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Senate Bill (S) 52-002: Alterations to Limitations on Funding in Chapters 801 and 804

University of South Florida. Student Government Senate

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University of South Florida Student Government Senate



SB [S] 52-002

Alterations to Limitations on Funding In Chapters 801 and 804

52nd Term

Summer 2011

The intent of this bill is to establish (a) a maximum review period for all budget transfer requests and (b) that services comparable to those provided by Bulls Radio may not generally be funded by Activity and Service Fee monies.

A SENATE STATUTORY AMENDMENT

Be it enacted by the Senate of the University of South Florida Student Government assembled, that the following changes be made to the Student Government Statutes:

Chapter

801

Activity and Service Fee General Regulations and Guidelines¹

801.1 All monies deposited into A&S Fee accounts shall be subject to the rules and regulations of the USF Student Government and the State of Florida.

801.2 A&S Fees should be spent in accordance with a particular entity's budget allocation as approved by the Student Government Senate.

801.2.1 Any budget transfer request must be approved by the Senate Committee on Appropriations. The committee may then, by a majority vote, refer any transfer to the Senate for approval. Denied requests may be appealed to the Senate and shall require a supermajority in the affirmative to overturn the Committee's decision. All Transfers shall be line-item specific and may only be transferred within the same entity. No A&S entity, excluding Student Government, may transfer monies to another entity other than its self. An individual entity shall be recognized as any Office, Department, or Organization which receives its own entity specific budget allocation.²

¹ SB [S]50-003, Completely revises old Chapter 801, General Regulations

² SB [S] 51-008 Inserts this sub-clause

801.2.1.1 If no action is taken by the committee within 10 business days of the request, the chair shall automatically approve the aforementioned request.

801.2.2 No Student Organization may deviate from their original allocation by transferring monies from their travel category to any other budget category. Organizations may request a Travel Category Transfer for the purpose of reversing an initial transfer into the Travel Category.³

801.3 Budget Allocations shall be appropriated in accordance with the categories defined by the Board of Governors ICOFA accounting standards. For the purpose of all A&S Funded entities, flexible spending shall be extended between both the Food and Materials categories which shall be treated as one and the same; entities may utilize funds from either category for the purposes of both Food and Materials purchases without submitting a budget transfer request.⁴

801.4 The Activity and Service Fee Recommendation Committee or the Senate Committee on Appropriations may allocate line item specific expenditures, as deemed by the committee and reflected within their budget Allocation, to any student organization for the purpose of purchasing any Capital Outlay material(s). Organizations may not expend or transfer funds deemed as such for any expenditure other than the item(s) identified by the applicable committee. Any Capital Outlay expenditures shall be classified as Student Government University Property and shall be inventoried and stored within the Activity and Service Fee Business Office in accordance with their own internal proceedings.⁵

801.5 All Capital Outlay purchases, not previously outlined in the A&S funded entity's respective budget, must be approved by the Student Body President and CFO.

801.6 All one time expenditures over twenty thousand dollars (including to, but not limited, contractual services, capital outlay, production costs or products) must receive no less than three bids from three different vendors or sources. All entities must purchase the bid that is the most economical, but not necessarily the least expensive.

801.7 All one time expenditures requiring an open bid (of over twenty thousand dollars) must be approved by the Student Body President and CFO. All bids must be presented alongside with the expenditure request.

801.8 Any A&S account may be frozen by the ASMB Director, a simple majority vote of the Senate or Student Body President in conjunction with the CFO for a period of five University business days.

801.8.1 Student Organization accounts may be frozen by the ASMB Director or the Student Body President, in conjunction with the CFO for an extended period of time, beyond five university business days.

³ SB [S] 51-013 adds this sub-clause

⁴ SB [S] 51-013 adds this sub-clause

⁵ SB [S] 51-011 (Spring) adds this clause.

