

Constitution of the Student Body of Santa Fe College

We the Students of Santa Fe College, in Order to form a more perfect union; Render a forum for the expression of student views; Advocate student interests; Promote academic freedom and responsibility; Provide for the defense of student rights and for their cultural, social, and physical welfare; Protect student life in all its aspects; and Foster recognition of rights and responsibilities of students to the college, community, state, the nation, and humanity do ordain and establish this Constitution for the Student Body of Santa Fe College.

Article I

Declaration of Rights, Responsibilities, and Provisions

Section. 1. All political powers granted by authorities under the constitution, laws, and regulations of the United States of America, State of Florida, and Santa Fe College Rule are inherent in the Student Body.

Section. 2. All rights guaranteed in the Constitution of the United States, State of Florida, and Santa Fe College Rule will be protected by Student Government.

Section. 3. The Student Body shall be guaranteed the right to vote in Student Government; The right to submit initiatives and referendums for ratification by the electorate; the right to recall and remove all Student Government officials; the right to address Student Government officials.

Section. 4. Students are bound by the Student Honor Code and shall be accountable to it. The Honor Code states, *“As students of Santa Fe College, we hold ourselves and our peers to the responsibility of being honest, true, benevolent, and virtuous to ourselves and each other at all times.”*

Section. 5. There shall be no discrimination on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, veteran status, or any other classification and there shall be no toleration of any discrimination thereof.

Section. 6. No person holding an exclusionary office within Student Government, or otherwise prescribed by law, may hold a position in another branch or entity. If a person accepts an office within another branch while holding an exclusionary office or as prescribed by law shall constitute *de jure* resignation from the former office upon swearing in.

Section. 7. Student Government shall be the supreme form of representation of the Student Body of Santa Fe College; it's actions, not otherwise limited by this Constitution, supersede those of all other student entities.

Section. 8. Every student in the current term at Santa Fe College shall be a member of the Student Body and has equal protection, voice, and vote.

Section. 9. The Satellite Centers and their student body shall have the inherent right to form their own governing body and protection thereof by this Constitution; Student Government shall accommodate the Centers governing body in any aspects necessary.

Article II

Legislative Branch

Section. 1. All legislative powers herein granted shall be vested in the Student Senate President, Senate President Pro-Tempore and the Student Senate.

Section. 2. Procedures of the legislative branch shall be prescribed by law.

Section. 3. The Student Senate shall be composed of Academic Senators, At-Large Senators and Student Organization Senators. Academic Senators shall be representatives of the Student Body in accordance with the College's academic areas. The composition of the academic areas and the apportionment of Senators for each area shall be prescribed by law. Academic Senators shall be elected during the spring general election. At-Large Senators shall be representatives of the Student Body in accordance with the location of where the students are taking a majority of their classes. The apportionment of Senators for each location shall be prescribed by law. At-Large Senators shall be elected during the spring general election. Student Organization Senators shall be the representative of every chartered organization of Student Government. Student Organization Senators shall be elected by their organization. Senators shall be elected to annual terms. When vacancies occur in the Student Senate, the position shall be filled as prescribed by law. The Student Senate shall choose the Student Senate President and Senate President Pro-Tempore immediately after ratification of the spring general election and shall serve an annual term. Officers of Senate must first be Senators. The Student Senate shall, through advice and consent, approve appointments and recommendations of students to Student Government administrative positions.

Section. 4. The Student Senate shall be the judge of the Election and Qualification of its own members. A majority shall constitute a quorum to do Business. Senate shall compel attendance of members and develop such penalties for absences. The Student Senate shall maintain a publication of its proceedings and at the desire of one-fifth (1/5) of those present shall enter the Yeas and Nays of the members on any given question. Every bill having passed the Student Senate shall be brought before the Student Body President for approval. If the Student Body President vetoes a bill, it shall be returned to the Student Senate with a written correspondence with the objections listed. The Student Senate can overturn the veto by a two-thirds (2/3) vote in which case said bill shall become law. If a bill is not returned by the President within five (5) business days, the bill shall become law as if it were signed. Senate shall judge the results of the general election. Senate shall provide for the control and disbursement of Student Body funds. Senate shall enact all laws necessary and proper for the general well-being of the Student Body. Senate shall exercise any other power or duty provided for in the constitution or laws of the Student Body. Senate shall provide for equal protection of the Student Body.

Section. 5. The Student Senate shall not enact any law that abridges its powers delegated by the constitution; there shall be no appropriation of funds for a period of more than one (1) fiscal year. There shall be no infringing of the secrecy of the ballot in any student body election nor shall the Student Senate deny speaking privileges in meetings, meet in closed session, or conduct any vote by secret ballot. The dates of student body elections and election law shall not be changed in nine weeks before scheduled election. No bill embracing more than one (1) purpose shall become law. Senate shall go no longer than two (2) weeks without convening during the semester.

Section. 6. All duties of Student Government legislative exclusionary offices shall be prescribed by law.

Article III

Executive Branch

Section. 1. All executive power shall be vested in the Student Body President, Student Body Vice President, and Student Body Treasurer.

Section. 2. The Student Body President, Student Body Vice President, and Student Body Treasurer shall be chosen in the spring election by an instant runoff voting system and shall serve an annual term. The Student Body President and Student Body Vice President shall be elected on a joint ticket.

Section. 3. If the office of Student Body President becomes vacant, such vacancy shall be filled by the succession of the Student Body Vice President. If both the position of Student Body President and Student Body Vice President become vacant, the Student Body Treasurer shall assume the powers and responsibilities thereof as interim Student Body President until selection process prescribed by law is fulfilled within 30 calendar days. Any further vacancies shall be filled by the following hierarchy. In the absence of the Student Body President and Student Body Vice President, the hierarchy of succession shall be the Student Body Treasurer, Senate President, Senate President pro tempore, and executive directors in order of creation. If the office of the Student Body Treasurer becomes vacant, such vacancy shall be filled by the Deputy Treasurer. If the position of Student Body Treasurer and Deputy Treasurer both become vacant, the Student Body President shall assume the powers and responsibilities as interim Student Body Treasurer until selection of new Student Body Treasurer within 15 calendar days. Upon a vacancy of Student Body Treasurer, the Student Body President shall advertise and make position available to the entire student body of Santa Fe College for ten (10) business days. If the vacancy is not filled within ten (10) business days, the vacant position shall be reopened, and the process will restart. All applicants will go before Senate for the election of one applicant to the position of Student Body Treasurer.

Section. 4. The Student Body President shall deliver, on a semester basis, *The State of the Student Body Address*.

Section. 5. All duties and responsibilities of the Student Body President, Student Body Vice President, and Student Body Treasurer not specified in this Constitution shall be prescribed by law.

Article IV

Judicial Branch

Section. 1. The judicial power of Santa Fe College Student Government shall be vested in one Supreme Court.

Section. 2. The Chief Justice and Associate Justices may not hold any position within another Branch. The Supreme Court shall adopt its own internal rules of practice and procedure. The Supreme Court shall provide in its rules of practice and procedure the process for assigning replacements, where recusals for cause would prohibit the Supreme Court from convening.

Section. 3. The Supreme Court shall consist of the Chief Justice and four (4) associate justices. The Chief Justice shall preside over the Supreme Court. A Presiding Associate Justice shall be nominated and then selected amongst the Associate Justices to hold court sessions in the temporary vacancy or absence of the Chief Justice. 75% of members shall constitute a quorum. The concurrence in judgment of three members shall be necessary for a decision. If there are less than three (3) justices, the legislative branch assumes appellate powers, and the Chief Justice assumes constitutional interpretation and all other powers, until

the Supreme Court has the necessary members to fulfill their duties. The Supreme Court will convene as needed but no less than two (2) times per month. The Supreme Court shall interpret any provision of the constitution or any law upon written petition of 25 members of the Student Body, request of any current Student Government member, or at the discretion of the Chief Justice. The Supreme Court shall, upon written petition of any member of the Student Body, and for good cause shown, order any student government official or any officer of a student organization that receives Student Body funds to perform any lawful act or refrain or desist from any unlawful act. The Supreme Court shall hear and rule on all appeals within its jurisdiction. The Supreme Court may issue any writ necessary to the complete exercise of its jurisdiction and shall maintain a permanent election result file of every student body election. The Supreme Court shall maintain a permanent record of cases, decisions, and dissents.

Section. 4. The Supreme Court shall have the power to issue *subpoenas* and *subpoena duces tecum* directed at any student government official or any officer of a student organization that receives Student Body funds, returnable before the Supreme Court.

Section. 5. Whenever a vacancy occurs in the office of the Chief Justice of the Supreme Court, the position shall be filled in accordance with Article IV, Section 6, with the process to be completed within thirty (30) business days of the vacancy, with the exception of circumstances that require restarting the process as prescribed by law. When a vacancy occurs in the office of Associate Justice of the Supreme Court, the Student Body President shall fill the vacancy by appointment and shall be subject to a two-thirds confirmation vote by the student senate.

Section. 6. Selection of the Student Government Chief Justice shall be conducted by an interview process and selection committee as prescribed by law, with the selection to take place no later than the start of the Spring B academic term. The Student Government Chief Justice shall serve an annual term, to begin at the start of the Summer term immediately following their selection and end at the conclusion of the succeeding Spring term. The sitting Chief Justice shall only be eligible to run for re-election and may not stand for election of any other position while holding office. If the Chief Justice resigns at any point during their term, they shall remain ineligible to run for any other scholarship position within Student Government. The selection of the Associate Justices shall be prescribed by law.

Section. 7. All duties and responsibilities of the Chief Justice shall be prescribed by law.

Article V

Student Government Programs

Section. 1. Student Government Programs shall be an independent agency of Student Government responsible for planning, coordinating, and implementing student Programs and activities. Student Government Programs shall provide activities and programs that will enhance the experience of college life. Student Government Programs is designed to provide quality entertainment for the promotion of student life on campus including social, intellectual, and cultural enhancement throughout Santa Fe College.

Section. 2. The Student Government Programs Executive Board shall be the board of directors of Student Government Programs. Regular members of the Executive Board shall retain the title of Student Government Programs Board Member. The Finance Chair shall serve as the non-voting Chair of the Executive Board. The Events Chair shall be a voting member of the Board. The purpose of the Executive Board shall be to create, research, and execute all events hosted by Student Government Programs, in addition to serving as delegates for the Chairs of Student Government Programs. The Student Government Programs Executive Board shall approve a new event by simple majority.

Section. 3. The Student Government Programs Assembly shall be the forum and logistics force of Student Government Programs. The Student Government Programs Events Chair is the designated non-voting chair of the Assembly. The Finance Chair shall be a non-voting member of the Assembly. The Student Government Programs Assembly shall be a weekly meeting for all members of Student Government Programs. Each regular member approved by the Student Government Programs Chairs shall retain the title of Student Government Programs Associate. In the absence of the Events Chair, the Finance Chair shall chair the meeting. The purpose of the Student Government Programs Assembly shall be to provide a forum for Santa Fe students to discuss event planning hosted by the Student Government of Santa Fe College. Business conducted by the Assembly may include reviewing all events in the roster, exchanging ideas, discussing logistics, and approving event ideas created by Associates.

Section. 4. All powers vested in Student Government Programs shall be vested in the Events Chair, Finance Chair, Executive Board, and the Assembly. Student Government Programs shall establish its own rules of procedure for all matters not otherwise specified. Student Government Programs shall plan, coordinate, and implement any activity approved and shall provide for the control and disbursement of all Student Government Programs funds with the approval of the Events Chair and Finance Chair.

Section. 5. Selection of the Student Government Events Chair and Finance Chair shall be conducted by an interview process through the selection committee as prescribed by law. The Student Government Events Chair and Finance Chair shall serve an annual term. Selection of Student Government Event Chair and Finance Chair shall be confirmed by Senate during the confirmation of the spring general election. Replacement of Student Government Programs members shall be prescribed by law.

Section. 6. All duties and responsibilities of Student Government Programs shall be prescribed by law.

Article VI

Impeachment

Section. 1. All Student Government members shall be subject to impeachment for misfeasance, malfeasance, nonfeasance, abuse of power, or conviction of a criminal offense while in office. The impeachment resolution must be filed by at least two (2) senators and the affected person must receive a true copy of the resolution no later than four (4) business days before the Student Senate meeting. A two-thirds (2/3) vote of the Senate shall be required in order to impeach and place on trial any member of Student Government.

Section. 2 The Student Senate shall have the sole Power to try all impeachments. The Chief Justice shall preside over the impeachment trial. Should the Chief Justice be on trial, the President of the Student Senate shall preside over the impeachment. A three-fourths (3/4) vote of the impeachment body shall be required in order to convict. Conviction shall remove the Student Government member from office and may include permanent disqualification. Conviction or acquittal shall not affect the civil or criminal responsibility of the person.

Article VII

Amendments

Section. 1. Proposed amendments shall be submitted in writing at a regular meeting of the Student Senate, provided that a minimum of one student senator must co-file the amendment. Copies of proposed amendment(s) shall be made to all voting senators. A three-fourths (3/4) vote of Senate shall constitute ratification.

Section. 2. The Constitution shall not be edited, and amendments shall be listed following the end of this Constitution.

