to the following:

A. With respect to each person whose removal is sought, the question shall be submitted:

"Should _________ (Name of Student Government officer) be removed from the office of _____ (Student Government Office) by recall?"

Immediately following each question there shall be printed on the ballots the two propositions in the order here set forth:

_____ (Name of Student Government officer) should be removed from
office.

_____ (Name of Student Government officer) should not be removed from office.

706.3 Immediately to the side of each of the propositions a square or line will be placed, on which the electors may vote for either of the propositions by making a cross mark (X). Voting machines, electronic, or electro mechanical equipment may be used if they indicate each voter’s choice clearly and succinctly.

706.4 The Supervisor of Elections will submit a plan for conducting the recall referendum, following the same processes and procedures used for any regular Student Government Association election as described in the student body law and pursuant to this chapter, to the legislative branch for approval.

706.5 Following approval, the Supervisor of Elections will publicly announce the recall referendum and the details thereof.

706.6 Following the recall referendum held on the date or dates specified by the Chief Justice of the Student Government Association Judicial Branch, according to Chapter 707 supra, and the plan submitted by the Supervisor of Elections and approved by the legislative branch of the Student Government, according to Chapter 707 supra, the Supervisor of Elections will certify the results of the recall referendum to the officer sought to be recalled, the Student Body President, the Chief Justice of the Student Government Association Judicial Branch, and the Legislative Branch of the Student Government Association post haste.

706.7 If a majority of students voting in the recall referendum recommend the recall of the named Student Government officer from office, then the named Student Government officer will be immediately and permanently removed from office. The Senate President will notify the removed Student Government Officer, the Student Body President, and the University President, in writing, of such removal.

706.8 Pursuant to Section 1004.26(4), Florida Statutes (2004), the removal of an officer pursuant to this chapter shall be subject to appeal to the University President.

Chapter 707: Offenses Relating to Petitions

707.1 No student will impersonate another, purposely write his or her name or constituency in the signing of any petition for recall or forge any name thereto, or sign any paper with knowledge that he or she is not a constituent of the Student Government Officer whose removal from office is sought.

707.2 No expenditures for campaigning for or against an officer being recalled will be made until the recall referendum date is publicly announced. Violations of this
section will be considered an offense against the student body and student conduct offense against the University, and violators penalized according to established Student Government Association and University procedures. No person will employ or pay another to accept employment or payment for circulating a recall petition.

Chapter 708: Impeachment and Removal Process

708.1 Grounds for removal shall be misfeasance, malfeasance, or nonfeasance of office.

708.2 The Senate President shall be responsible for bringing impeachment charges, or a senator may bring impeachment charges with the agreement of the Rules of Statutes Committee.

708.3 Senators who bring impeachment charges against any Student Government Officer must present a list of charges to the Senate President with the signatures of the additional six supporting Senators by no later than two days prior to the Senate meeting in which impeachment processes will be held.

708.4 Formal accusations of malfeasance, misfeasance, or nonfeasance against a Student Government Member shall be recognized by Majority Vote of the Senate.

A. During the impeachment proceedings, the Senate President will read aloud the charges being brought against the accused.

B. If a majority of Senators present vote in favor of impeachment, conviction processes will be held the following Senate meeting.

708.5 Conviction Proceedings

A. During the conviction proceedings, the Senate President will read aloud the charges against the impeached Student Government Member.

B. The senator(s) who brought forth the impeachment charges will have five minutes to produce evidence for the removal of the impeached Student Government Association Member.

C. The impeached member will have five minutes to produce evidence in their defense, after the senator(s) who brought impeachment charges have produced their evidence.

D. Following the arguments from the senator(s) who brought forth the charges of impeachment and the defense of the impeached member, the Senate shall debate.
E. Three-fourths of voting members present must find the impeached party guilty to be convicted.

708.6 Once a Student Government Member has been impeached by Majority Vote of the Senate and convicted by a Three-Fourths Vote of the Senate, they have officially been removed from office.

708.7 Once a person in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.

Chapter 709: Removal of Senators by the Absentee Policy

709.1 If a senator accumulates three unexcused absences from committee or Senate meetings during a semester they may be put up for removal by the Senate President and or the Rules and Statutes Committee and removed by Majority Vote of the Senate. The senator in question may produce up to five minutes of defense on his/her behalf at the time of the vote, but the senator in question forfeits the right to vote on this particular issue, as defined in the Constitution Article IV, Section 3, subparagraph 8.

709.2 The Rules and Statutes Committee may bring a senator up for removal through the absentee policy.

709.3 If the Rules and Statutes Committee submit removal charges, they will provide all evidence to the Senate President, prior to notifying the accused that they are up for removal.

709.4 Senators that have been removed due to violation of the absentee policy shall be notified by the Senate President.

709.5 Once a senator has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.

Chapter 710: Removal of Appointed Offices

710.1 This section shall pertain to the removal of any person who holds an appointed Student Government Association office, with exception to the Supreme Court.

710.2 Grounds for removal shall be malfeasance, misfeasance, or nonfeasance of office.
710.3 A Student Government Member holding an appointed office that is being brought up for removal must be taken to the Senate as part of the removal process.

