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## Senate Statutes - Title IX (Agencies) - Updated 04-29-13

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<p><b>Title</b> <b>9</b> <b>Student Government Agencies and Departments</b></p>
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## Chapter

### 900

#### Agency Creation

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**900.1** Criteria for a Student Government Agency shall be:

**900.1.1** Provides goods and/or services to the entire Student Body.

**900.1.2** The good and/or service shall be student oriented and shall be available for use by all students.

**900.2** The process for the creation of an Agency shall be as follows:

**900.3** Submission of a formal Business Plan and tentative Standard Operating Procedures to the Senate Committee on Judiciary and Ethics.

**900.4** The Business Plan shall consist of the following items:

**900.4.1** Mission Statement

**900.4.2** Scope of Service(s)

**900.4.3** Description of how the service(s) will benefit the Students at the University of South Florida

**900.4.4** Organizational Structure

**900.4.5** Possible Funding Needed

**900.5** The Business Plan and tentative Standard Operating Procedures shall be given to the Senate Committee on Judiciary and Ethics members at least two days prior to first reading.

**900.6** The Senate Committee on Judiciary and Ethics shall review these documents and with a majority vote may approve the Agency creation to proceed to the Senate in the form of a Senate Bill.

**900.7** The Agency Senate Bill will require a supermajority vote of the Senate.

**900.8** The new Agency shall be added to Title 9 of the Student Government Statutes.

**900.9** The minimum staffing requirements for an Agency shall be:

**900.9.1** One Student Director

**900.9.2** One Student Assistant Director

**900.9.3** One Student Staff Member

**900.10** Upon creation, the Agency shall formalize their Standard Operating Procedures and shall submit it to the Senate Committee on Judiciary and Ethics. The Senate Committee on

Judiciary and Ethics may approve the formal Standard Operating Procedure with a supermajority vote in the affirmative.

- 900.11** The Standard Operating Procedures for the Agency shall not be in conflict with the Student Body Constitution or the Student Government Statutes.
- 900.12** The Director of an Agency shall be responsible for all the duties contained in the Student Government Statutes that delineate the Agency, be the official representative of the Agency before all other entities, prepare the yearly budget for proposal to ASRC, serve as the new Agency's accountable officer, and develop, implement, and maintain policies, procedures, and programs.
- 900.13** All proposed amendments to the Standard Operating Procedures must be submitted in writing to the Senate Committee on Judiciary and Ethics. The Senate Committee on Judiciary and Ethics may approve the amendments with a majority vote.<sup>1</sup>

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<sup>1</sup> SB [S] 50-003, Deletion of 901, Student Government Administrative Services

## Chapter

### 901

#### Student Government Computer Services

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- 901.1** The name of this agency shall be Student Government Computer Services (SGCS).
- 901.2** The Student Government Computer Services Agency shall be a component of the Student Government Department of Student Services and shall report to its Executive Director.<sup>2</sup>
- 901.3** The purpose of SGCS shall be to provide USF students with easy accessibility to computers and to promote computer literacy to all students, and establish and maintain a web site and/or sites for Student Government and Student Government Agencies.
- 901.4** SGCS shall provide the needed computer services to all Student Government agencies and entities, update the Student Government e-mail system and accounts, and develop, implement, and maintain policies, procedures and programs.
- 901.5** In addition, the Director shall maintain open communication with students, faculty, administration, and any other persons or agency deemed necessary, and provide guidance to other universities in setting up similar programs.
- 901.6** The design of SGCS shall be:
- 901.6.1** One student Director
  - 901.6.2** One or more Assistant Directors
  - 901.6.3** Staff members as needed
- 901.7** The Director shall be nominated by the Student Body President and confirmed by the appropriate Senate oversight committee.<sup>3</sup>
- 901.8** The Director shall be responsible for carrying out duties contained in this statute; be the official representative of SGCS before all other entities; prepare the yearly budget for proposal to the Student Government Senate; serve as the SGCS accountable officer; and develop, implement, and maintain policies, procedures, and programs. In addition, the Director shall have a monthly meeting with the Student Government President concerning web page content.
- 901.9** The Assistant Director(s) shall be responsible for assisting the Director in carrying out the duties of that office and assisting in the development of programs, policies, and procedures of SGCS.

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<sup>2</sup> SB [S] 50-002, Inserts 902.2.

<sup>3</sup> SB [S] 50-002, Inserts 902.7.

- 901.10** The staff members shall serve as supervisors of daily operations of SGCS, be required to conduct themselves in a manner becoming a Student Government employee, follow the Rules of Procedure of SGCS, and have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).
- 901.11** SGCS shall operate under its own Rules of Procedure, which shall not be in conflict with the Student Body Constitution or Student Government Statutes.

## Chapter

### 902

#### WXBL Student Radio<sup>4</sup>

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- 902.1** The name of this agency shall be WXBL Student Radio.
- 902.2** The WXBL Student Radio shall be a component of the Student Government Department of Student Services and shall report to its Executive Director.<sup>5</sup>
- 902.3** The design of WXBL Student Radio shall be:
- 902.3.1** One student Director
  - 902.3.2** Four Assistant Directors
  - 902.3.3** Staff members (non-paid)
- 902.4** The Director shall be responsible for carrying out duties contained in this Statute; be the official representative of WXBL Student Radio before all other entities; prepare the yearly budget for proposal to the Activities and Service Fee Committee; serve as the WXBL Student Radio accountable officer; develop, implement, and maintain policies, procedures, and programs.
- 902.4.1** In addition, the Director shall maintain open communication with students, faculty, administration, the University Police, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.
- 902.5** The Assistant Director(s) shall be responsible for assisting the Director in carrying out the duties of that office and assisting in the development of programs, policies, and procedures of WXBL Student Radio.
- 902.6** The staff members shall serve as supervisors of daily operations of WXBL Student Radio, be required to conduct themselves in a manner becoming a Student Government member, follow the Rules of Procedure of WXBL Student Radio, and have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).
- 902.7** WXBL Student Radio shall operate under its own Rules of Procedure, which shall not be in conflict with the Student Body Constitution or the Student Government Statutes.
- 902.7.1** Any subsequent changes to the Rules of Procedure shall be approved by the Agency Review Board.

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<sup>4</sup> SB 47-158, Strikes Chapter 907: Student Government Marketing

<sup>5</sup> SB [S] 50-006, Inserts 903.2.

**902.7.2** The initial ROP subsequent to the passage of this legislation shall be approved by the Senate Committee on Rules. Upon the Senate Committee on Rules approval, this section will be deleted from Statutes.

**902.8** By no means shall any member of Student Government have the power to censor the media content of WXBL Student Radio. All content must conform to Federal Communication Commission regulations.<sup>6</sup>

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<sup>6</sup> SB 48-028, Strikes 904.9