Article VIII

Advisor

Section. 1. The primary responsibility of the Student Government Advisor(s) will be to serve and provide all members of Student Government with advice and assistance on relevant issues of the Student Body.

Section. 2. The Student Government Advisor(s) shall be a non-voting member of Student Government committees and their absence shall not limit the committee from conducting business unless specifically requested by the advisor.

Amendment I

Presidential Oath of Office

Section. 1. Upon election to office, the Student Body President-Elect shall recite the following oath of office upon officially being sworn-in on the date set into law by the Constitution:

"I do solemnly swear (or affirm) that I will faithfully execute the Office of President for the Student Body of Santa Fe College, and will to the best of my ability, preserve, protect and defend the Constitution of the Santa Fe College Student Body."

Amendment II

Final Act as Student Body Chief Justice

Section. 1. The outgoing Chief Justice's final act of responsibility is to swear-in the incoming newly elected Student Government Leadership Team on Inauguration Day. In the event that the current Chief Justice is reapplying for the position of Chief Justice then the responsibility of swearing the new Student Government Leadership Team shall fall to the outgoing Presiding Justice.

Title 1

The General System of Student Body Statutes

Chapter 100 – System of the Student Body Statutes

100.01 All Student Body Laws of permanent effect and general public interest, or of legal or historical significance, shall be compiled in a codification known as Student Body Statutes. Except in unusual circumstances, this codification shall exclude non-governmental organizational chartered authorizations, resolutions, proposed constitutional amendments, and the Budget and amendments thereto.

100.02 The Student Body Statutes shall be arranged as follows:

Title 1: The General System of Student Body Statutes

Chapter 100: System of the Student Body Statutes

Chapter 101: Student Government Code of Ethics

Chapter 102: Student Government in the Sunshine

Chapter 103: Student Government Exclusionary Offices

Chapter 104: Hiring, Evaluation and Removal, and Reinstatement of Directors

Chapter 105: Legal Documents of Student Government

Chapter 106: Definitions

Title 2: Legislative Branch

Chapter 200: Powers and Responsibilities of Legislative Branch Exclusionary Offices

Chapter 201: Powers and Responsibilities of the Legislative Staff

Chapter 202: Standing Committees

Chapter 203: Ad-hoc Committees

Chapter 204: Representation

Chapter 205: Procedures of the Student Senate

Chapter 206: Senate Ethics and Senatorial Rights

Title 3: Executive Branch

Chapter 300: Powers and Responsibilities of the Executive Branch
Exclusionary Offices

Chapter 301: Powers and Responsibilities of Presidential Directors

Chapter 302: Powers and Responsibilities of the Cabinet

Chapter 303: Powers and Responsibilities of Executive Staff

Title 4: Judicial Branch

Chapter 400: Powers and Responsibilities of the Judicial Branch
Exclusionary Offices

Chapter 401: Powers and Responsibilities of the Judicial Staff

Chapter 402: Elections Commission

Title 5: Student Government Programs Agency

Chapter 500: Powers and Responsibilities of Programs Agency
Exclusionary Offices

Chapter 501: Powers and Responsibilities of Programs of Programs
Board Members

Chapter 502: Committees of SGP

Chapter 503: SGP Assembly

Title 6: Elections Guidelines

Chapter 600: General Provisions and Timeline

Chapter 601: Elections Rules and Campaigning Guidelines

Chapter 602: Elections Procedure Guidelines on Procedures and
Requirements of the Elections Commission

Title 7: Financial Manual

Chapter 700: General Information

Chapter 701: Finance Committee

Chapter 702: Budget Workshop

Chapter 703: Process to obtain right to spend SG Funds

Chapter 704: Student Senate Overflow Request

Chapter 705: Purchase Request

Chapter 706: Imprinted Items

Chapter 707: Forfeiture of Funds

Chapter 708: Discretionary Clause

- 100.03 Each chapter shall be subdivided by means of a decimal arrangement carried out to two or three decimal places. For example, Chapter 152 would begin with 152.01 with potential subsection 152.001. Subsections shall relate back to their section.
- 100.04 The Judicial Branch shall further classify laws according to Section 100.2 to provide a logical, orderly, and comprehensive arrangement of the Student Body Statutes by subject matter. Such classification shall be made prior to debate on a proposed statute in the Student Senate.
- 100.041 The Judicial Branch has the authority to make corrections only to spelling and non-punctuation typographical errors. Such corrections shall be subject to a veto by the Student Body President but will not require ratification by the Student Senate.
- 100.042 To the extent feasible, the Judicial Branch shall prepare and maintain accurate, current indexes for all codifications.
- 100.05 Student Government publications shall be made freely available to the Student Body.

Chapter 101 – Student Government Code of Ethics

- 101.01 This shall be known and may be cited as the Student Government Code of Ethics.
- 101.02 Legislative intent and declaration of policy:
1. It is essential to the proper conduct and operation of Student Government that its officials be independent and impartial. Student Government officers hold their positions for the benefit of the Student Body. Such officers are bound to observe in their official acts, the highest standards of ethics consistent with this code.
 2. It is the intent of this act to protect the integrity of Student Government by prescribing restrictions against conflicts of interest and unethical practices.
- 101.03 Standards of Conduct
- 101.031 Conflict of interest: No officers of Student Government shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Student Body.
- 101.032 Misuse of Student Government Property: No officer shall use or allow the use of Student Government property, facilities, or personnel of any kind for other than official approved Student Government business.
- 101.033 Unlawful compensation or regard for official behavior: No person shall corruptly give, offer, or promise to any Student Government officer or agree to accept, any pecuniary or other benefit not authorized by Student Body Law, for the past, present, or future performance or nonperformance of any act which the person believes to have been, or the officer, or represents as have been, within the official capacity of the officer.
- 101.034 Intentional Wrongful Harm: No officer of Student Government shall intentionally and wrongfully harm or threaten to intentionally and wrongfully harm any person by the performance or omission of any act.
- 101.035 Inducing to Act: No officer of Student Government shall aid, advisee, procure, or in any way induce another to act in violation of this chapter.
- 101.036 Intentionally Circumventing Due Process: No officer or employee of Student Government shall intentionally circumvent the due process of any trial procedure or in any way induce another to act in this manner.
- 101.04 Penalties: A violation under this chapter may be cause for impeachment, suspension, or removal from office, suspension or dismissal from employment or public censure and reprimand by any individual or body having lawful authority to take such action.
- 101.05 To serve as guardian of the standards of conduct for the officers of Student Government, the Supreme Court shall follow procedure pursuant to Section 101.63.

101.06 Procedures

- 101.061 Upon a written complaint of any student, the Chief Justice of the Supreme Court or their designee shall make a preliminary investigation into any alleged violation of this chapter.
- 101.062 Upon a showing of probable cause to believe that a violation of this chapter has been or is being committed, the Chief Justice, or designee by the Student Senate in case of the investigation of the Chief Justice, shall convene the Supreme Court to hear evidence and argument on said violation and all related violations.
- 101.063 The Court may use the subpoena power of the Supreme Court to obtain evidence and testimony under oath. The judicial officer who convened the Court shall preside over it and sign all subpoenas. If an At-Large or Academic Senator is subpoenaed by the Court and refuses to go before the Court, they will be removed from their position in Student Senate. If the Court subpoenas a club or club member and the club or club member refuses to go before the Court, then all funding from Student Government will be suspended until subpoenaed member/members appears before the Court. If a Leadership Team member or Director is subpoenaed by the Court and refuses to go before the Court, then they will be removed from their position in Student Government. The judicial officer shall direct the investigation of the Court, question witnesses before it, and shall be its legal advisor.
- 101.064 Upon the conclusion of its investigation, the Court, with the assistance of the Chief Justice, shall present its findings and conclusions in a written report which must be approved by all members of the Court. The approved report shall be submitted to the presiding officer for review, and then to all individuals accused of violations in the report.
- 101.065 Investigations under this chapter shall remain confidential until the final approved report is reviewed by the presiding officer and any appeals have been exhausted. At such time, copies of the approved report shall be submitted to the President of the Student Body, heads of the Student Senate, and the Supreme Court.
- 101.066 Violation of the confidentiality of the Court's proceedings, perjury before the Court, and the filing of complaints without reasonable basis and with malicious intent shall be violations of this chapter and subject to the penalties contained herein.
- 101.067 In all cases pertaining to slander or libel, the burden of proof shall rest with the petitioners who bring the charges against the defendant. In cases that involve a public official(s), the burden of proof shall be when malice is clearly present, based on a preponderance of the evidence.

Chapter 102 – Student Government in the Sunshine

- 102.01 Student Government, as a state governmental agency, shall comply with section 286.011 of the 2016 Florida Statutes (The Government in the Sunshine Law).
- 102.011 The Sunshine Law establishes a basic right of access to government meetings or any meeting conducted in the interest of its constituents within federal, state, and local governmental agencies or authorities.
- 102.02 All Student Government records shall be open to the public in accordance with Chapter 119, of the 2016 Florida Statutes (The Florida Public Records Law).
- 102.021 This law provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Florida Legislature.
- 102.022 All requests for public records disclosure shall herein follow the Inspection and Examination of Records clause outlined in College Rule 5.11.

Chapter 103 – Student Government Exclusionary Offices

- 103.01 Student Government consists of an Executive Branch, a Legislative Branch, a Judicial Branch, and the Programs Agency.
- 103.02 Exclusionary Offices that receive a Board of Trustees scholarship shall include the following;
1. Student Body President;
 2. Student Body Vice President;
 3. Student Body Treasurer;
 4. Student Senate President;
 5. Student Senate President Pro Tempore;
 6. Supreme Court Chief Justice;
 7. Student Government Programs Events Chair: and,
 8. Student Government Programs Finance Chair.
- 103.021 Other Exclusionary Offices shall also include;
1. Associate Justices.
- 103.03 A student of Santa Fe College may only hold one exclusionary office in Student Government at any one time as outlined and defined in this Chapter and in Article I, Section 6 of the Student Body Constitution.
- 103.04 Any amendment(s) to this statute that add(s) offices to any of these lists shall not cause any student holding the added office and another exclusionary office prior to the change to lose either office due to this statute.

Chapter 104 – Hiring, Evaluation, Removal, and Reinstatement of Directors

- 104.01 Hiring
- 104.011 Unless otherwise stated, any current Santa Fe College student interested in a open position may apply for the office that they are interested in through a written application followed by a formal interview.
- 104.012 Upon a vacancy, positions must be advertised and made available to the entire student body of Santa Fe College for 10 business days and shall be filled within another 10 business days upon closing of applications. If the vacancy is not filled within 10 days, the vacant position shall be reopened, and the process will restart.
- 104.013 All applicants shall meet the requirements as outlined for the open position.
- 104.014 Upon successful completion of the formal interview, the selected nominee must be confirmed by a two-thirds vote of the Student Senate within 10 business days.
- 104.015 If the Student Senate shall fail in its obligation as outlined in 104.014 of Chapter 104, the nominee shall then be confirmed to his/her position by a two-thirds vote of the Student Government Leadership Team.
- 104.02 Evaluation
- 104.021 Directors shall be evaluated by their respective branch offices every month to see if they are satisfactorily meeting their job requirements.
- 104.022 All evaluations shall be conducted by the supervisor of the respective position
Supervisors shall upon request, review the evaluation of any Director with the Student Government Advisor.
- 104.03 Removal
- 104.031 If the performance of a Director is deemed to be unsatisfactory as outlined by law, the supervisor of that position shall have the authority to remove a director from their position.
- 104.032 If a Director is removed, they may appeal the decision to the Supreme Court. The Supreme Court may upon consideration of evidence presented reinstate the Director, if the Court finds that the wrongful termination occurred as outlined by law.
- 104.04 Reinstatement
- 104.041 In the case of reinstatement, the Court shall notify the immediate supervisor and the Student Government Advisor of its decision within five business days.
- 104.042 The Director being reinstated shall re-assume his/her position within five business days after the immediate supervisor and Student Government Advisor have been notified.