710.4 The removal proceedings shall be conducted as follows:

A. The member who is being accused shall be notified of their removal accusation 48 hours prior to a Senate meeting.

B. The Senate President will read aloud the charges against the accused to all of Senate.

C. The individual bringing charges against the accused will be allowed five minutes to bring evidence for the charges. The accused will then have five minutes to bring evidence in their defense. Senate debate will follow.

D. It takes a majority vote of senators present in order to remove an appointed official.

710.5 Once a person, serving in any capacity in the Student Government Association has been removed from the Student government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.
TITLE VIII: FRESHMEN COMMITTEE

Chapter 800: Structure

800.1 There shall be a body of no more than twenty students, appointed by the Student Government Association Vice-President, who shall be known as the Freshmen Committee.

800.2 There shall be a Freshmen Committee Chair, whom shall be selected from the body of the Freshmen Committee. The Chair will be responsible for the duties outlined in Chapter 803.

Chapter 801: Freshmen Committee Responsibilities

801.1 The Freshmen Committee members shall be selected from the current Freshmen Class, as a committee of the Student Government Association of the University of West Florida.

801.2 The Freshmen Committee shall hold Freshmen Committee meetings as set forth by the Student Government Association Vice-President. Each member shall be required to attend all Freshmen Committee meetings. A Freshmen Committee member who acquires three absences per semester may be removed. The Freshmen Committee’s Senate attendance is set by the Vice-President. Failure to adhere to the Vice-President’s attendance policy may result in removal as outlined in Chapter 808.

801.3 To enrich their understanding of the functions of each committee, all Freshmen Committee members must attend a minimum of two meetings of the University Outreach, Budget and Allocations, Rules and Statues and Student Outreach Committees during the fall semester. Furthermore, the University Outreach, Budget and Allocations, Rules and Statues and Student Outreach Chairs will attend one of the first two Freshmen Committee fall meetings. At this meeting the Chairs will present information regarding the responsibilities of their committee and its members.

801.4 The Freshmen Committee shall serve as ex-officio, non-voting members of the Senate.

801.5 Each Freshmen Committee member will have the ability to recommend to the Student Government Association Vice-President the removal of any Freshmen Committee member, by Two-Thirds vote of the Senate.
801.6 The Freshmen Committee shall be responsible for coordinating at least one project per semester on behalf of the Student Government Association; one of these projects shall be community related while the other shall be campus related.

Chapter 802: Installment of the Freshmen Committee Chair

802.1 The Chair of the Freshmen Committee shall be chosen from the Freshmen Committee and be appointed by Freshmen Committee and approved by the Senate.

Chapter 803: Duties of the Freshmen Committee Chair

803.1 The Freshmen Committee Chair shall preside over meetings of the Freshmen Committee.

803.2 The Freshmen Committee Chair shall serve as an ex-officio, non-voting member of the Senate.

803.3 The Freshmen Committee Chair shall write legislation or make recommendations regarding legislation to the Senate in representation of the Freshmen Committee.

803.4 The Freshmen Committee Chair shall, in unanimous concurrence of the Freshmen Committee, have the power to recommend to the Student Government Association Senate the removal of the Student Government Association Vice-President from his/her duties as the Freshmen Committee Advisor in the event of neglect or misuse of power. Should the Student Government Association Vice-President be removed as advisor to the Freshmen Committee, a new advisor shall be appointed by the Executive Committee of Student Government Association. Removal of the Vice-President as Freshmen Committee Advisor shall be conducted in accordance with Title VII.

803.5 The Freshmen Committee Chair shall appoint Freshmen Committee members to Freshmen Committee subcommittees with Majority Vote of the Freshmen Committee.

803.6 The Freshmen Committee Chair shall determine, regulate, and adhere to the rotating schedule of Freshmen Committee members to the Senate Committees.

803.7 The Freshmen Committee Chair shall serve as an ex-officio, non-voting member of the Student Government Association Executive Committee.

803.8 The Freshmen Committee Chair shall keep records of attendance of Freshmen Committee members for all meetings.
Chapter 804: Freshmen Committee Selection and Appointment

804.1 All appointments to the Freshmen Committee shall be made by the last meeting in September during the fall semester.

804.2 Applications for Freshmen Committee must be submitted by the assigned deadline. The search committee shall use their own discretion to determine a rating system that will be used to judge each application and will rate each candidate’s application as outlined by the committee.

804.3 Each Freshmen Committee candidate shall be interviewed by the Student Government Association Vice-President, one member from each Senate Committee that was not previously a member of the Freshmen Committee, and at least one former Freshmen Committee member. The search committee shall use their own discretion to determine the rating system that will be used during the interview and will rate each candidate’s interview as outlined by the committee.

804.4 The search committee will select and recommend for appointment no more than twenty Freshmen Committee candidates based on the applicant’s application, interview, and discussion amongst the search committee about the applicant.

804.5 Freshmen Committee members shall be appointed to the Freshmen Committee by Majority Vote of the Senate.

804.6 Selection/appointment procedures not already stated shall be set forth by the Student Government Association Vice-President.

Chapter 805: Freshmen Committee Candidacy

805.1 Any first year student in good standing at the University of West Florida may be eligible for appointment to the Freshmen Committee.

Chapter 806: Term of Office

806.1 All members of the Freshmen Committee shall take office at the time of appointment and serve until the completion of the spring semester.