- 801.9** Any A&S account may be frozen for an indefinite time by the Student Senate, after consultation with the ASMB Director, by a 3/4ths vote at a regular meeting.
- 801.10** Any A&S account may be unfrozen by the Student Senate with a simple majority at a regular meeting.
- 801.11** A&S accounts may only be frozen for of the following reasons:
- 801.11.1** Violation of Finance Code
 - 801.11.2** Violation of ASRC proviso
 - 801.11.3** Violation of University Regulations or Policy
 - 801.11.4** Violation of Student Government Statutes or Student Body Constitution
 - 801.11.5** Violation of Florida Statutes
 - 801.11.6** Fiscal Irresponsibility as determined by definition
- 801.12** All A&S funds must be spent for the direct benefit of the Student Body.
- 801.13** All events or services funded by A&S fees must be opened to all students, free of admission, dues or service charge.
- 801.13.1** Only Student Government sponsored events and services may charge students. All events of Campus Activities Board and Homecoming are considered Student Government Sponsored events. All other events must receive sponsorship from the Executive Branch or a majority vote of Senate to be considered a Student Government Sponsored Event or Service.
- 801.14** All A&S events should be held on campus or reasonable accommodations should be made to assist in the transportation of students to off campus events. No Student Organization may hold an A&S funded event off campus unless receiving explicit permission from the Senate Committee on Appropriations.
- 801.15** No Activity and Service fee funded event may have the presence of any controlled substance.
- 801.15.1** Excluding any prescribed medication required by the attendant.
 - 801.15.2** Excluding the alcohol served at Beef O'Brady's located in the Marshall Student Center.
- 801.16** All events or services provided by A&S funded Agencies and entities, excluding Student Organizations, must display the Student Government Logo on all Promotional Items and at a visible location at the event or facility itself.
- 801.17** All t-shirts, excluding the "Our Shirt", purchased by A&S Funded entities must display the Student Government Logo.
- 801.17.1** For student organizations it is recommended for the 2009-2010 fiscal year and required starting in the 2010-2011 fiscal year.
- 801.18** All Student Organizations must have at least one, but no more than two Financial Officers.

- 801.18.1** All Financial Officers of Student Organizations must be registered students at the University of South Florida.⁶
- 801.18.2** All Financial Officers must be certified by ASMB.
- 801.18.3** All Financial Officers are responsible for maintaining their own financial records of their respective Student Organization's activities.
- 801.19** Any monies collected in conjunction with charging at an A&S funded event or service held or conducted by a Student Organization, up to the initial A&S cost of the event, must be deposited into the organization's respective A&S account. All funds must be deposited in the form of a bill of credit.
- 801.20** All A&S property must be accounted for by ASMB and be housed in a location on campus. All property purchased by A&S funds are the sole property of Student Government, University of South Florida, and the State of Florida.
- 801.20.1** The use of all A&S properly shall be in accordance with Student Government Statutes and ASMB policy and procedure.
- 801.21** ASRC shall establish a single Critical Reserve Account as a part of the Annual Budget Allocation. The account allocation shall be reflected in the Annual ASRC Allocation Bill.⁷
- 801.21.1** Request for Critical Reserve funds shall be submitted to the Director of the Activity and Service Fee Business Office. Funds may only be allocate or expended with the joint approval of the Student Body President and the Senate President.
- 801.21.1.1** In the case that the Student Body President cannot be reached within forty-eight (48) hours of the initial request, the Vice President shall be contacted on Presidents behalf.
- 801.21.1.2** In the case that the Senate President cannot be reached within forty-eight (48) hours of the initial request, the Senate President Pro Tempore shall be contacted on the Senate Presidents behalf.
- 801.22** All revenue from the Our Shirt program shall be segregated and used for the Our Shirt program next year.⁸

⁶ SB 50-017, Addition of this clause.

⁷ SB 50-046, Adds this clause and subsequent sub clauses

⁸ SB 50-019, Addition of this clasue.

Chapter

804

Activity and Service Fee Proviso Language⁹

804.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2011-2012.

804.1.1 This amended Title 8 is valid for the current year's ASRC cycle and is valid for Interim Funding submission during the following fiscal year. The current Chapter 804 remains valid for Interim Funding submissions until the end of the current fiscal year.

804.2 Rules and Regulations for all A&S funded programs, services and activities:

804.2.1 All A&S funded programs, services, and activities that benefit the Student Body must be submitted with detailed justification for each item.