Chapter 105 – Legal Documents of Student Government

- 105.01 The Legal Documents of Student Government, to be observed by all Student Government members, shall be enumerated in Chapter 105.
- 105.011 The Legal Documents of Student Government shall include:
- The Student Body Constitution
 - The Student Body Statutes
 - The Student Government Employee Handbook
 - The Student Government Finance Manual
 - Executive Orders of the President
 - Writs and Decisions of the Supreme Court
 - Rules and Procedures of the Student Senate
 - Rules and Procedures of the Supreme Court
- 105.02 The Student Body Constitution
- 105.021 The Student Body Constitution is the supreme governing document of the Student Body and requires a three-fourths of the Student Senate for amendments.
- 105.03 The Student Body Statutes
- 105.031 The Student Body Statutes are the laws governing the Student Body. Unless otherwise specified, two readings of a Bill with a majority vote shall suffice to amend or add to the laws.
- 105.04 The Student Government Handbook
- 105.041 All matters relating to employment of Student Government officials shall be directed to Santa Fe College Office of Human Resources. Student Government is prohibited from creating any document which is inconsistent with the employee handbook created and maintained by the Office of Human Resources.
- 105.042 The Office of Human Resources, The Office of Student Affairs, Student Life, and the Office of the General Counsel reserves the right to strike any document which bridges section 105.041.
- 105.05 The Student Government Finance Manual
- 105.051 The Student Government Finance Manual provides for the proper uses of funds allocated by Student Government. The Finance Manual shall be maintained by the Student Senate and enforced by the Student Body Treasurer. Two readings of a Bill with a majority vote shall suffice to amend or add to the Finance Manual.
- 105.06 Executive Orders of the President

- 105.061 The Student Body President may issue Executive Orders that relate to any and all legal actions within the jurisdiction of the Executive Branch. Executive Orders shall be indefinitely in effect repealed or expires under existing provisions.
- 105.07 Writs and Decisions of the Supreme Court
- 105.071 Writs and Decisions of the Supreme Court shall be indefinitely kept on record. Prior decisions by the court shall hold precedence in the conduction of future business unless the court deems otherwise.
- 105.08 Rules and Procedures of the Student Senate
- 105.081 The Rules and Procedures of the Student Senate provide the proper protocol and decorum for the Student Senate. The Rules and Procedures shall be created, maintained, and amended by the Student Senate Rules Committee. The Committee shall make recommendations to the Student Senate to either adopt or not adopt by a majority vote. Bills of law that are subject to a veto may also amend or add to the Rules of Procedure of the Student Senate.
- 105.09 Rules and Procedures of the Supreme Court
- 105.091 The Rules and Procedures of the Supreme Court shall establish internal procedural details of the Court, as prescribed in the in the Constitution, which require a majority vote to amend. Upon request of any person involved in a case, the Court must clearly explain all relevant sections of its procedures and may not hold trials without established procedures.

Chapter 106 – Definitions

106.01 This chapter shall include definitions for Student Government.

1. **Benefit:** A gain or advantage, including the doing of an act beneficial to any person in whose welfare they are is interested.
2. **Campaigning:** Any action in support of a candidate or a political party for elective student body office, including, but not limited to the distribution of literature and posting materials. It does not include wearing campaign material, a campaign shirt, a button, an emblem or similar paraphernalia, unless accompanied by the dissemination of campaign literature or delivery of campaign speech to solicit support for a candidate or political party.
3. **Campaign material:** Any print or electronic material used for the purpose of supporting a candidate or political party including, but not limited to, fliers, posters, signs, electronic mail and clothing.
4. **Candidate:** Any person who has qualified to have his or her name placed on the ballot for elective office in a Student Government election.
5. **Conflict or Conflict of Interest:** Situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
6. **Corruptly:** Done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duty.
7. **Harm:**
 - a. Any verbal, written, or printed communication which directly or by inference is:
 - i. Defamatory to another person's reputation; or
 - ii. Could reasonably cause the denial or termination of membership of another in any campus organization without due process of the law without due process of the law;
 - b. Or, any unlawful interference with the person and/or property of another person.

8. Oath of Office and Presidential Oath of Office: The oath and verbal contract taken by Student Government officers.
- a. The Oath of Office shall read: *“I (blank) acknowledge my election/appointment to the office of (blank) for Santa Fe College Student Government. I promise to uphold the Student Body Constitution and its requirements, and to represent the interests of the students of Santa Fe College to the best of my ability.”* The prior oath must be recited by all elected and appointed officials.
 - b. The Presidential Oath of Office shall read: *“I do solemnly swear (or Affirm) that i will faithfully execute the Office of President for the Student Body of Santa Fe College, and will to the best of my ability, preserve, protect and defend the Constitution of the Santa Fe College Student Body.”* The prior oath mentioned must be recited by the President-Elect of the Student Body on Inauguration Day.
9. Polling Area: Any area set up by Student Government specifically for the purpose of collecting votes.
10. Student in the Current Term: Any student that is currently enrolled at Santa Fe College and pays Activities and Services Fees.
11. Public Records: Include but is not limited just traditional written documents such as papers, maps and books, but also tapes, photographs, film, sound recordings and records stored in computers.
12. Student Government Officer or Member: Any officer or agent of Student Government whether elected or appointed, including but not limited to, any executive, legislative, programming, or judicial officer, any person participating as a special master, juror, or judge in performing governmental function and any officer of a Student Government funded organization that would fall under the jurisdiction of the Student Body Constitution.
13. Student Government Leadership Team: The eight enumerated positions in section 103.2 whereby students are in receipt of the Board of Trustees Scholarship by means of Student Government.
14. *Subpoena*: A writ issued by a court that commands the presence of a witness to testify, under a penalty for failure.
15. Student: A student as defined for Student Government purposes will be any person actively enrolled in a course at Santa Fe College, any of its satellite locations, and/or provided course online through Santa Fe College. Active enrollment must be maintained through at least half of the academic semester in which the student is participating; failure to maintain this will result in loss of eligibility for Student Government positions for the term in question or until the student re-enrolls. Active enrollment status must be checked by the Student Government Advisor following the add/drop deadline for each academic term.
16. *Subpoena Duces Tecum*: Orders a person to bring physical evidence before the ordering authority or face punishment.

17. Unauthorized Polling Area: Any polling area not specifically sanctioned by the Elections Commission.

18. Standing: Standing shall refer to the current status of any Senator and/or their constituency, as defined by the Rules of the Student Senate.

19. Term: For purposes of Student Government, “academic term” shall be defined as Santa Fe College defines its academic calendar. Term in regard to Student Government shall constitute a full year following Inauguration, which shall be scheduled for the Wednesday in the week preceding finals, with this term to apply to any elected officer of Student Government. Each Student Government term shall consist of three legislative sessions, to coincide with the summer, fall, and spring academic terms in sequence.

20. Writ: Is a formal written order issued by a body with administrative or judicial jurisdiction.

21. Writ of Certiorari: A type of writ seeking judicial review.

Title 2**Legislative Branch****Chapter 200 – Powers and Responsibilities of the Legislative Branch****Exclusionary Offices**

200.01 Student Senate President

200.011 The Student Senate President shall:

1. Uphold the Student Body Constitution;
2. Be the chief administrative officer of the Student Senate;
3. Ensure that the Student Senate faithfully upholds the Student Body Constitution and its' laws;
4. Ensure that individual Senators are able to contact their respective constituencies;
5. Ensure that facilities necessary for meetings of the Student Senate are reserved and available;
6. Unbiasedly preside over Student Senate meetings;
7. Represent the Student Senate in Leadership Team meetings;
8. Set the Student Senate agenda with the advisement of the Student Senate President Pro Tempore;
9. Enforce the Student Senate policy and procedure;
10. Supervise the officers of the Student Senate with the Student Senate President Pro Tempore;
11. Meet all responsibilities required of Student Senators with the exception from sending constituency email;
12. Meet weekly with the Student Government Advisor(s);
13. Be available to students by means of office hours in accordance with the requirements of the Board of Trustees Scholarship;
14. Refrain from undue partisan statements during Senate meetings; and,
15. Refrain from casting a vote unless in the case of a tie.

200.02 Student Senate President Pro Tempore

200.021 The Student Senate President Pro Tempore shall:

1. Uphold the Student Body Constitution;
2. Advise the Student Senate President on relevant issues;
3. Unbiasedly preside over the Student Senate in the absence of the Student Senate President;
4. Ensure that the Student Senate faithfully upholds the Student Body Constitution and its' laws;
5. Keep a record of attendance at Student Senate meetings, maintain and compile Student Senate minutes, maintain voter eligibility, and conduct roll call;
6. Maintain current contact information of Senators;
7. Coordinate student organization chartering process;
8. Supervise the Officers of the Student Senate with the Student Senate President;
9. Supervise student organizations that have been approved by the Student Senate;
10. Review event registration forms;
11. Meet all responsibilities required of Student Senators with the exception from sending constituency email;
12. Represent the Student Senate in Leadership Team meetings;
13. Meet weekly with the Student Government Advisor(s);
14. Be available to students by means of office hours in accordance with the requirements of the Board of Trustees Scholarship; and,
15. Refrain from undue partisan statements during Senate meetings.

Chapter 201 – Powers and Responsibilities of the Legislative Staff

- 201.01 Selection of Legislative Staff
- 201.011 The Legislative Staff shall consist of the Student Organization Coordinator, the Student Senate Parliamentarian, the Student Senate Secretary, the Student Senate Sergeant of Arms, and the Student Senate Recruitment and Training Director.
- 201.012 The term for all members of the legislative staff shall last from the time of their election until the expiration of the legislative term in which they were elected.
- 201.013 All members of the legislative staff shall be nominated by the members of the Senate and approved by majority vote of the Senate.
- 201.014 Any vacancy of a legislative staff position shall be filled within two weeks of official notice given to the Senate by the Senate President; this shall include the start of the legislative term, in which legislative staff elections must be completed by the second meeting of the term.
- 201.02 Student Organization Coordinator
- 201.011 The purpose of the Student Government Organization Coordinator is to assist clubs and student organizations in utilizing the full resources of the college and Student Government, in order for those clubs and organizations to carry out their respective missions and ensure involvement of the Student Body.
- 201.012 The Student Organization Coordinator shall:
1. Uphold the Student Body Constitution;
 2. Create promotional opportunities for student organizations;
 3. Coordinate student organization Presidential Roundtable discussions;
 4. Assist in coordinating student organization recognition programs;
 5. Ensure student organization participation with Travel and workshops;
 6. Create and distribute a student organization informational packet;
 7. Meet with every student organization at least once a semester and discuss important and relevant issues;
 8. Assist with the chartering and re-chartering process of all student organizations;
 9. Maintain a student organization database;
 10. Publish a weekly report;
 11. Meet weekly with the Student Senate Pro-Tempore to discuss responsibilities of office and relevant issues;
 12. Attend SG Finance Committee meetings: and,

13. Post and keep office hours as determined by the Student Senate Pro Tempore and to not exceed five hours per week.

14. Post and keep office hours as determined by the Student Senate Pro Tempore and to not exceed five hours per week; and,

15. Report to the Student Senate President and the Senate Oversight Committee; should the committee find that the Student Organization Director is not fulfilling their statutory duties, the committee may elect to recommend removal from office with a supermajority vote, with the Senate to consider the recommendation no later than ten business days following; the Senate will require a supermajority vote to enact removal; the Student Organization Coordinator may then appeal to the Supreme Court as outlined in Student Government Statute 104.032.

201.02 Student Senate Parliamentarian

201.021 The purpose of the Student Senate Parliamentarian is to provide support to the Student Senate with regard to parliamentary procedure.

201.022 The Student Senate Parliamentarian shall:

1. Uphold the Student Body Constitution;
2. Advise the Student Senate on parliamentary procedure: and,
3. Shall attend all sessions pertaining to the training of Senators; and,
4. Report to the Student Senate President and the Senate Oversight Committee; should the committee find that the Parliamentarian is not fulfilling their statutory duties, the committee may elect to recommend removal from office with a supermajority vote, with the Senate to consider the recommendation no later than ten business days following; the Senate will require a supermajority vote to enact removal; the Parliamentarian may then appeal to the Supreme Court as outlined in Student Government Statute 104.032.

201.3 Student Senate Secretary

201.031 The purpose of the Student Senate Secretary shall be to take minutes of all Senate meetings and keep record of all Senate matters for public use and consumption.

201.032 The Student Senate Secretary shall:

1. Uphold the Student Body Constitution;
2. Take minutes of all Student Senate meetings, both regular and special, and;
3. Publicizes all records, to be defined as minutes, bills, resolutions, and other documents of import, of Student Senate on the Student Government webpage in a time manner.

201.04 Student Senate Sergeant of Arms

201.041 The purpose of the Sergeant at Arms is to ensure proper facilities and conduct for Student Senate meetings.

201.042 The Student Senate Sergeant of Arms shall:

1. Uphold the Student Body Constitution;
2. Prepare the facilities for meetings of the Student Senate;
3. Escort individuals from the Chambers at the direction of the presiding officer of the Senate;
4. Assist in maintaining decorum: and,
5. Administer the Oath of Office.

201.05 Student Senate Recruitment and Training Director

201.051 The purpose of the Recruitment and Training Director is to coordinate recruiting and training activities for all aspects of Student Government.

201.052 The Student Senate Recruitment and Training Director shall:

1. Uphold the Student Body Constitution;
2. Coordinate the recruiting activities of Student Government;
3. Formulate and implement a recruitment, retention, and training plan;
4. Ensure that vacant Student Government positions are filled in a timely manner;
5. Train new legislative members in procedures of the Student Senate by hosting bi-weekly training seminars;
6. Carryout projects that are assigned to them by the Student Senate President;
7. Be available to students by means of office hours as determined by the Student Senate President and not to exceed five hours per week; and,
8. Report to the Student Senate President and the Senate Oversight Committee; should the committee find that the Recruitment and Training Director is not fulfilling their statutory duties, the committee may elect to remove and replace the director with a super majority vote; the Director may appeal the decision of the committee to the Student Senate as a whole, the decision of the committee must be overturned by a supermajority of the Student Senate; the Recruitment and Training Direct may then appeal to the Supreme Court as outlined in Student Government Statute 104.032.

201.06 Academic Senators

201.061 The purpose of Academic Senators is to act as representation for the students of the various academic departments at Santa Fe College and their interests.