806.2 Members of the Freshmen Committee may not hold a position in the Student Government Association and a position in the Freshmen Committee concurrently.
Chapter 807: Vacancies

807.1 The Chair shall be succeeded by a member of the current Freshmen Committee, appointed by the Student Government Association Vice-President, and shall hold office for the duration of the term.

807.2 Candidates for the vacant positions of the Freshmen Committee shall be recommended for appointment by the Student Government Association Vice-President. All vacancies shall be confirmed by Majority Vote of the Senate.

Chapter 808: Removal from Office

808.1 Motions to remove Freshmen Committee members can be made by any member of the Senate and Executive Committee.

808.2 A Freshmen Committee member may be removed from his or her position in accordance with Title VII. The member in question may produce defense in his or her behalf at the time of the Senate vote.
TITLE IX: EMERALD COAST BRANCH STUDENT GOVERNMENT ASSOCIATION

Chapter 900: Emerald Coast Governor

900.1 The University of West Florida student body shall elect one Emerald Coast Governor to represent the needs of the students of the Emerald Coast campuses.

900.2 Duties and Responsibilities:

A. Serve on the Pensacola campus Executive Committee under the Student Body President in accordance with. The Governor shall attend all meetings according to the attendance policy for all Executive Committee members, utilizing available technology.

B. Act as a liaison between the students of the Emerald Coast campuses and the administration at both the Emerald Coast and Pensacola campuses.

900.3 Qualifications for Election:

A. Must be an enrolled student in good standing at one of the Emerald Coast campuses at the time of election and for the duration of the term as governor.

900.4 Election of the Emerald Coast Governor shall be in accordance with Chapter 906.

Chapter 901: Structure of the Emerald Coast Senate

901.1 Structure of the Emerald Coast Senate will be as follows: one representative from each Emerald Coast campus with two at large seats to be filled by a student from any Emerald Coast Campus.

901.2 There shall be one Emerald Coast Senate President to be elected by the student body in accordance with Chapter 906.

901.3 There shall be one Emerald Coast Senate Pro Tempore to be chosen from within the Emerald Coast Senate and shall retain his or her position as an Emerald Coast Senator. He or she shall be appointed by the Emerald Coast Senate President by the third meeting of the summer semester.
The Emerald Coast Senate shall meet in yearly session, beginning with the first meeting of the summer semester and ending with the last meeting of the spring semester. Each session of the Emerald Coast Senate shall be guided in accordance with the University of West Florida Student Government Association Constitution and Statutes.

The Emerald Coast Senate President shall be empowered to call Emerald Coast Senate meetings and shall call a meeting if requested to do so by a petition of one half of the members of the Emerald Coast Senate holding office at the time the petition is presented. The Emerald Coast Senate may also call a meeting by majority vote. The Senate President shall be responsible for notifying all Emerald Coast Senators of special meetings.

Rules and Procedures of the Emerald Coast Senate

A. The Emerald Coast Senate shall follow Roberts Rules of Order Newly Revised Edition as the parliamentary authority for all Senate meetings, except when in conflict with the University of West Florida Student Government Association Constitution and Statutes or by general rules of procedure of the Emerald Coast Senate.

B. The Emerald Coast Senate President shall preserve order and decorum throughout Emerald Coast Senate meetings. In case of disturbance or disorderly conduct, the Emerald Coast Senate President may have members or guests removed from the meeting.

C. An Emerald Coast Senator who wishes to gain the floor shall raise his or her hand and wait for recognition by the Emerald Coast Senate President. Emerald Coast Senators attending via conference call shall request permission from the Emerald Coast Senate President to speak.

D. Any Emerald Coast Senator recognized by the Emerald Coast Senate President shall rise when addressing the Emerald Coast Senate.

E. An individual shall have exhausted his or her right to debate after engaging in debate twice on any issue regarding a piece of legislation per Emerald Coast Senate meeting.

F. A member of the gallery may be recognized to speak during announcements or if an Emerald Coast Senator yields the floor to them. A member of the gallery should contact an Emerald Coast Senator in advance to obtain the floor privileges. Any member of the gallery recognized by the Emerald Coast Senate President shall rise and preface their comments with their name so that it may be recorded in the minutes.

Quorum
A. At no time shall a quorum consist of less than one half of the Emerald Coast Senators holding office at the time of the meeting.

901.8 Roll Calls

A. A roll call shall be conducted immediately following Call to Order and again immediately before Adjournment.

B. Missing three roll calls per semester will constitute one absence.

901.9 Absences

A. If an Emerald Coast Senator acquires more than three excused or two unexcused absences during the course of one semester, he or she may be removed by the Emerald Coast President by a majority vote of the Emerald Coast Senate in accordance with Chapter 908.

901.10 Leave of Absence

A. Emerald Coast Senators may take a leave of absence from the Emerald Coast Senate, for a period not to exceed a single semester. Leaves of absences may only be granted for academic internships, in case of emergencies, or with special consent by the Emerald Coast Senate during the summer semester. The Emerald Coast Senator must first submit in writing to the Emerald Coast Senate President the dates of which the leave will be taken and the nature of the leave of absence. The request must be submitted in bill form for final approval by the Emerald Coast Senate.

B. A temporary leave replacement may be appointed by the Emerald Coast Senate President, subject to confirmation by the Emerald Coast Senate with a two thirds Majority Vote.

C. The Emerald Coast Senate President and Emerald Coast Senate Pro Tempore shall not be permitted to take a leave of absence.