804.2.2 The Activity and Service Recommendation Committee shall set aside an abeyance of projected, adjusted net revenue as determined by the Office of Budget and Policy Analysis. The abeyance must be at least 5% and no greater than 10% of projected fee collections. The abeyance account shall be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the President of the University.¹⁰

804.2.3 No A&S funds shall be used on or in behalf of any political campaign.

804.2.4 Political campaigns shall be defined as any person or party running for any position in:

804.2.4.1 Student Government Elections/Any Campus Election

804.2.4.2 Local Elections

804.2.4.3 State Elections

804.2.4.4 National Elections

804.2.5 A&S Fees shall not be spent to directly benefit non-USF students, excluding the use of A&S monies for the following purposes as defined in this chapter:

804.2.5.1 Recognition of USF Faculty, Staff, Advisors, and/or Coaches.

804.2.5.2 Speaker fees and/or honorariums.¹¹

804.2.6 Funds spent for non-USF students must be approved by the Senate Committee on Appropriations for interim allocations, or ASRC for the yearly budget allocation.

⁹ SB [S] 51-014 amends entire chapter and sets proviso for 2011-2010 Fiscal Year

¹⁰ SB [S] 49-009, modifies 804.2.2

¹¹ SB 50-015, adds amendment

- 804.2.7** All A&S funded events shall be opened to all students at no charge with the exception of Student Government and Office of Student Programs sponsored events with the advice and consent of SG Senate.
- 804.2.8** Student Government funded campus wide-activities need the sponsorship of an SG branch or agency in order to be considered a Student Government sponsored event.
- 804.2.9** All T—Shirts and promotional materials purchased by A&S funds, excluding Our Shirt, must display the Student Government logo.
- 804.2.10** All A&S funded events shall be held on campus.¹²
- 804.2.10.1** On campus shall be defined as anywhere on the USF Tampa Campus, USF Riverfront Park or any venue where a USF Athletics sponsored event is being held.¹³
- 804.2.10.2** The Senate Committee on Appropriations and ASRC can approve off-campus events.
- 804.2.11** Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones for organizations which have not been funded by July 1 of each fiscal year will be terminated by Activity Service Fee Management Bureau (ASMB)¹⁴.
- 804.2.12** Travel may be funded with proper justification that includes how a trip directly improves the Organization, University, or State of Florida. Individual travel for students to present papers, posters, or personal academic work, is not considered eligible for "organization funding." This travel should be funded using the Conference Travel Grant Program. Travel for the purposes of "job search/career fair/networking" is strictly prohibited.
- 804.2.13** To receive Homecoming Funds student organizations shall request a SG Homecoming Grant. The Senate Committee on Appropriations shall decide the amount allocated per request in compliance with the rules outlined in Chapter 809.
- 804.2.14** To receive Engineering Expo Funds student organizations shall request a SG Engineering Expo Grant. The Senate Committee on Appropriations shall decide the amount allocated per request in compliance with the rules outlined in Chapter 809.
- 804.2.15** The Activity and Service Recommendation Committee (ASRC) and the Senate Committee on Appropriations have the discretion to deny funding to any Activity & Service fee budget request with proper justification.

¹² SB [S] 49-009, modifies 804.2.9

¹³ SB 50-017, adds further clarification to "on campus"

¹⁴ SB 50-015, spells out ASMB

804.2.15.1 The ASRC and the Senate Committee on Appropriations are not obligated to fully fund any A&S eligible program, service, and activity. All Student Organizations are encouraged to seek outside financial support.

804.2.16 Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions' funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.

804.2.17 Any deviations from proviso by ASRC or the Senate Committee on Appropriations must be for exceptional circumstances, and must be brought to the senate floor and passed with a super majority vote prior to being allowed.

804.2.18 The following items shall **not** be funded by Activity and Service Fee Monies:¹⁵

804.2.18.1 Awards of cash value and scholarships

804.2.18.2 Fundraising cost

804.2.18.3 Personalized clothing (i.e. individual product)

804.2.18.4 Personal items

804.2.18.5 Individual membership (except as defined for the Sports Club Council)

804.2.18.6 Video rental

804.2.18.7 Any controlled substances

804.2.18.8 Food for general business meetings

804.2.18.8.1 General business meeting shall be defined as a meeting of an organization occurring more than once per semester.