201.062 Academic Senators shall:

1. Uphold the Student Body Constitution;
2. Contact constituents at least twice a month;
3. Provide a monthly report to the Student Senate Oversight Committee;

4. Serve on a Student Government and/or College Committee;
5. Unless otherwise stated in procedures, maintain at least a 2.0 GPA;
6. Contact the represented academic department at least once a month; and,
7. Attend 75% of regularly scheduled meetings.

201.07 At-Large Senators

201.071 The purpose of At-Large Senators is to act as representation for the Student Body in general, and specifically for the interests of the constituents for which they have been elected.

201.072 At-Large Senators shall:

1. Uphold the Student Body Constitution;
2. Contact constituents at least twice a month;
3. Provide a monthly report to the Student Senate Oversight Committee;
4. Serve on a Student Government and/or College Committee;
5. Unless otherwise stated in procedures, maintain at least a 2.0 GPA;
6. Table once a month in the campus they represent; and,
7. Attend 75% of regularly scheduled meetings.

201.08 Student Organization Senators

201.081 The purpose of Student Organization Senators is to act as the representation for the various Student Organizations represented in the Senate, and to work for their interests.

201.082 Student Organization Senators shall:

1. Uphold the Student Body Constitution;
2. Be held accountable to their Organization;
3. Serve on a Student Government and/or College Committee;
4. Unless otherwise stated in procedures, maintain at least a 2.0 GPA: and,
5. Attend 75% of regularly scheduled meetings.

Chapter 202 – Standing Committees

- 202.01 All meetings of standing Committees shall be open to the public, with minutes from each meeting to be posted no less than two weeks after their occurrence.
- 202.011 Senate Standing Committees shall be divided between those that operate in regard to the internal functions of Student Government, hereafter referred to as the “internal committees,” and those that address substantive matters outside of Student Government, hereafter referred to as the “substantive committees.”
- 202.012 Senate Standing Committees shall have their membership confirmed and finalized by the sixth meeting of the Senate’s fall session, shall serve until the end of their term unless re-assigned by Senate leadership.
- 202.013 Restrictions on constituency for Senate Committee Members can be lifted by majority vote on a seat-by-seat basis to allow for a Senator from any constituency to be appointed to the seat and only to be applicable in the case of lack of available Senators from the constituency in question.
- 202.020 Internal Standing Committees
- 202.021 The internal Standing Committees shall include the Student Senate Oversight Committee and Student Senate Rules Committee;
- 202.022 The internal Standing Committees shall have their membership prescribed by statute for each committee and each voting member, excluding ex officio members, shall be nominated and approved on the floor of the Student Senate.
- 202.030 Substantive Standing Committees
- 202.031 The substantive Standing Committees shall include the Student Senate Overflow Committee, the Student Senate Campus Affairs Committee, and the Student Senate External Affairs Committee.
- 202.032 Each of the substantive Standing Committees shall have a presiding officer, hereafter referred to as the “Committee Chair” or “Chair,” and said officer shall be nominated by the Student Senate President and approved by the Student Senate.
- 202.032 The substantive Standing Committees shall have nine Senators appointed to serve for each committee, with their composition to be as follows:
1. Student Senate Committee Chair, for each substantive committee;
 2. Vice Chair, to be selected by the Committee Chair in consultation with the Senate President, for each substantive committee;
 3. Two Academic Senators;
 4. Two At-Large Senators;
 5. Two Student Organization Senators; and,
 6. One additional Senator of any constituency.

- 202.033 The Chair of each standing committee shall have the power to declare a recess of their respective committee during times deemed necessary. Before recess can be called for a committee, the Chair must inform the Senate President. After informing the Senate President, the Chair must report the status of the Committee to the Senate Body as a whole.
- 202.034 No Senator may sit on more than one standing committee unless otherwise authorized by the Senate. Only Senators may vote in all standing committees.
- 202.035 In the event that Committee Chairs are not filled by the eighth meeting of the Senate's fall session, the President of the Senate shall open nominations for Committee Chairs on the floor of the Senate, with Chairs to be elected by a two-thirds vote.
- 202.040 Student Senate Oversight Committee
- 202.041 The purpose of the Student Senate Oversight Committee shall be to ensure the proper use and exercise of all authority given to the officers and committees of Student Government.
- 202.042 The Student Senate Oversight Committee shall be comprised of:
1. Senate President (Chair, non-voting except in the event of a tie);
 2. Senate President Pro Tempore;
 3. Recruitment and Training Director;
 4. Two Academic Senators;
 5. Two At-Large Senators; and
 6. Two Student Organization Senators.
- The Student Senate Oversight Committee may also require the presence of:
1. Student Body Vice President; and,
 2. Student Government Advisor or their designee.
- 202.043 The Powers and Responsibilities of the Student Senate Oversight Committee are as follows:
1. Meeting as necessary, but no less than once a month;
 2. Addressing any complaints regarding violations of the rules, ethics, or regulations of Student Government;
 3. Ensuring the effectiveness of committees and subcommittees, including concerns regarding attendance and membership;
 4. Ensuring the free and efficient flow of information within Student Government; and
 5. Report to the Senate on the state of any such areas of concern no less than two weeks upon taking action.

202.050 Student Senate Rules Committee

202.051 The purpose of the Student Senate Rules Committee shall be to create, maintain, amend procedures of the Student Senate that are not otherwise specified by law, and screen legislation brought to the Student Senate on the basis of formatting.

202.052 Any Senator may make recommendations for the consideration of the Committee. The recommendations must be made in writing and submitted to the chair no less than 24 hours before any meeting of the Committee.

202.053 The Student Senate Rules Committee shall be comprised of:

1. Student Senate President Pro Tempore (chair, non-voting except in the event of a tie);
2. Student Senate President;
3. Senate Parliamentarian;
4. Senate Sergeant-At-Arms;
5. One Academic Senator;
6. One At-Large Senator; and,
7. One Student Organization Senator.

The Student Senate Rules Committee may also require the presence of:

1. Supreme Court Chief Justice or designated Associate Justice; and
2. Student Government Advisor or their designee.

202.060 Student Senate Overflow Committee

202.061 The purpose of the Student Senate Overflow Committee shall be to receive requests for Senate Overflow Funding once made to the Treasurer, assess their feasibility, and report to the Senate their recommendations for passage or otherwise.

202.062 The Student Senate Overflow Committee shall have its membership consist of nine Senators, in accordance with the apportionment outlined in Section 202.032, and additionally requests the presence of the following non-voting members:

1. Student Body Treasurer;
2. Deputy Treasurer;
3. Student Organization Coordinator;
4. Student Government Finance Chair;
5. Student Life Business Manager, or their designee; and,
6. Student Government Adviser or their designee.

202.063 The committee shall be responsible for:

1. Meeting regularly on a biweekly basis;
2. Conducting hearings and discussion on Senate Overflow Requests that have been referred to the Committee by the Treasurer;
3. Providing an appropriate venue to consult on or address any issues regarding Senate Overflow Requests; and,
4. Reporting a recommendation, for passage or otherwise, to the Senate for each request referred to the committee.

202.064 The Student Senate Overflow Committee Chair shall be responsible for:

1. Organizing the meetings and operations of the Overflow Committee in a timely and effective manner;
2. Maintaining proper levels of communication with the Student Senate, Student Government Programming, the Finance Committee, and other bodies as necessary; and,
3. Meeting with the Student Body Treasurer and Deputy Treasurer as necessary, but no less than once a month.

202.070 Student Senate Campus Affairs Committee

202.071 The purpose of the Student Senate Campus Affairs Committee shall be to properly address any issues pertaining to the life, work, and education of students on campus, and act as the primary body for crafting, discussing, and debating legislation on the same.

202.072 The Student Senate Campus Affairs Committee shall have its membership consist of nine Senators, in accordance with the apportionment outlined in Section 202.032, and additionally requests the presence of the following non-voting members:

1. Secretary of Academic Affairs;
2. Secretary for Satellite Campus Affairs;
3. Secretary for Diversity Affairs;
4. Presidential Chief of Staff; and,
5. Student Government Advisor or their designee.

202.073 The committee shall be responsible for;

1. Meeting regularly on a biweekly basis;
2. Conducting hearings and discussions regarding on-campus affairs, including those referred to the committee by the Senate or its leadership;
3. Providing an appropriate forum for hearings and discussions regarding all on-campus matters, including writing and considering legislation on the same; and
4. Reporting a recommendation, for passage or otherwise, to the Senate for each legislative or agenda item that is considered by the committee.

- 202.074 The Student Senate Campus Affairs Committee Chair shall be responsible for:
1. Organizing the meetings and operations of the Campus Affairs Committee in a timely and effective manner;
 2. Maintaining proper levels of communication with the Student Senate, Student Government Programming, and other bodies as necessary; and,
 3. Meeting with the Student Body Vice President and appropriate Cabinet Secretaries as necessary, but no less than once a month.
- 202.080 External Affairs Committee
- 202.081 The purpose of the External Affairs Committee shall be to properly advocate for the well-being and interests of the Student Body in issues outside of the campus of Santa Fe College, and act as the primary body for crafting, discussing, and debating legislation on the same.
- 202.082 The Student Senate External Affairs Committee shall have its membership consist of nine Senators, in accordance with the apportionment outlined in Section 202.032, and additionally requests the presence of the following non-voting members:
1. Secretary of External Affairs;
 2. Secretary of Diversity Affairs;
 3. Secretary for Safety and Transportation;
 4. Presidential Chief of Staff;
 5. Representation from the Office of Civic Engagement and Service; and,
 6. Student Government Advisor or their designee.
- 202.083 The committee shall be responsible for;
1. Meeting regularly on a biweekly basis;
 2. Conducting hearings and discussions regarding all off-campus affairs, including local, state, or national issues that affect the students of Santa Fe College;
 3. Providing an appropriate forum for hearings and discussions regarding all on-campus matters, including writing and considering legislation on the same;
 4. Reporting a recommendation, for passage or otherwise, to the Senate for each legislative or agenda item that is considered by the committee;
 5. Maintaining contact and coordinating activities with outside student and community advocacy groups; and;
 6. Drafting a legislative lobbying packet that will be voted on by the Senate.
- 202.084 The Student Senate Campus Affairs Committee Chair shall be responsible for:

1. Organizing the meetings and operations of the Campus Affairs Committee in a timely and effective manner;
2. Maintaining proper levels of communication with the Student Senate, the Office of Civic Engagement and Services, and other bodies as necessary;
3. Meeting with the Student Body President and appropriate Cabinet Secretaries as necessary, but no less than once a month; and,
4. Organizing efforts for lobbying local, state, and national representatives on issues pertaining to the well-being and interests of the students of Santa Fe College.

202.090 Judiciary Committee

202.091 The purpose of the Senate Judiciary Committee shall be to address matters of reform, revision, and updating the Student Body Constitution, to receive nominations for Associate Justice nominees and hold hearings on the nominees, and to act as the primary body for crafting, discussing, and debating legislation on matters relating to the Constitution and Student Government statutes.

202.092 The Student Senate Judiciary Committee shall have its membership consist of nine Senators, in accordance with the apportionment outlined in Section 202.032, and additionally requests the presence of the following non-voting members:

1. Student Body President or their designee from the executive branch;
2. Presidential Chief of Staff;
3. Chief Justice of the Supreme Court or their designee; and,
4. Student Government Advisor or their designee.

202.093 The committee shall be responsible for;

1. Meeting regularly on a biweekly basis;
2. Conducting hearings and discussions regarding all matters of concern regarding the Constitution and statutes of the Student Body;
3. Providing an appropriate forum for hearings and discussions regarding all matters of amending the Constitution and statutes of the Student Body, including writing and considering legislation on the same;
4. Reporting a recommendation, for passage or otherwise, to the Senate for each legislative or agenda item that is considered by the committee, and a rationale for the recommendation given by the committee; and,

202.094 The Student Senate Judiciary Committee Chair shall be responsible for:

1. Organizing the meetings and operations of the Judiciary Committee in a timely and effective manner;
2. Maintaining proper levels of communication with the Student Senate, the Office of Civic Engagement and Services, and other bodies as necessary;

3. Meeting with the Student Body President and appropriate Cabinet Secretaries as necessary, but no less than once a month; and,
4. Maintaining contact and communication on all appropriate matters with the Supreme Court as necessary, insofar as doing so does not violate separation of powers.