Chapter 902:  Emerald Coast Senate Responsibilities

902.1 Emerald Coast Senator Responsibilities

A. Each Emerald Coast Senator shall serve as the liaison between their representative campus and the Student Government Association. Each Emerald Coast Senator will have one vote in the Emerald Coast Senate.

902.2 Emerald Coast Senate President Responsibilities
A. Shall preside over Emerald Coast Senate meetings.

B. The Emerald Coast Senate President will only vote in the Emerald Coast Senate in case of a tie.

C. Shall serve as a liaison to the Emerald Coast Governor, keeping him or her informed of any and all legislation.

D. Shall be responsible for the creation and disbursement of Emerald Coast Senate meeting agendas. These are to be posted at least forty-eight hours prior to an Emerald Coast Senate meeting.

E. Shall be responsible for posting all Emerald Coast Senate meeting minutes.

F. Shall be responsible for enforcing the attendance policy as stated in Article IV Section 3 Number 8 of the Student Government Association Constitution.

G. Shall preside over removal proceedings unless such proceedings are for the Emerald Coast Senate President in which case the Emerald Coast Governor shall preside.

902.3 Emerald Coast Senate Pro Tempore Responsibilities

A. Shall take all Emerald Coast Senate minutes and submit them to the Emerald Coast Senate President to be posted.

B. Shall preside over Emerald Coast Senate meetings in the absence of the Emerald Coast Senate President and in such cases shall not have a vote.

C. Shall assist the Emerald Coast Senate President in preparation and disbursement of any relevant material or handouts for the Emerald Coast Senate.

D. Shall assist the Emerald Coast Senate President in any other duties deemed necessary.

Chapter 903: Emerald Coast Senate Procedure

903.1 Numbering of Bills, Resolutions, and Recommendations

A. The Emerald Coast Senate President shall file, in numerical order, all Emerald Coast Senate Bills, Resolutions, and Recommendations. Each Bill, Resolution, and Recommendation will contain the following information:
numerical designation, sponsor, and author, date of passage and outcome of the vote.

903.2 Procedure for Approval of Bills

A. Reading of Legislation

1. All Emerald Coast Senate Bills, Resolutions, and Recommendations must be approved twice in separate readings by the Emerald Coast Senate.

2. The second reading shall take place during the next consecutive Emerald Coast Senate meeting unless this requirement is suspended.

3. Suspension of this requirement requires approval of no less than two thirds of the Emerald Coast Senators present and voting.

B. Submission of Bills

1. The Emerald Coast Senate President shall transmit a copy of a Bill, Resolution, or Recommendation passed by the Emerald Coast Senate to the Student Body President within three business days after passage.

2. Upon receipt of a bill, the Student Body President shall have six business days to approve or veto the legislation. The Student Body President shall then submit the finalized bill to the Emerald Coast Senate President.

3. Bills not acted upon by the Student Body President within six business days shall be treated as approved.

4. The Emerald Coast Senate has the power to overturn the Student Body President’s veto by approving the bill again with a two thirds majority vote.

903.3 The Emerald Coast Senate President shall, before each session, confer with the Student Body President to determine what action has been taken on passed bills. The Emerald Coast Senate President shall report to the Emerald Coast Senate action taken on bills. Once a Resolution or Recommendation has been approved by the Student Body President or the Emerald Coast Senate has overridden a Presidential veto, the Emerald Coast Senate President is to submit the legislation to the Emerald Coast Governor for appropriate action.

903.4 Publication of Emerald Coast Senate Notices

A. The Emerald Coast Senate President shall post publicly on MyUWF all newly proposed legislation and minutes of all Emerald Coast Senate meetings.
903.5 Roll Call Votes

A. The Senate President shall conduct Roll Call Votes on Legislation, Amendments, and Impeachments upon request. Roll call votes will be included in the minutes.

Chapter 904: Legislation

904.1 Types of Legislation

A. Resolutions: Legislation that is a statement of position; shall require a majority vote.

B. Bills: Legislation over which the Emerald Coast Student Government has sole jurisdiction. All bills shall require a two thirds vote.

C. Recommendations: Legislation that is a suggestion for action outside the Student Government jurisdiction; shall require a majority vote.

904.2 “Majority”, “Two-Thirds”, and “Three-Fourths” Votes

A. When any question is raised, the Emerald Coast Senate President shall call for votes of “yes”, and “no”, and “abstain” in that order. All votes shall be recorded. A majority vote shall consist of a majority of the Emerald Coast Senators Present and voting “yes” or “no”. Two thirds shall consist of no less than two thirds of the Emerald Coast Senators present and voting “yes” or “no”. Three fourths shall consist of no less than three fourths of the Emerald Coast Senators present and voting “yes” or “no”.

B. Whenever a question is raised, each Emerald Coast Senator must vote “yes” or “no” or officially abstain from voting.

904.3 The Emerald Coast Senate may make changes unilaterally to Title IX. All proposed statue changes must be submitted in bill form. Changes to any other section of the Student Body Statutes must be submitted in bill form to the Pensacola Campus Senate.

904.4 All proposed changes to the Constitution must be submitted in bill form and passed by both the Pensacola Campus Senate and the Emerald Coast Senate.

Chapter 905: Terms of Office

905.1 Emerald Coast Student Government members shall take office upon installation.
905.2 Emerald Coast Student Government members shall terminate office at the installation of their successor.