Chapter 203 – Ad-hoc Committees

- 203.01 Executive Officer Replacement Committee
- 203.011 The candidates chosen by the committee shall be interviewed by the Student Body President. The Student Body President will then select the best candidate from a pool of applicants. In the event the President chooses no candidate, the committee shall select a new pool of candidates within 10 business days. The chosen applicant must then be confirmed by a two-thirds majority of Senate.
- 203.012 The purpose of the Executive Officer Replacement Committee shall be to select qualified applicants to fill vacant Executive Exclusionary Officer Positions.
- 203.013 The Executive Officer Replacement Committee shall be comprised by;
1. Supreme Court Chief Justice (chair, non-voting except in the event of a tie);
 2. Presiding Associate Justice;
 3. Three Academic Senators;
 4. Three At-Large Senators;
 5. Three Student Organization Senators; and,
 6. Student Government Advisor.
- 203.014 All voting members excluding ex officio members shall be nominated on the floor of the Student Senate and selected by random systematic sampling.
- 203.015 If the office of Chief Justice is vacant, the Presiding Associate Justice shall assume the responsibility of chairing the committee.
- 203.016 The committee shall be responsible for;
1. Publishing applications;
 2. Ensuring that applications are publicly available for 10 business days;
 3. Ensuring that the applications are properly advertised;
 4. Conducting interviews of all candidates; and
 5. Selecting candidates within business days after the application period.
- 203.017 If both the Student Body President and Student Body Vice President offices are vacant, the candidates shall be selected on a joint ticket.
- 203.02 Other Ad-hoc committees
- 203.021 All other Ad-hoc committees shall be created as necessary by Executive order or Legislative action.

Chapter 204 – Representation

- 204.01 At-Large Senators
- 204.011 The Student Senate shall apportion, by supermajority vote, the number of At-Large Senators for each legislative term no later than the third week prior to the end of the legislative term prior.
- 204.012 The number of At-Large Senators shall be apportioned to be no less than one At-Large Senator per 500 students enrolled, or portion thereof as determined by the Student Senate.
- 204.012 Apportionment shall be approved by a majority vote of the Student Senate, and shall continue through the next academic year, if no changes are made.
- 204.013 For the purposes of apportionment, the number of students shall be determined by a headcount of individual, unduplicated students without regard to number of credit hours taken by the student, with this number provided to the Senate by the Student Government Advisor.
- 204.02 Academic Senators
- 204.021 The Student Senate shall be comprised of one per academic degree track as determined by the college degree audit, with new programs to receive representation in the semester following their addition to the college degree audit
- 204.022 Each Academic Senator must be actively pursuing the degree track for which they are representing and will cease to be eligible for their position should they change their degree track.
- 204.023 In the event of a change in degree track, an Academic Senator must notify Senate leadership within ten business days with the changes to take effect at the end of the current term.
- 204.024 Senators may change the constituency to which they represent only to constituencies for which they are eligible; a change of constituency is not guaranteed, nor may any Senator be removed from their position to allow a change of constituency by another Senator without due process and just cause.
- 204.025 The Student Senate shall also extend membership to the following categories with one Senator each:
1. College Achievement Program;
 2. Disabilities Resource Center;
 3. Dual Enrollment Students;
 4. General Education Development Students;
 5. Honors Program;
 6. International Diplomats;
 7. International Education;

8. International Students; and,
9. Student Ambassadors.

Chapter 205 – Procedures of the Student Senate

- 205.01 Legislation shall only be classified as:
1. Bills of Law;
 2. Primary or Subsidiary Budgets;
 3. Authorization; and,
 4. Resolution.
- 205.011 Bills of Law shall require signatures of sponsor(s) physical first and last name prior to an initial reading, followed by a simple majority vote during the following session of the Student Senate and shall be subject to veto by the Student Body President.
- 205.012 Primary or Subsidiary Budgets shall be treated Bills of Law and will require a simple majority vote. Budgets shall be subject to veto which may be overturned by a two-thirds vote of the Student Senate.
- 205.013 Authorization shall be a directive that advises, orders, or prescribes the method for an officer or committee to fulfill a duty provided for in the Constitution or Laws. It shall require two-thirds vote from the Student Senate and will not be subject to veto.
- 205.014 Resolutions shall be an expression of the sentiment of the Student Body requiring two-thirds vote from the Student Senate and will not be subject to veto.
- 205.015 The Student Senate will use an approved clicker system to vote on all legislation. No electronic devices of any kind besides the authorized clicker system devices are permitted for use by any member of Senate unless approved by the supermajority during any Senate session when voting on legislation is on the floor/agenda.
- 205.02 Objection to the Constitutionality of a Bill shall be petitioned to the Supreme Court once said Bill becomes law. The Supreme Court shall invite the petitioner and the author(s) of the Bill to give testimony at least two business days before convening. Judicial declaration of unconstitutionality shall strike the effect of the bill from the Legal Documents of Student Government.
- 205.021 The Supreme Court may issue a temporary injunction that may not last longer than 10 business days on a Bill if deemed necessary.

Chapter 206 – Senate Ethics and Senatorial Rights

- 206.01 The following chapter shall grant rights and privileges to Senators to ensure a fair and equitable experience within the Senate Chambers and aims to foster amenity among all members of the Senate and those who visit.
- 206.1 The Senate Chambers shall not be policed by the Sergeant-at-Arms or any other member of the Senate without a two-thirds majority vote permitting the action. This vote shall only carry for one meeting and must be redone at each individual meeting of the Senate.
- 206.11 The Senate Chambers shall not be policed by the Sergeant-at-Arms or any other member of the Senate without a two-thirds majority vote permitting the action. This vote shall only carry for one meeting and must be redone at each individual meeting of the Senate
- 206.2 No member of Senate shall be permitted to actively or passively lobby the leadership of a student organization or their members for the removal of their Senator.
- 206.21 The Senate President may only, at their discretion, inform an organization of the misconduct of their Senator only after a formal decision by the Senate as a whole has been reached.
- 206.22 An exception shall be allowed in the case of an impeachment of a Senator. Once a Senator has been served their impeachment, the Senate President may inform the organization that the Senator represents.
- 206.3 Each Senator is granted the right to petition Student Senate Oversight Committee to investigate allegations of bullying and intimidation by other Senators or those in Senatorial leadership.
- 206.31 The Student Senate Committee shall submit a report one week following the submission of the request detailing the findings of the committee. The one-week deadline may only be extended by a majority vote of the Senate.
- 206.4 Recognizing the need for decorum within Senate Chambers and recognizing the need for presiding officer of the Senate to so ensure it, and further recognizing the need to remove a Senator or guest under certain severe circumstances, the presiding officer of the Senate is allowed the ability to remove any individual deemed to be a disruptive influence from the chambers.
- 206.41 Before any individual is removed from the chamber, they must receive a minimum of three oral warnings from only the presiding officer. These warnings must be made clear and audible to all members of the Senate.
- 206.42 An individual removed from the Senate chambers shall be removed from the chamber for a period no shorter than 15 minutes and may be removed for the entire meeting if thought to be appropriate.
- 206.43 The presiding officer shall say the following statement when commanding the disruptive influence to leave the chamber: “Without any objection by the Senate, (name of the offender), through authorization granted to me by Student Body Statute 207.4, I hereby do order you to leave these chambers for a period of (time).”

- 206.44 If no objection is stated, the Sergeant-at-Arms shall then escort the individual from the chamber.
- 206.45 If an objection is stated, then the question shall be immediately put to Senate to remove the named disruptive influence for the previously stated amount of time, superseding all other matters of business and motions. Debate on the matter will not exceed five minutes and may not be extended. A two-thirds majority vote shall be needed to uphold the removal.
- 206.5 Violation of any of these rights shall be an impeachable offense.

Title 3

Executive Branch

Chapter 300 – Powers and Responsibilities of the Executive Branch

Exclusionary Offices

300.01 Student Body President

300.011 The Student Body President shall:

1. Uphold the Student Body Constitution and the Student Body Statutes;
2. Ensure that the Laws are faithfully executed;
3. Be the chief executive of the Student Body;
4. Present to the Student Senate, each college term, a State of the Student Body address;
5. Represent the views of the Santa Fe College Student Body at pertinent college, community, and outside governmental meetings;
6. Preside over the Student Government Leadership Team meetings;
7. Meet weekly with the Student Government Advisor(s);
8. Be available to all students by means of 10 weekly published office hours in accordance with the requirements of the Board of Trustees Scholarship; and,

300.012 The Student Body President may:

1. Appoint and remove chairs/directors within the Executive Branch;
2. Appoint and remove committees or commissions not provided for in these Statutes;
3. Call special meetings of the Student Senate;
4. Appoint Student Government staff not provided for in the laws;
5. Have veto power over legislation; and,
6. Perform any executive power or duty not provided for in the Constitution or laws.

300.02 Student Body Vice President

300.021 The Student Body Vice President shall:

1. Uphold the Student Body Constitution;
2. Assume Presidential office upon vacancy;
3. Ensure that Cabinet Directors carry out their mission and duties;
4. Meet with and perform evaluations on all Cabinet positions on a regular basis;
5. Coordinate meetings of the Executive Cabinet;
6. Attend Activity and Services Fees Budget Committee meetings;
7. Meet weekly with the Student Government Advisor(s);
8. Represent the Executive Branch in Leadership Team meetings; and,
9. Be available to all students by means of 10 weekly published office hours in accordance with the requirements of the Board of Trustees Scholarship; and,

300.022 The Student Body Vice President may:

1. Exercise Presidential powers and responsibilities in the absence of the President;
2. Be the supervisor of the Executive Cabinet;
3. Publish, maintain, and enforce the Executive Branch Employee Handbook: and,
4. Appoint staff aides as deemed necessary.

300.03 Student Body Treasurer

300.031 The Student Body Treasurer shall:

1. Uphold the Student Body Constitution;
2. Keep complete and accurate accounts of all Student Body funds;
3. Publish and maintain the Student Government Finance Manual;
4. Report upon the State of the Budget as required by the Student Senate;
5. Chair the Finance Committee;
6. Attend Activity and Services Fees Budget Committee meetings;
7. Ensure that all Activity and Services Fees monies are being used to the greatest benefit of the Students;
8. Meet weekly with the Student Government Advisor(s);
9. Represent the Executive Branch in Leadership Team meetings;
10. Be available to students by means of office hours in accordance with the Board of Trustees Scholarship; and,

300.032 The Student Body Treasurer may:

1. Sign requisitions for Student Government funds;
2. Refuse requisitions for unreasonable expenditures;
3. Meet with and perform evaluations on the Deputy Treasurer; and,
4. Appoint necessary staff aides.

Chapter 301 – Powers and Responsibilities of Presidential Directors

- 301.010 Presidential Chief of Staff
- 301.011 The Student Body President, at their discretion, may appoint a member of the Student Body to be their Chief of Staff to help in the fulfillment of duties of the President.
- 301.012 All discretion is granted to the Student Body President in selection of their Chief of Staff. Their selection shall not be required to be confirmed by the Student Body Senate.
- 301.013 The Student Body President may appoint and dismiss their Chief of Staff at their pleasure as long as the reasoning falls within acceptable ethical guidelines.
- 301.014 The Chief of Staff shall serve as political advisor to the Student Body President and ensure all duties and responsibilities are being met in a timely manner.
- 301.015 The Chief of Staff shall complete all other tasks assigned to them by the Student Body President.
- 301.016 The Presidential Chief of Staff shall coordinate all communications between members of the Presidential Cabinet.
- 301.017 In the absence of the Student Body President, the Presidential Chief of Staff shall serve as the head of the Presidential Cabinet.
- 301.02 Historian
- 301.021 The Student Government Historian shall:
1. Record all activities performed by Student Government through digital media, including but not limited to written accounts, still images, motion pictures, and audio;
 2. Exercise all the powers and responsibilities of a Director.

Chapter 302 – Powers and Responsibilities of the Cabinet

- 302.100 This section shall authorize the creation of the Presidential Cabinet. This shall be a group of advisors that shall inform the Student Body President of current affairs in their respective fields and may act, with prior authorization by the Student Body President or by these statutes, on their behalf. The Cabinet members will be appointed by the Executive Branch and must be approved by a two-thirds majority of the Senate.
- 302.200 The composition of the Cabinet shall be comprised of the Student Body President, the Student Body Vice President, the Student Body Treasurer, the Presidential Chief of Staff, the Secretary for Academic Affairs, the Secretary of External Affairs, the Secretary for Satellite Campus Affairs, and Secretary for Diversity Affairs. In the absence of the President, the Presidential Chief of Staff shall lead all cabinet affairs.
- 302.210 The Secretary for Academic Affairs shall exist to advise the President and consider policy on matters affecting student academics, degree programs, and all relevant academic programs and events for Santa Fe students.
- 302.220 The Secretary for External Affairs shall exist to advise the President and consider policy on local, state, and federal matters of import to Santa Fe College and the Santa Fe College Student Body. They shall also help liaise between all recognized associations to which this Student Government belongs.
- 302.230 The Secretary for Satellite Campus Affairs shall exist to monitor and consider policy for all affairs at the various satellite campuses of Santa Fe College.
- 302.240 The Secretary for Diversity Affairs shall exist to advise the President and consider policy regarding, but not limited to: religious practice; multicultural issues; differently abled students and their needs; matters of equality for sex, sexuality, and gender; and other non-traditional students at Santa Fe College.
- 302.250 The Secretary for Safety and Transportation shall exist to advise the President and consider policy for matters of campus safety and affairs relating to transportation to and from Santa Fe College. This Secretary shall serve as the liaison between the Student Body and the Santa Fe College Police Department as well as the Regional Transit Service (RTS).
- 302.260 The Promotions Secretary shall exist to manage the Student Government social media pages for Student Government, distribute posters, flyers, and other promotional materials for Student Government

Chapter 303 – Powers and Responsibilities of Executive Staff

303.01 Deputy Treasurer

303.011 The purpose of the Deputy Treasurer is to be an advisor for the individuals who are responsible for the requisition of funds; and also, to promote and enforce college rules and procedure for fiscal policy.