905.3 Installation of Emerald Coast Student Government members shall occur at the first Emerald Coast Senate meeting following the final runoff elections, pending appeal.

905.4 The term of all Emerald Coast Student Government members shall be from the first Emerald Coast Senate meeting of the summer through the following spring semester.

Chapter 906: Elections

906.1 Candidates for the Emerald Coast Student Government Association must abide by the applicable rules outlined in Title IV of the Student Body Statutes.

906.2 Each candidate who wishes to be considered for the position of the Emerald Coast Governor shall file for that position. The candidate who receives a majority of votes in the campus wide elections will assume the position of Emerald Coast Governor.

906.3 Each of the Emerald Coast campuses has a designated seat that students from that campus will file for. The student from each Emerald Coast Campus that receives the most votes will assume the position as the representative for his or her campus.

906.4 At Large Emerald Coast Seats:

A. There shall be two designated at large Emerald Coast Senate seats that may be filled by a student from any of the Emerald Coast Campuses.

B. If an Emerald Coast campus location has no student file for the position as campus representative, this seat will be converted to an at large seat that can be filled by a student from any Emerald Coast campus location.

C. Of the Students who did not become their respective campus representative, the students who received the most votes will assume one of the at large seats available.

Chapter 907: Appointments

907.1 Emerald Coast Senate appointments to fill vacant offices are to be designated positions as defined in Section 906.3 of the Student Body Statutes.
907.2 If there is a vacancy for a campus representative seat, every effort should be made to find a replacement from the same campus. If there have been no applications from that particular campus, the seat shall be designated as an at large seat and a replacement from any Emerald Coast campus may be appointed.

907.3 Emerald Coast Senate appointments shall be permitted and each appointed Emerald Coast senator shall be expected to complete the unexpired term of his position.

907.4 All appointees nominated by the Student Body President shall be present during their Emerald Coast Senate confirmation and be confirmed by Two-Thirds Vote.

907.5 The Emerald Coast Senate President shall interview all applicants for vacant Emerald Coast Senate positions or open standing committee positions. He or she will then make his or her recommendation to the Student Body President for approval before taking it to the Senate for a vote.

Chapter 908: Removal

908.1 Grounds for removal shall be misfeasance, malfeasance, or nonfeasance of office.

908.2 An Emerald Coast Senator who acquires three excused absences or two unexcused absences per semester may be removed by a majority vote of the Emerald Coast Senate.

908.3 The Emerald Coast Senate President shall be responsible for bringing impeachment charges or;

908.4 Impeachment charges may be brought forth by one Emerald Coast Senator with the signature support of an additional three Emerald Coast Senators. This written accusation must be submitted to the Emerald Coast Senate President at least two days prior to the impeachment proceedings.

908.5 Members of the Emerald Coast Senate may only be brought up for removal by members of the Emerald Coast Senate. The Emerald Coast Governor may also only be brought up for removal by members of the Emerald Coast Senate.

908.6 Formal accusations of malfeasance, misfeasance, or nonfeasance against an Emerald Coast Student Government member shall be recognized by a majority vote of the Emerald Coast Senate. If a majority of Emerald Coast Senators vote in favor of impeachment, removal proceedings will be held at the following Emerald Coast Senate meeting.
908.7 During the conviction proceedings, the Emerald Coast Senate President will read aloud the charges against the impeached Emerald Coast Student Government member. The Emerald Coast Senator(s) who brought forth the impeachment charges will have five minutes to produce evidence for the removal of the impeached Emerald Coast Student Government member. This person will then have five minutes to produce evidence in their defense, followed by debate from the Emerald Coast Senate. Three fourths of voting members present must find the impeached party guilty to be convicted.

908.8 Once an Emerald Coast Student Government member has been impeached by a majority vote of the Emerald Coast Senate and convicted by a three fourths vote of the Emerald Coast Senate, they are officially removed from office.

908.9 Once a person, serving in any capacity in the Student Government Association has been removed from the Student Government Association through the removal process, he or she may never serve in any capacity for the Student Government Association.
TITLE X: CODE OF ETHICS

Chapter 1000: General Code of Ethics

1000.1 Conflict of Interest:

No Student Government Member shall participate in any Student Government Association activity which would place that person in a position where there may be a conflict between private interest and the interest of the student body.

1000.2 Benefit:

No Student Government member shall participate in any Student Government Association activity or represent Student Government Association as a Student Government Member in any action or activity in which there may be a benefit made that conflicts with the interest and benefit of the student body.

1000.3 Misuse of Student Government Property:

No Student Government Member shall use, authorize to use, or condone in any way the wrongful use of Student Government Association property or funds as determined by Student Government Association Advisor.

1000.4 Unlawful Compensation:

No Student Government Member shall solicit or accept direct or indirect payment for the performance or nonperformance of any act not specifically allowed for in the Student Government Association Statutes.

1000.5 Inducing to Act:

And Student Government Member who aids, advises, condones, or in any way induces another to act in violation with any Student Government Association laws is thereby directly violating the respective rule.

1000.6 Fraud:

A. No Student Government Member will willfully misrepresent himself or herself while acting in his or her official capacity.

B. No Student Government Member shall cover up evidence or misrepresent a fact pertaining to a violation. Student Government members must disclose all knowledge of Student Government corruption.
C. No Student Government Member will bring false charges or provide false or misleading evidence against another officer, employee or student.