303.012 The Deputy Treasurer shall:

1. Uphold the Student Body Constitution;
2. Be knowledgeable and familiar with financial procedures for the Student Body;
3. Assist the Student Body Treasurer with their responsibilities;
4. Sit on Finance Committee as a non-voting member;
5. Be available to students by means of office hours as determined by the Student Body Treasurer.
6. Report directly to the Student Body Treasurer; and,
7. Chair the Finance Committee in the absence of the Student Body Treasurer.

Title 4

Judicial Branch

Chapter 400 – Powers and Responsibilities of the Judicial Branch

Exclusionary Offices

400.01 Supreme Court Chief Justice

400.011 The Supreme Court Chief Justice shall:

1. Uphold the Student Body Constitution;
2. The Chief Justice of the Supreme Court shall be the chief administrative officer of the Judicial Branch.
3. Conduct sessions of the Supreme Court;
4. Act as the chief authority regarding elections and as such, oversee the Spring General Elections, conduct Election Commission meetings, and perform any other duties regarding elections as prescribed by law;
5. Establish and maintain readily accessible templates for bills and resolutions;
6. Supervise Associate Justices;
7. Meet weekly with the Student Government Advisor(s) to discuss matters relating to the Supreme Court;
8. Represent the Judicial Branch in Leadership Team meetings.
9. Be available to all students by means of 10 weekly published office hours in accordance with the Board of Trustees Scholarship; and,
10. Publish opinions on judicial reviews within 10 business days from date of review.

400.012 The Supreme Court Chief Justice may:

1. Appoint Student Government staff not provided for in the laws;
2. Appoint an Associate Justice to be a temporary replacement if deemed necessary; and,
3. Perform any judicial power or duty not provided for in the Constitution or laws.

400.02 Associate Justices

400.021 The purpose of the four Associate Justices are to vote on Supreme Court Cases; to support and aid the Chief Justice in making critical decisions; to maintain proper electoral procedures as a non-bias entity.

400.22 The Associate Justices shall:

1. Uphold the Student Body Constitution;
2. Be appointed by the Student Body President and confirmed by the Senate with a two-thirds vote;
2. Counsel members of Student Government and Students in matters relating to the Constitution;
3. Vote in Supreme Court sessions and advise the Elections Commission as prescribed by law;
4. Attend 80% of Supreme Court Sessions;
5. Write opinions to be provided to the Senate Oversight Committee regarding decisions
6. Assist the Chief Justice in any matter deemed necessary;
7. Be available to students by means of appointment as necessary;
8. Fulfill all other duties required of them in Title 2, Policy 200 of the Judicial Staff Handbook; and,
9. Report directly to the Chief Justice.

Chapter 401 – Powers and Responsibilities of the Judicial Staff

- 401.01 Clerk of the Supreme Court
- 401.011 The purpose of the Clerk of the Supreme Court is to maintain the records of the Supreme Court; administer oaths to witnesses; promote transparency.
- 401.012 The Clerk of the Supreme Court shall:
1. Uphold the Student Body Constitution;
 2. Schedule hearings before the Supreme Court;
 3. Create, maintain, copy and file all documents related to functions of the Supreme Court;
 4. Compose and publish the minutes from all hearings before the Supreme Court;
 5. Attend 80% of Supreme Court Sessions; and,
 6. Report directly to the Supreme Court Chief Justice.
- 401.02 Bailiff
- 401.021 The purpose of the Bailiff is to maintain decorum and ensure the smooth operation of Supreme Court Sessions.
- 401.022 The Bailiff shall:
1. Uphold the Student Body Constitution;
 2. Report directly to the Chief Justice;
 3. Prepare the facilities for meetings of the Supreme Court;
 4. Attend 80% of Supreme Court Sessions;
 5. At the direction of any Justice, escort individuals from the Supreme Court; and,
 6. Assist in maintaining decorum.

Chapter 402 – Judicial Committees

- 402.1 The purpose of the Elections Commission is to ensure that all Student Government Elections are faithfully executed.
- 402.11 The Commission shall be comprised of:
1. Supreme Court Chief Justice (chair, non-voting except in case of a tie);
 2. Four Associate Justices (non-voting);
 3. Clerk of the Supreme Court (non-voting);
 4. One At-Large Senator;
 5. One Academic Senator;
 6. One Student Organization Senator;
 7. Two additional Senators from any constituency; and,
 7. Student Government Advisor (voting).
- 402.12 Commission member eligibility is listed as follows:
1. No commission member may be a member of, or affiliated with any party or candidate in the election; and,
 2. No commission member may run for an elected position.
- 402.13 The Commission shall:
1. Ensure that election laws are being upheld throughout the election process;
 2. Ensure that the Student Body is informed in a timely manner about the election, its candidates, and all the offices for which they can run;
 3. Oversee all elections related Student Government events and activities; and,
 4. Issue warrants for violations of the elections guidelines to be tried by the Supreme Court.
- 402.14 The Chair of the Elections Commission shall;
1. Chair the Elections Commission;
 2. Ensure all members' eligibility requirements are met and upheld throughout the election process;
 3. Ensure that the Elections Commission is fulfilling its responsibilities;
 4. Ensure the committee has minimal bias;
 5. Ensure all members meet the eligibility requirements stated above;
 6. Publish a report following the election;

- 402.15 If an Associate Justice chooses to run for an elected office, the Student Body President shall fill the vacancy by appointment followed by immediate Senate approval.
- 402.2 Chief Justice Selection Committee
- 402.21 The purpose of the Chief Justice Selection Committee shall be to select qualified applicants to the office of Chief Justice in a quick and timely manner.
- 402.22 A minimum of three candidates for the position of Chief Justice screened by the committee shall go before Senate, with one applicant to be elected by the Senate. If three candidates cannot be found and applications for the position have been opened twice, all qualified and approved candidate(s) shall go before the Senate. If the Senate does not elect a Chief Justice, the Chief Justice Selection Committee will accept new applications and restart the process.
- 402.23 Applications for the position of Chief Justice shall open the first business Monday in January following the Winter Break and shall close no earlier than ten business days following. Interviews shall be conducted no later than five business days following the conclusion of the application period, and the committee must make a selection and transmit nominations to the Senate Leadership so as to be considered no later than the start of the Spring B term. If the Senate does not elect a candidate as prescribed in section 402.22 within ten (10) business days of receipt of nominations, the committee will restart the application process.
- 402.24 The Chief Justice Selection Committee shall be comprised of:
1. Student Body President (Chair, voting as appropriate);
 2. Senate President;
 3. Current Chief Justice (ex-officio, non-voting);
 4. Student Government Programs (Events Chair, or Finance Chair);
 5. One Academic Senator;
 6. One At-Large Senator;
 7. One Student Organization Senator; and,
 8. Student Government Advisor (non-voting).
- 402.25 All voting members excluding ex officio members shall be nominated and selected on the floor of the Senate.
- 402.26 The Committee shall be responsible for:
1. Publishing applications;
 2. Ensuring that applications are publicly available for 10 business days;
 3. Ensuring that the applications are properly advertised;
 4. Conducting interviews of all candidates; and,
 5. Selecting candidates within two business days of the completion of interview sessions.

Title 5
Student Government Programs Agency
Chapter 500 – Powers and Responsibilities of Programs Agency
Exclusionary Offices

500.01 Event Chair

500.011 The Event Chair shall:

1. Uphold the Student Body Constitution;
2. Serve as the Chief Officer of Student Government Programs and the non-voting Chair of the Student Government Programs Assembly;
3. Attend Student Government Programs Assembly and the Student Government Programs Executive Board meetings and remain a voting member of the Board;
4. Exercise the powers and responsibilities of the Finance Chair in the event of a vacancy;
5. Provide guidance, input, and support the Finance Chair, Board Members, and Staff;
6. Meet weekly with the Student Government Advisor(s);
7. Represent the Programs Agency in Leadership Team meetings;
8. Present potential events at the Leadership Team meeting for approval by a majority vote in the absence of the Student Government Programs Executive Board;
9. Report the status of future events at weekly Leadership Team meetings; and,
10. Be available to all students by means of ten weekly published office hours.
11. Attend 80% of all events planned and hosted by Student Government Programs unless excused by the Student Government Advisor; and,
12. Develop events and oversee their execution as prescribed by any appropriate statutes.

- 500.012 The Event Chair may:
1. Approve or veto Programming activities; a veto shall be overridden by a two-thirds majority vote of the Assembly;
 2. Approve disbursement of Programs funds in the absence of the Finance Chair;
 3. Appoint or expel Executive Board Members in concurrence with the Finance Chair and the Student Government Advisor after a vote of confidence by the Executive Board;
 4. Appoint or expel Student Government Programs Associates in concurrence with the Finance Chair and the Student Government Advisor; and,
 5. Provide guidance to Student Government Programs members and hold opinions regarding event planning during Student Government Programs meetings.
- 500.02 Finance Chair
- 500.021 The Finance Chair shall:
1. Uphold the Student Body Constitution;
 2. Serve as Treasurer of Student Government Programs and the Chair of the Student Government Programs Executive Board;
 3. Attend Student Government Programs Assembly and Student Government Programs Executive Board meetings as a non-voting member;
 4. Exercise the powers and responsibilities of the Events Chair in the event of a vacancy;
 5. Preside over Assembly meetings in the absence of the Events Chair;
 6. Keep a detailed account of all funds spent by the Programs Agency;
 7. Meet weekly with the Student Government Advisor(s);
 8. Present potential events at the Leadership Team meeting for approval by a majority vote in the absence of the Student Government Programs Executive Board;
 9. Report the status of future events at weekly Leadership Team meetings; and,
 10. Be available to all students by means of 10 weekly published office hours.
 11. Attend 80% of all events planned and hosted by Student Government Programs unless excused by the Student Government Advisor; and,
 12. Ensure the responsible disbursement of funds by Student Government Programs as prescribed by law.
- 500.022 The Finance Chair may:

1. Approve or veto Programs activities and/or events in the absence of the Event Chair; a veto shall be overridden by a two-thirds majority vote of the Executive Board members;
2. Approve disbursement of Programs funds;
3. Appoint or expel Executive Board Members in concurrence with the Events Chair and the Student Government Advisor after a vote of confidence by the Executive Board;
4. Appoint or expel Student Government Programs Associates in concurrence with the Finance Chair and the Student Government Advisor; and,
5. Provide guidance to Student Government Programs members and hold opinions regarding event planning during Student Government Programs meetings.

Chapter 501 – Powers and Responsibilities of Programs Board Members

- 501.01 There shall be eight Student Government Programs Executive Board Members:
1. Finance Chair (Chair, non-voting except in the event of a tie);
 2. Events Chair (Chief Officer, voting);
 3. Secretary;
 4. Student Government Programs Event Consultant; and,
 5. Four voting Board Members
- 501.011 The purpose of the Student Government Programs Executive Board is to organize themed, cultural and large-scale events for the Santa Fe College Student, including off campus events and trips. The Board may also host events in conjunction with Student Organizations and shall meet weekly.
- 501.012 The Board Members shall:
1. Vote for the approval for new events;
 2. Attend Executive Board meetings weekly, unless excused by the Events Chair and Finance Chair;
 3. Present a weekly report to the board of directors regarding the business of the committee;
 4. Attend one budget workshops per semester;
 5. Be available to all student by means of five weekly published office hours;
 6. Report directly to the Events Chair and Finance Chair to discuss effectiveness and concerns of the board;
 7. Complete all required paperwork for the committee's events and present to the Event Chair and Finance Chair for final approval;
 8. Publish a monthly report on their contributions the Agency; and,
 9. Attend 75% of Student Government Programs Executive Board meetings.
- 501.013 The Board Members may:
1. Propose changes to any new programs;
 2. Cancel an event, or any aspect of an event, if deemed necessary, in the absence of the Event Chair or Finance Chair; and,
 3. Propose a program to the Event Chair and Finance Chair by concurrence of 6 members of the Board; and
- 501.02 Hiring of Board Members shall abide by the following;

1. Interested applicants must fill out an application and return it to the Event Chair or Finance Chair.

501.03 Evaluation procedures are as follows:

1. Once a student completes their probationary period, they must submit reports to the Event Chair and Finance Chair at the end of each month.
2. The Event Chair and Finance Chair must conduct written performance evaluations of each director at the end of each month.

501.04 Removal of Board Members shall follow the following procedure:

1. If a student receives an evaluation that is deemed to be unsatisfactory, the Finance Chair and Events Chair may initiate a vote of confidence with the Executive Board to remove the member;
2. If a Board Member is removed, they can appeal the decision of the Event Chair and Finance Chair to the Supreme Court.

501.05 The Executive Board shall become active after the hiring of two board members, excluding the Events Chair and Finance Chair. Quorum shall be set at 60% of current membership excluding the Events Chair and Finance Chair.

501.06 Student Government Programs Secretary

501.061 The Student Government Programs Secretary shall:

1. Take the minutes for Executive Board and Assembly meetings;
2. Publish all records in a weekly manner to be accessible by the public; and,
3. Preserve the Event Compendium for all Student Government Programs internal affairs, which shall be inherited by the next administration;
4. Add entries to the Event Compendium detailing event names, purchases, and contacts for future reference; and;
5. Exercise all the powers and responsibilities of a Board Member.

501.07 Student Government Programs Event Consultant

501.071 The Student Government Programs Event Consultant shall:

1. Serve as Chair of the Event Advisory Committee, as defined by statute 502.021;
2. Deliver a weekly report in the Student Senate regarding Student Government Programs events;

3. Attend meetings hosted by student organizations for the purpose of discussing Student Government Programs events, providing event guidance, and propose a joint event with Student Government Programs
4. Prepare a weekly report for the Executive Board detailing student organization events and current student organizations under the Event Advisory Committee; and,
5. Exercise all the powers and responsibilities of a Board Member.

501.08 Event Creation Through the Executive Board

501.081 Should the Chairs of Student Government Programs or an Executive Board Member propose an event idea to the Board, the program shall go to a preliminary majority vote during regular meetings. Upon majority approval, the Events Chair shall have the right to delegate any duties regarding the creation of a final version, which may include but not be limited to:

1. Obtaining quotes from vendors;
2. Preparing a presentation detailing costs, dates and times, location, and description;
3. Acquiring information about the feasibility of the event;
4. Contacting the proper individuals for hire; and;
5. Reviewing past instances of the event.

501.082 After a final vote by the Executive Board, the program shall be an office event by Student Government Programs and all registration and marketing processes shall be allowed to occur. Upon the approval of the Board for a final version, the event shall be presented to the Student Government Programs Assembly for planning and execution.

Chapter 502 – Committees of SGP

- 502.01 Programs Screening Committee
- 502.011 The purpose of the Programs Screening Committee shall be to select qualified applicants to the Event Chair and Finance Chair offices in a quick and timely manner.
- 502.012 A minimum of three candidates for Event Chair and Finance Chair screened by the committee shall go before Senate for one applicant for the Events Chair and one applicant for Finance Chair to be elected by Senate. If three candidates can not be found and the position has been opened twice, the current candidate(s) will go before Senate. If Senate does not elect an Event Chair and/or Finance Chair, the Programs Screening Committee will accept new applications and restart the process.
- 502.013 Applications for the Event Chair and Finance Chair shall be due by the last business day in February. Interviews shall be conducted no later than the fifth business day in March, and the committee must make a selection and transmit the nominations to the Senate President by the tenth business day. If Senate does not elect a candidate as prescribed in section 502.012 within 10 business days of receipt of nominees, the committee will restart the application process for that position.
- 502.014 The Programs Screening Committee shall be comprised of;
1. Chief Justice (chair, non-voting except in cases of ties);
 2. Student Body President or Vice President;
 3. Student Senate President or President Pro Tempore;
 4. Event Chair;
 5. Finance Chair;
 6. One Academic Senator;
 7. One At-Large Senator;
 8. One Student Organization Senator; and,
 9. Student Government Advisor.
- 502.015 All voting members excluding ex officio members shall be nominated and selected on the floor of the Student Senate.
- 502.016 If the office of Chief Justice is vacant, the Presiding Associate Justice shall assume the responsibility of chairing the committee.

- 502.017 The Committee shall be responsible for;
1. Publishing applications;
 2. Ensuring that applications are publicly available for ten (10) business days;
 3. Ensuring that the applications are properly advertised;
 4. Conducting interviews of all candidates; and,
 5. Selecting candidates within two business days after the application period.
- 502.02 Student Government Programs Event Advisory Committee
- 502.021 The Event Advisory Committee shall be a committee of Student Government Programs created for the purpose of guiding student organizations to produce their own events and present their ideas for a joint event with Student Government Programs. The Club Outreach Director shall chair the committee.
- 502.22 The Event Advisory Committee shall be comprised of:
1. Club Outreach Director as Chair; and,
 2. Three representatives of Student Government Programs appointed by the Club Outreach Director.
- 502.023 The Event Advisory Committee shall become active after the hiring of the Club Outreach Director. The acceptance of committee support for a club remains at the sole discretion of the Club Outreach Director.
- 502.024 Should a student organization present a joint event proposal that is approved by the Club Outreach Director, he or she shall present the program to the Executive Board during regular meetings for approval.
- 502.025 The Event Advisory Committee shall meet as needed at the discretion of the Club Outreach Director.

Chapter 503 – SGP Assembly

- 503.01 The Student Government Programs Assembly shall be a deliberative body for Student Government Programs for the purpose of creating a forum to exchange students' ideas in regard to event-making.
- 503.02 The Student Government Programs Assembly shall meet weekly.
- 503.03 The Student Government Programs Assembly shall be chaired by the Events Chair.
- 503.04 The Student Government Programs Assembly's members shall retain the title of Student Government Programs Associate.
- 503.05 The Student Government Programs Assembly shall have a set quorum of 60% membership in order to conduct business.
- 503.06 The Student Government Programs Secretary shall take the minutes at each meeting.
- 503.07 The Powers of the Student Government Programs Assembly shall be as follows:
1. Approve the final version of an event for approval and commence delegation of duties through a majority vote; and,
 2. Shall be official representatives of Student Government Programs and have the rights to execute events hosted by Student Government Programs.
- 503.08 If an associate is recommended for removal, it is at the discretion of the Event Chair and Finance Chair whether or not to accept the recommendation.
- 503.09 Powers and Responsibilities of Student Government Programs Associates
- 503.091 The Student Government Programs Associates shall:
1. Convene weekly at the Assembly;
 2. Attend Student Government Programs events for which they agreed to provide support;
 3. Vote for the preliminary approval of new events proposed by Associates; and
 4. Contribute to the agency by completing assignments given to them by the Events Chair.
- 503.092 The Student Government Programs Associates may:
1. Exchange event ideas during Open Forum;
 2. Present their ideas to the Assembly through speech, motion picture, or written proposal; and
 3. Choose to perform in Student Government Programs events
- 503.1 To be considered an active member, a student must attend 60% of the scheduled weekly activities for Student Government Programs Assembly during the month, including, but not limited to, events and meetings.

- 503.101 The 60% attendance requirement may be waived on a case-by-case basis at the discretion of the Event Chair or Finance Chair. A student who fails to meet the attendance requirement for two consecutive months shall be considered a non-active member and will forfeit all voting privileges.
- 503.102 A student who is considered a non-active member may appeal their status to the Event Chair and Finance Chair at any time for reinstatement. Students who appeal their non-active status and are reinstated will regain all member privileges immediately upon reinstatement.
- 503.2 Event Creation Process Through the Assembly
- 503.201 All event proposals created by Student Government Programs Associates shall go to a preliminary majority vote to attain work in progress status. The Student Government Programs Executive Board shall review the feasibility of the project and decide to approve a final version that shall become an official Student Government Programs event.
- 503.3 The Student Government Programs Assembly shall become active after the inclusion of three Student Government Programs Associates.
- 503.301 The Student Government Programs Assembly shall have no maximum limit of membership.

Title 6

Student Government Elections

Chapter 600 - General Provisions and Timeline

- 600.100 As provided in The Student Body Constitution, each spring semester this Student Government shall enter General Elections to elect the next group of leadership for the Student Body. The term of the newly elected leadership for the next term shall officially begin on inauguration day.
- 600.110 The date to begin the Student Body Elections shall be set on the third calendar Monday following Spring Break as decided by Santa Fe College and it shall end at 4:30 PM the Thursday of that same week. The Campaign period shall begin at 12:01 AM on the Seventh Monday of the Spring semester and shall end with the conclusion of elections.
Inauguration
- 600.111 The dates of the elections and all other vital election related events shall be evaluated and be determined by the Chief Justice in their capacity as head of the Elections Commission and be sent to the Student Body Senate for approval. Inauguration day will be held on the second Wednesday in April.
- 600.112 A majority vote of the Senate shall be used to approve the dates provided in 600.111. Approval of the dates must be done by the end of the summer semester.
- 600.113 The dates as approved shall not be changed unless a two-thirds (2/3) majority of the Senate votes to replace this decision with another set of dates. A vote to abolish the dates without a replacement shall be considered null and void.
- 600.200 All applications relating to elections shall be placed out and become available no later than the first day of classes for the spring semester. These applications shall include, but shall not be limited to, Candidate Applications and Political Party Applications.
- 600.210 All applications shall be due at 4:30 PM the second Friday in February.
- 600.220 A mandatory Candidate Information Session shall be set for some time at the Elections Commission's choosing to follow the due date for applications and prior to the start of the campaigning period.
- 600.221 If a candidate cannot make it to the Candidate Information Session for a legitimate excuse such as conflicting class schedule, conflicting work schedule, or other reason excused by the head of the Elections Commission, said candidate cannot campaign until a makeup session is held for them.
- 600.222 The deadline for paperwork shall not be extended.

Section 3: Chapter 601 – Election Rules and Campaigning Guidelines

- 601.100 In order for Elections to continue in a smooth and orderly fashion, guidelines and punishments shall be established to this end.
- 601.101 The Elections Commission must make all rules and information regarding elections available to all candidates and parties one week prior to the start of campaigning.
- 601.110.1 Campaigning shall be prohibited in the following places:
1. Inside all classrooms and academic buildings;
 2. Inside all administrative buildings of Santa Fe College;
 3. Inside the Library, Big Open Lab, and all other computer labs and within 50 feet thereof;
 4. On vehicles unless written permission is granted.
 5. Within 50 feet of all polling locations; and,
 6. Within the entirety of the S-building and during Student Senate while in session.
- 601.111 Campaigning within the Student Government Suite and Senate is further defined wearing any partisan materials such as shirts, stickers, and buttons, actively promoting any partisan cause.
- 601.120 No Student Government resources or Activity and Service (A&S) fees may be used for partisan uses.
- 601.130 A polling location shall be designated as a specially created location that exists only for the duration the polling as set out in the SFS 600.110 where multiple access points to the voting platform exist.
- 601.131 All polling locations, on or off campus, that are created without the authorization of the Elections Commission shall be illegal. All parties responsible for the creation and administration of these unauthorized polling locations shall be barred from further campaigning.
- 601.140.1 For matters of safety, campaign material may not be placed in the following locations:
1. Ladders extending higher than eight feet;
 2. On the roof of any building;
 3. Under awnings, bridges, or any other location that would provide shelter when it rains;
 4. Anywhere that entrances or exits are blocked; and,
 5. On the ground where people walk. Exemption to this rule shall be granted in 601.142.
- 601.141 Exemption to SFS 601.140 (d) shall exist solely for chalking sidewalks on campus. Chalking may only occur an open sidewalk not under any awning, trees, or any other part of a building.
- 601.142 Signage locations must be either pre-approved by the Elections Commission or be approved by the Elections Commission on petition of a party or candidate.

- 601.150 Campaigning shall only occur during the set campaigning dates provided in SFS 600.110 and approved by the Senate. Any campaigning outside of these dates shall be considered a violation of the rules and may be punished by the Elections Commission.
- 601.151 The filing of paperwork, financial and contractual arrangements, and other preparation work shall not be considered campaigning in so far that it does not actively promote a candidate, cause, or party.
- 601.160.1 For reasons of safety, the following types of campaign material shall not be permitted:
1. Any freestanding signage exceeding 5 feet by 3 feet; and,
 2. Food that has not been prepared in a certified kitchen.
- 601.170 All parties and candidates must clean up and remove any and all campaign materials by the Friday immediately following elections.
- 601.180 The Elections Commission may, upon a majority vote, impose other restrictions on candidates and shall only be valid for the current elections cycle.
- 601.200 The Elections Commission shall establish guidelines one month prior to the beginning of the Campaign period outlining punishments for infractions of these rules.
- 601.210 The Elections Commission may impose the following penalties upon candidates and parties as it sees fit:
1. Warnings;
 2. Loss of privileges; and,
 3. Complete disqualification from elections.
- 601.211 If a candidate is disqualified from the election, their name shall be removed from the ballot. If a party is found to be in breach of the rules to an extent severe enough that the Elections Commission merits complete disqualification of the entire party, all candidates under the party shall be removed from the ballot.
- 601.212 In the case that an entire party is disqualified, individual candidates may appeal for their name to still appear on the ballot as an independent candidate if there are circumstances that might still make them eligible.
- 601.220 The decisions of the Elections Commission relating to matters of a political party or candidate may only be overturned by an appeal to the Supreme Court.
- 601.230 The Elections Commission is not required to place physical indicators of the rules, such as indicating the 50-foot minimum distance from a restricted area, or verbally indicate to a candidate or party that they are in violation. The party and candidates shall police themselves as a first-line of regulation.
- 601.300 In extraordinary circumstances, any ruling of the Supreme Court, Elections Commission, or Senate may be overturned without question by the Student Government Advisor or those superior to the Advisor solely for infractions of College Rules, Local, State, or Federal Law.