D. No Student Government Member shall misuse his or her title for personal gain.

1000.7 No Student Government Member shall allow personal interest to influence a vote.

1000.8 Student Government Members shall not disclose information unavailable to the general public for his or her personal gain or for the personal gain of any other person or organization.

1000.9 Student Government Members are to choose the most qualified and capable applicants to the Student Government Association regardless of race, color, religion, sex, national origin, age, disability, parental status, veteran status, sexual orientation, gender identity, or marital status. See Chapter 1002.

1000.10 The Student Body President is required to submit to the Senate President the reason(s) for removal of a cabinet member, in accordance with Chapter 710 of the Student Government Association Statutes.

Chapter 1001: Procedures and Penalties

1001.1 Violation of the Student Government Association Code of Ethics may be grounds for impeachment, suspension, or removal from office.

1001.2 Removal procedures should follow those outlined in Chapter 710 of the Student Government Association Statutes.

Chapter 1002: Anti-Discrimination Policy

Discrimination shall be defined as the denial of due process or the infringement of the substantive rights of any student.

A. No Student Government officer, employee, branch, agency, affiliated project, registered student organization, or any entity which receives any Student Government funding shall practice unlawful discrimination.

B. The provisions of the Anti-Discrimination Policy shall be consistent with the guidelines established in the Congressional Education Amendment of 1972.
TITLE XI: THE UNIVERSITY OF WEST FLORIDA STUDENT GOVERNMENT IN THE SUNSHINE LAW

Chapter 1100: Sunshine Law

1101.1 All Student Government Association meetings must be open to the Public; otherwise, any formal action shall not be considered binding.

1101.2 Anyone shall have the option to attend all meetings held under the patronage of Student Government Association except as provided for in these statutes.

1101.3 Anyone shall have the right to speak at all meetings held under the patronage of Student Government Association, so long as they have been recognized by the Senate President.

1101.4 All Minutes, voting records and forms of correspondence related to the Student Government Association are public records, available upon request.

1101.5 Any person may be requested to leave any meeting held under the authority of the meeting’s presiding member; however they must be explicitly informed of their respective rights under the Sunshine Law.

1101.6 No provision of this section shall be construed to prohibit the presiding member of a meeting from maintaining decorum necessary to the facilitation of business, nor to waive anyone’s right to call upon law enforcement officials in the event of a criminal disturbance.

1101.7 Public notice shall consist of an announcement of the meeting time, place and purpose. Any meeting held without prior, twenty-four hour public notice shall be considered in violation of the provisions of this title.
TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1200: Intent

1200.1 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee in as much as is allowed by law and university policy, and reads as follows:

Chapter 1201: Explanation of the Activity and Service Fee

1201.1 The Activity and Service Fee, as provided for by law, is collected on a per-credit-hour basis. According to Florida Statute 1009.24 10(b):

A. The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university[…]. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year. [Abridged]

1201.2 The Activity and Service Fee is a per-credit-hour fee set by the Student Fee Committee each year.

Chapter 1202: Awarding of the Activity and Service Fee

1202.1 At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to Registered Student Organizations (RSOs), Sports Club Council, Departments, and other similar entities on a yearly basis during the spring budget process; however, some money is set aside in the following accounts (which will be referred to collectively as ‘Interim Accounts’) for award throughout the year by the Budget and Allocations Committee:

A. Project Grants

B. Travel Grants

1202.2 The yearly budget process timeline is as follows:
Month of Action

September
An e-mail will be sent to RSOs and Small Departments awarded an annual budget reminding them to review the A&S Manual and review procedures for spending funds.

October-December
The Budget and Allocations Committee will establish a date within this period deciding when annual budget requests will be due. The Budget and Allocations Committee Chair will notify via e-mail the RSOs, Sports Club Council, and departments of annual budget requests due date.

January/February
Budget and Allocations Committee holds budget hearings.

March
The Budget and Allocations Committee present to Senate. Following approval by Senate, the bill will be presented for signing to the Student Body President and then the University President.

April
A memorandum stating that all carry forward requests are due in a month will be sent to those awarded an annual budget.

June
The Budget and Allocations Committee deliberates about carry forward requests. Carry forward requests awarded are announced via an e-mail to the requester.

1202.3 Only RSOs that have been established for 12 full months as of January 1st can submit a budget request for an annual budget. An appeal to wave this requirement may be submitted to the Budget and Allocations Committee Chair who, at their discretion, may bring the appeal before the Budget and Allocations Committee for review and final decision.

1202.4 Quorum consists of more than half of the Budget and Allocations Committee members, including the Budget and Allocations Chair, who have been duly elected or appointed and subsequently sworn in. No decision shall be made by the
Budget and Allocations Committee without quorum present, except during summer and online voting, when the act of submitting a vote counts toward quorum for that decision.

1202.5 Majority Vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. Majority Vote is defined as more than half of the total votes cast. The Budget and Allocations Chair may vote if his or her decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.

1202.6 A&S Non-Recurring Funds

A. The Budget & Allocations Committee, by Three-Fourths Vote, has the authority to allocate these funds to projects, programs, or initiatives that promote the mission of the organization and/or enhance University-wide student programming.

1202.7 The Budget and Allocations Committee has the right to add stipulations on all A&S funded accounts.

Chapter 1203: Usage of the Activity and Service Fee

1203.1 Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.