Chapter 602 – Elections Procedure Guidelines on Procedures and Requirements of the Elections Commission

- 602.100 Candidates may submit applications to take part in elections as independent candidates or as part of a political party.
- 602.101 Candidates running for Student Body President and the Student Body Vice President must run on a joint ticket, with one candidate for each position per ticket.
- 602.110 All deadlines for elections related matters must be made known at least 5 calendar days in advance and must be advertised on all appropriate mediums. Appropriate mediums, at a minimum must include the application/paperwork itself and the Student Government Website. All deadlines properly set by the Elections Commission are immovable and cannot be abrogated.
- 602.111 Ignorance of deadlines may not be used as an excuse for late submission. Only if the conditions listed in SFS 602.110 are not met may a reasonable extension be granted.
- 602.200 All official Elections Commission meetings shall be made known to the public at least five business days in advance with notices placed in the Student Government Suite and on the Student Government Website
- 602.210 If the Elections Commission is to conduct a hearing to review violations, at least 24 hours' notice must be served to both the supposed violator and the individual who submitted the complaint.
- 602.300 Applications shall not change once they go out unless a significant error or drastic change in rules develops.
- 602.301 If applications do change, all old applications received shall be allowed to be submitted and be received without issue. Any additional information needed that was included on the new application but was lacking on the old application shall be granted an appropriate amount of time to submit the information. This shall be granted administratively by the head of the Elections Commission.
- 602.400 Election violation complaint forms shall be distributed one week prior to the beginning of the campaigning and be removed the day after the last day of elections. Complaints received after the forms have been removed shall not be heard.

- 602.500 Elections must be ratified by a majority of Senate no later than the second meeting following the conclusion of elections.
- 602.501 If there are still outstanding violation complaints, Senate may ratify the results in the first meeting following the conclusion of elections. If there are still outstanding violation complaints, the results may be read to the Senate, however no ratification action may be taken by Senate until the final complaint has been heard and all appeals have been decided.
- 602.510 Swearing in of all election winners shall take place on the third Senate in April. This shall constitute the beginning of their annual term.
- 602.511 Outgoing Senators shall remain in office until the new Senators have been sworn in.
- 602.512 All Leadership Team members shall have their Student Government positions end at 4:00 PM on the day of the swearing in as defined by SFS 602.510.
- 602.600 All locations and resources available to candidates and parties shall be available on a “first-come, first serve” basis.
- 602.610 The Elections Commission will ensure that all Satellite Campus shall have equal access and opportunity to participate in Student Government Elections and activities thereof. All incentives given by the Elections Commission for Students to vote shall be given equally to all campuses.

<p style="text-align: center;">Title 7 Financial Manual</p>

Chapter 700 – General Information

- 700.1 Any student or student-chartered organization may request Student Government funds
- 700.2 Student Government funds may be spent on educational materials, food, and travel that will benefit Santa Fe College
- 700.3 Student Government funds may not be spent on alcohol, tobacco, or drugs; and direct contributions to nonprofit organizations
- 700.4 Finance and budget forms may be found on the Santa Fe College Student Government website.

Chapter 701 – Finance Committee

- 701.1 Student Government Finance Committee
- 701.11 The purpose of the Student Government Finance Committee shall be to redistribute forfeited funds by Student Organizations no longer in good standing; to provide a method for the request of funds; and to formulate the Student Government budget.
- 701.12 The Student Government Finance Committee shall be comprised by;
1. Student Body Treasurer (chair, non-voting except in the event of a tie);
 2. Deputy Treasurer (non-voting);
 3. One Academic Senators;
 4. One At-Large Senators;
 5. One Student Organization Senator;
 6. Student Body Vice President;
 7. Student Organizations Coordinator;
 8. Finance Chair;
 9. Student Life Business Manager or their designee (non-voting); and,
 10. Student Government Advisor.
- 701.13 The committee shall be responsible for;
1. Meet as necessary but no less than once a month;
 2. Develop the Student Government Budget for the following fiscal year;
 3. Redistribute forfeited funds to other previously developed budget lines;
 4. Develop the Budget Requisition packet.
- 701.2 The Student Government Finance Committee shall be formed no later than the second week of October.

Chapter 702 – Budget Workshops

- 702.1 Budget workshops will be administered online through the Santa Fe College Student Government website. It is up to each individual to review the material, take the quiz, and provide the results to Student Body Treasurer, who will in turn provide the quiz results to the Business Life Office.
- 702.11 Student organizations given an annual budget allocation or planning to request funding are required to have an advisor, two officers submit and pass the budget workshop quiz. All organizational officers are welcome to take the budget workshop quiz.
- 702.12 If the advisor, and two officers of the organization does not submit and passed the budget workshop quiz may sign any financial forms to use the funds allocated to that organization.
- 702.13 Only the advisor, and those officers of the club that have submitted and passed the budget workshop quiz may sign any financial forms.
- 702.14 Students, Student Organizations, or any other person associated with Santa Fe College may not request funding from the Senate Overflow account without first passing the quiz.

Chapter 703 – Processes to obtain right to spend SG Funds

- 703.1 The Student Body Treasurer will provide an annual budget packet to each organization no later than the first Friday that is a business day in November.
- 703.2 Each Organization must have an annual budget request turned into the Student Body Treasurer no later than the third business Friday in January. Priority will be given to those student organizations that provide their information in a timely and appropriate manner with regard to this deadline, and organizations that turn in budget requests after this deadline will not be guaranteed funding for the next fiscal year.
- 703.3 Each submitted budget packet must meet the following criteria:
1. Minutes from the meeting that approved the budget request must be attached;
 2. All portions of the budget packet must be completed; and,
 3. The advisor and certified officer of the organization must sign all documents.
- 703.4 Once the deadline has passed, the Finance Committee will hold budget hearings the first Friday and/or Saturday in February. The following criteria must be met for a proper hearing:
1. Each organization will be required to have a representative present;
 2. The hearings will begin with a short presentation from the organization;
 3. Finance Committee members will then ask any appropriate questions;
 4. Each hearing will last no longer than 15 minutes; and,
 5. No decisions on budget allocations will be made at that time.
- 703.5 Items that the Finance Committee will consider when reviewing the requests include:
1. Complete budget packet with minutes;
 2. Attendance in the Student Senate; and,
 3. Prior spending.

Chapter 704 – Student Senate Overflow Request

- 704.1 Student Senate Overflow Requests exist to allow allocation of funds for events or projects not previously budgeted as well as for chartered organizations that did not receive an annual budget in the previous fiscal year.
- 704.2 Students, Student Organizations, Senators, and Officers of Student Government at Santa Fe College who have passed the budget workshop quiz are eligible to request from the Senate overflow.
- 704.3 When requesting funds from the Senate overflow, a Student Senate Overflow Request form must be filled out entirely. The properly completed request form will be submitted to the Student Life Business Office at least six weeks prior to the date that funds are needed.
- 704.4 Upon receipt of a request, the Student Body Treasurer shall advance the request as follows:
1. The Student Body Treasurer and Student Life Business Manager must consider the request in a timely manner.
 2. Upon approval the Student Body Treasurer (or Deputy Treasurer when appropriate) will submit a copy of the Overflow Request to the Student Senate Overflow Committee Chair, in consultation with the Student Senate President and Student Senate President Pro Tempore and will be scheduled for a hearing at the next calendar meeting of the Student Senate Overflow Committee.
 3. The Student Senate Overflow Committee, at the conclusion of its deliberations, will vote to either recommend passage or failure on the Overflow Request, with said recommendation being transmitted to the Student Senate President no later than three business days after completion of the vote.
 4. Upon receipt of a recommendation from the Student Senate Overflow Committee, the Student Senate shall consider the Overflow Request for final approval as it would a bill, with the Student Body Treasurer and representative from the requestor in attendance to present the Overflow Request to the Senate.
 5. The Student Senate shall notify the Student Body Treasurer and Student Life Business Manager of the outcome of any Overflow Request put before it for consideration no later than three business days upon conclusion.
- 704.5 If the request passes, the request shall become law within ten days.

Chapter 705 – Purchase Request

- 705.1 Purchase Requisitions
- 705.11 Any purchases made through Student Government requires that a Purchase Requisition be submitted to the Student Life Business Office at least 15 business days in advance of the expenditure and Purchase Requisitions must contain the following information:
1. Reason for request;
 2. Contact information for the vendor, including name, phone, email, and physical address;
 3. The name of the organization and officer making the request, as well as an appropriate contact email;
 4. Appropriate delivery information if necessary, including the advisor's building and room number, or the name of the individual(s) who will be picking up the items requested.
 5. Events must be designated as such on the Purchase Requisition form, with confirmation of Event Registration on eConnect as well as the date, time, and location of the event; and,
 6. All items to be purchased, listed properly for cost and quantity.
- 705.2 Vendors
- 705.1 Vendor name (if the vendor is an individual refer to statute 705.2.2), complete mailing address, and phone number must be on the purchase requisition. If the vendor is new to the college, a W-9 form is required
- 705.22 If the Vendor is an individual, these rules apply:
1. A request for Consultant/Contract Services must be completed. Form must be typed and accompany the Purchase Requisition form. Please note that a W-9 form is also required for new vendors only.
 2. The Consultant/Contractor and the project coordinator (i.e. Advisor) must sign the Request for Consultant/Contract Services form prior to its submission to the Student Government Treasurer. Please allow sufficient time to secure an original (not faxed) signature.
 3. Upon completion of the service, the Consultant/Contractor must sign a Certification upon Completion of Contract form. This information should be submitted to the Student Life Business Office.
- 705.23 Two officers and an advisor must complete the budget workshop and approved by the Student Body Treasurer as noted in Chapter 702 of the Student Government Statutes.

- 705.3 Petty Cash
- 705.31 Petty cash reimbursements cannot exceed \$100.00
- 705.32 Pre-approval by the Student Body Treasurer and Student Life Office is required.
- 705.33 A Purchase Requisition must be submitted to the Student Body Treasurer.
- 705.34 Any taxes paid on a petty cash purchase cannot be reimbursed due to the tax-exempt status of the college; copies of Santa Fe College tax-exempt certificate can be obtained by advisors from the Student Government Advisor and Student Life Business Manager for petty cash purchases.
- 705.35 Itemized receipts must be submitted to the Student Life Business Office for review. The receipt will be returned to purchaser after budget authority signature is obtained. Reimbursement can then occur from the cashier in the Robertson Administration Building (F building).
- 705.36 Purchases made outside of these guidelines will not be reimbursed.
- 705.4 Receipts and Invoice
- 705.41 All original receipts/invoice will be turned into the Student Life Business Office.
- 705.42 If the receipt is not given to the Student Life Business Office, the next request made by the organization or individual may not be processed.
- 705.5 Approval of the purchase or event
- 705.51 Turning in a Purchase Requisition Form does not constitute an authorization to purchase.
- 705.52 Only when the requisition has been approved and a purchase order generated is the purchase request approved by the college.
- 705.53 No orders can be placed until a purchase order has been issued.

Chapter 706 – Imprinted Items

706.1 Imprinted Item Requests

706.11 Student Organizations make request imprinted item purchases to be made through Student Government by use of a Fund 2 Imprinted Item Request Form. Fund 2 Imprinted Item Request Forms be submitted to the Student Life Business Office at least 30 business days in advance of the expenditure and Imprinted Item Requests must contain the following information:

1. Reason for request;
2. The name of the organization and officer making the request, as well as an appropriate contact email;
3. Any and all appropriate information on any designs to be included in the imprinted item, the quantity of items being ordered, the color(s) of items being ordered;
4. Appropriate information for preferred styles or a preferred vendor, along with the vendor's name, phone number, email, and physical address, when applicable; and,
5. If ordering a t-shirt, the quantity being ordered for each size;
6. Price range and total amount allocated for purchase, the latter including any set-up, artwork, or other fees.

706.2 Approval

7.06.21 Submission of the Fund 2 Imprinted Item Request Form does not constitute an approval of the request.

Two officers and an advisor from the requesting organization must complete the budget workshop as noted in Chapter 702 of the Student Government Statutes in order to authorize a Fund 2 Imprinted Item Request Form.

Chapter 707 – Forfeiture of Funds

- 707.1 Student Organizations must be in good standing with the Student Senate. If an organization is not in good standing, the organization must forfeit their funds and complete rights to request funds.
- 707.11 An organization in good standing shall be:
1. In compliance with the organization’s own rules and regulations set forth by their constitution and bylaws;
 2. In compliance with the constitution and bylaws of Student Government; and,
 3. In compliance with the college rules established by the Santa Fe College Board of Trustees.
- 707.2 The Student Government Finance Committee will control forfeited funds.
- 707.21 The Student Government Finance Committee may only transfer funds to pre-existing Student Government budget lines.
- 707.22 Upon transferring of any funds from the Finance Committee, the chairperson must submit a report to the next available meeting of the Leadership Team and the Student Senate.
- 707.3 Any Student, Student Organization, or Officers of Student Government who receives and fails to use overflow funds as allocated, must notify the Office of the Student Body Treasurer, who shall direct the Student Government Finance Committee to return any such funds to their preexisting budget line in a timely manner.
- 707.4 Any Student, Student Organization, or Officer of Student Government whose overflow funds have been revoked, may appeal this decision to the Finance Committee.

Chapter 708 – Discretionary Clause

- 708.1 The Finance Committee has the authority to address any financial situation not covered explicitly by this manual.
- 708.11 Any situations that fall under the discretionary clause, Statute 708.1, must be reported to the Student Senate no later than five business days after use of said clause.