1203.2 If funds are not expended within the expressed intent of the approved budget, then upon the recommendation of the Budget and Allocations Committee to the Student Government Association Senate and upon notification to the Vice-President of Student Affairs, a hold may be initiated on the organization's right to expend A&S Fee funds. If a hold is implemented against an account, the account administrator may appeal to the Student Government Association Senate within five working days. Majority Vote of the Student Government Association Senate, approval by the Student Body President, and approval by the Vice-President of Student Affairs are required to remove the hold. Furthermore, notwithstanding a hold on the account, failure to expend funds as intended may affect an A&S funded entity’s future funding decisions.

1203.3 A&S Fee funds are intended for the benefit of University of West Florida students, both in spirit and by law. Use of A&S Fee funds with the intent to benefit other groups (i.e. not University of West Florida students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.

1203.4 Deficit spending is prohibited. All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.
1203.5 In addition to the limitations of the statute governing A&S Fees, the Budget and Allocations Committee will not grant money to groups who discriminate their membership based on any of the criteria listed in University of West Florida’s Policy Prohibiting Discrimination, Harassment & Retaliation (P-13.03-05/10), which states that individuals shall be free “from discrimination or harassment based on the following protected classes: age, color, disability, gender, marital status, national origin, race, religion, sexual orientation and veteran status…”“Gender” as used throughout this policy shall mean sex and gender identity.”

1203.6 A&S Fees generated by the Emerald Coast Campus are allocated in full to the Emerald Coast Campus. If, at the end of the fiscal year, not all of the funds have been used, the Budget and Allocations Committee may choose, with Three-Fourths Vote, to allocate those funds for use on the main campus non-recurring fund.

1203.7 A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.

A. Examples of prohibited use:

1. Funds used to purchase doughnuts to be sold for fundraising.

2. Funds to be given to a charitable agency (i.e. Red Cross).

B. Examples of permissible use:

1. Funds used to purchase refreshments for an event that supports a charitable cause (i.e. Pizza for Relay for Life event).

1203.8 All A&S Fee funded organizations, departments, or events must include the “funded through SGA” logo on all advertisements, promotional materials, and/or giveaways, and on any items purchased with A&S money. Exemptions may be granted by the Budget and Allocations Chair.

Chapter 1204: Interim Accounts

1204.1 Request and Approval Process:

A. All requests for funding from any of the interim accounts must be made three or more Fridays before the planned activity. Requests submitted after this deadline will be processed in the order received, and may or may not be approved in time for the event.
B. Request forms shall serve as required cover sheets and shall be available in
the Student Government Association office. Online forms may be made
available as well. Paper copies of all completed requests must be submitted
physically to the Student Government Association office by the prescribed
deadline.

C. An officially submitted request shall include the above-required cover sheet
atop each copy of the documentation and information indicated in the account
explanation, as well as an itemized budget for the request. Any submittals
lacking the required number of copies, any of the requirements mentioned in
the account explanation, or an itemized budget, shall not be considered
submitted for the purposes of IV.A.1 above, and therefore will not be
reviewed by the Budget and Allocations Committee. The person submitting
the request has the duty of ensuring his or her request is complete.

D. The Budget and Allocations Chair will notify the organization’s president or
account administrator of the individual of the Budget and Allocations
Committee’s decision within three business days after the decision is made.
The president or account administrator must then make arrangements with the
proper university official to access the funds.

E. The receipt of prior funding from any of the interim accounts is not a
guarantee of future funding.

1204.2 Project Grants:

A. RSOs and departments not funded through the yearly budget process are
eligible to receive project grants. Project grants are to be used for one-time
activities that promote the mission of the organization and/or enhance
University-wide student programming.

B. Funded entities, as well as individual members or small groups belonging to
those entities, whose requests are related in any way to the business of said
tentity, shall be ineligible to receive funding from this account.

C. Organizations may receive no more than three grants per fiscal year, not to
exceed $3,000 for the fiscal year.

D. Grant requests must explain the purpose of the proposed activity and the effect
it will have on the University of West Florida Student Body.

E. An organization must be officially registered and in good standing with the
University of West Florida to receive funds from this account.

F. Money will not be granted from this account for activities which are already
funded otherwise through the A&S Fee.
G. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.3 Travel Grants:

A. Undergraduate and graduate students who are travelling to advance their educational experience in their area of study or interest are eligible to receive funding from this account.

B. Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.

C. Students may receive a maximum of $500 per semester. Groups of three students or more travelling for the same purpose may receive a maximum of $1,500 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of $3,000 per fiscal year.

D. Students applying for assistance must first gain approval from the department chair and/or faculty/staff advisor.

E. All funds approved by the Budget and Allocations Committee must be equally matched by any source not already funded by the A&S Fee. Students making requests must show proof of these matching funds as part of their request.

F. Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individuals’ academic career and the University.

G. If funding for food is awarded it will only be at the university’s per diem rate.

H. Awarded funds will be disbursed directly to students in a manner consistent with University policy; authority over the monies shall not be delegated to other University departments, A&S funded or not.

I. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

J. Individual undergraduate and graduate students, RSOs, and sports clubs travelling to national competitions are eligible to receive two awards from this account per semester, not to exceed $2,000 per request. A&S funded entities are eligible for funding from this account if the requesting organization or individual has participated in the regional tournament, if one exists, and qualified for the national tournament as a result. However, if an entity requesting funds is already funded, the request must be approved by a Three-Fourths Vote of the Budget and Allocations Committee.
1204.4 Budget Transfers:

A. All budget amendments and transfers must be approved by the Budget and Allocations Chair.

Chapter 1205: Carry Forwards

1205.1 All funds remaining in an A&S funded accounts shall be swept into the main A&S Fee non-recurring account except:

A. Funds left in the Student Government Association accounts shall be transferred into the Student Government Association contingency account.

B. Funds left in the Recreation Administration umbrella of accounts, shall be transferred into the Recreation contingency account.

C. Funds left in the UCSA Administration and UCSA general umbrella accounts shall be transferred into the Commons contingency account.

D. Funds left in any Salary account for any A&S funded, non-student positions shall be transferred into the Salary Contingency account.

E. Funds left in small departments with base budget shall be transferred to their contingency accounts.

F. If the Budget and Allocations Committee approves a carry forward request from a RSO or department, the funds approved shall be carried forward into that RSO or departments account for the next fiscal year.

G. Rules A through F above may be overturned by a Three-Fourths Vote of the Budget and Allocations Committee.

Chapter 1206: Declaration of Audit Rights

1206.1 The Student Government Association Budget and Allocations Committee reserves the right to formally review any entity which receives funds from the A&S Fee and these funds are subject to state and local audits.
Issue: Student Green Fee Update

Proposed action: Information only

Background information:

The Green Fee is a student lead initiative approved by the BOT and the BOG for implementation effective Fall 2012. The Green Fee is a mandatory student fee currently collecting $0.75 per credit hour and is intended to fund projects and activities to enhance sustainability practices at UWF.

For FY16 funding, proposals for 17 projects were received from campus departments, student organizations, and other university affiliated organizations and individuals. The Student Government Association was directly engaged in the process by refining the list to 8 projects. The Student Life and Services Facility Committee (consisting of 8 students appointed by the Student Body President, 4 faculty members, and 4 staff members) met to determine priority order for the projects. Working with Facilities Development and Operations and other stakeholders, the committee clarified the scope of the projects, determined feasibility, and confirmed cost estimates.

The committee has identified four projects for funding in FY16:

1. Purchase Web-GIS Application to assess UWF’s rooftop solar power potential. This project will result in an inventory of all spaces on campus that have potential for future solar power installations. ($3,400)
2. Install additional water bottle stations in campus residence hall locations. ($8,000)
3. Update light fixtures in the University Commons Auditorium and surrounding area to more energy efficient and long lasting LED technology ($46,572).
4. Install LED Lighting Control System in the HLS facility to enhance power consumption management ($63,000).

Recommendation: Information only

Implementation Plan: Green Fee collections will be allocated for FY16.

Fiscal Implications: Allocating $202,581.00 for FY15 projects.

Supporting documentation: Green Fee Project History

Prepared and Presented by: Dr. James R. Hurd, Senior Associate Vice President for Student Affairs, (850)474-2214, jhurd@uwf.edu
## Green Fee Project History

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Project</th>
<th>Approximate Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>HLS lighting upgrade to LED (energy and materials conservation)</td>
<td>$135,000.00</td>
<td>Complete</td>
</tr>
<tr>
<td>FY14</td>
<td>Water Bottle Stations/Fountains (HLS, UC)(materials conservation)</td>
<td>$8,980.00</td>
<td>Complete</td>
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<tr>
<td>FY14</td>
<td>EV Charging Station (clean energy)</td>
<td>$6,000.00</td>
<td>Cancelled due to feasibility issues</td>
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<tr>
<td>FY15</td>
<td>UC Great Hall lighting upgrade (energy and materials conservation)</td>
<td>$50,000.00</td>
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<td>FY15</td>
<td>Field House lighting upgrade (energy and materials conservation)</td>
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<tr>
<td>FY15</td>
<td>Bicycle Program (energy conservation, green lifestyle)</td>
<td>$11,200.00</td>
<td>In process</td>
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<tr>
<td>FY15</td>
<td>SolarDok Tables with Solar Powered Charging Stations (clean energy)</td>
<td>$59,582.00</td>
<td>Complete</td>
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<tr>
<td>FY16</td>
<td>Web-GIS Application (solar power – planning data)</td>
<td>$3,400.00</td>
<td>Approved for funding</td>
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<td>Water Bottle Stations/Fountains (residence halls)(materials conservation)</td>
<td>$8,000.00</td>
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<td>FY16</td>
<td>University Commons Auditorium lighting upgrade to LED (energy and materials conservation)</td>
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<tr>
<td>FY16</td>
<td>LED Lighting Control System in the HLS facility (energy conservation)</td>
<td>$63,000</td>
<td>Approved for funding</td>
</tr>
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Issue:  Housing and Residence Life Update

Proposed action:  None (Informational Item)

Background information:
The Department of Housing and Residence Life (HRL) will provide a brief update on the following: housing occupancy, operating budget, new initiatives related to technology and marketing and residential programming.

Recommendation:  N/A

Implementation Plan:  N/A

Fiscal Implications:  N/A

Supporting documents:
Power Point Presentation

Prepared and Presented by:
Dr. Ruth Davison, Director, Housing and Residence Life, rdavison@uwf.edu, 850-474-2463