804.2.18.9 Certificates

804.2.18.10 Services and materials that could be provided by H.Y.P.E.

804.2.18.11 Services and materials that could be provided by WXBL Student Radio (Bulls Radio).

804.2.18.12 Door prizes

804.2.19 The following items can be funded to a maximum amount at the discretion of the ASRC and/or the Senate Committee on Appropriations:

804.2.19.1 Costume Rental/Purchase: \$500.00

804.2.19.2 Trophies/Plaques: \$150.00¹⁶

804.2.19.3 Shirts: \$7.00 per shirt

¹⁵ SB [S] 49-009, adds 804.2.15.8-11

¹⁶ SB 50-015, Modifies this clause

804.3 Additional Rules and Regulations for Student Government Branches, Entities, and Agencies:

804.3.1 The following items can be funded to a maximum amount per year by Activity and Service Fee monies as defined in this chapter:

- 804.3.1.1** Student Government Banquet: \$10.00 per student (for food).
- 804.3.1.2** Name tags for Students: \$5.00 per name tag.
- 804.3.1.3** Business cards maximum one box per employee per year. Limited to the top two officers of each Branch, Executive Cabinet Directors, Senate Executive Officers, Agency Directors, and their Assistant Directors, the Supervisor of the Election Rules Commission, and full-time Staff Members.¹⁷

804.4 Additional Rules and Regulations for College Councils and Sports Club Council:

804.4.1 Items that shall not be funded with Activity and Service Money in addition to those items outlined in Title 8:

804.4.1.1 Personalized Business Cards (Except for Council Presidents)

804.4.2 These items can be funded to a maximum amount by Activity and Service fee monies:

- 804.4.2.1** Nametags for Executive Board: \$5.00 per nametag
- 804.4.2.2** Office Supplies (with proof of location): \$500.00
- 804.4.2.3** Food: \$7.00 per student in attendance per event.¹⁸

804.5 Additional Rules and Regulations for Organizations under purview of the Sports Club Council

804.5.1 The following items will not be funded by Activity and Service Fee Monies:¹⁹

- 804.5.1.1** T-shirts
- 804.5.1.2** Food

804.5.2 These items can be funded at the discretion of ASRC and/or the SCC Executive Board with the proper justification and at no more than the maximum amounts per year listed below:

- 804.5.2.1** Personal equipment items²⁰
- 804.5.2.2** Banners: \$200.00²¹

¹⁷ SB 50-015, Modifies this clause.

¹⁸ SB [S] 49-010, adds 804.4.3.5

¹⁹ SB 50-021, addition of this clause and sub clauses

²⁰ SB 50-015, addition of this clause

²¹ SB [S] 49-009, modifies 804.5.2.1

804.5.2.3 Membership Dues: ASRC discretion – dues shall be funded only if required for the organization or individual to participate in a competition or conference

804.5.2.4 Coach/Instruction Fees: \$5,000 total per club²²

804.5.3 Travel can be funded no more than the maximum amounts per year listed below (“least cost” method will be used):

804.5.3.1 Total travel expenses: Maximum of \$10000.00 per year

804.5.3.2 Airline tickets: \$5000.00 maximum per trip

804.5.3.3 Car Rental: \$60.00 per day (exclusive of total gas receipts)

804.5.3.4 Rooms: \$30.00 per student per night

804.5.3.5 Registration: \$250.00 per person per event²³

804.5.3.6 Personal Vehicles: as defined by state statute or university policy

804.5.3.7 Van Rental: \$250.00 per day, per van²⁴

804.5.3.8 Bus Rental: \$1,500.00 per event

804.6 Additional Rules and Regulations for Student Organizations:

804.6.1 Admission will not be charged to any USF student at any A&S funded student organization event, however non-students can be charged with approval from the Activity and Service Fee Management Bureau. All monies raised from an A&S funded event must be deposited into the organization’s A&S account.²⁵

804.6.2 The ASRC and the Senate Committee on Appropriations shall not fund more than one of each of the following events per organization per semester (Fall & Spring semesters only):

804.6.2.1 An event to recruit or welcome students.

804.6.2.2 End of semester banquet.

804.6.3 Items that shall not be funded with A&S Fees:

804.6.3.1 Equipment for sports found at the Campus Recreation Center

804.6.3.2 Media Advertising (With the exception of The Oracle).²⁶

804.6.3.3 Items such as recorded music, books, subscriptions, and videos with the exception of items not already purchased by the USF Library.

804.6.3.3.1 These items will be subject to a 30 day screening before being submitted to ASMB who will donate the items to the USF Tampa Campus Library.²⁷

²² SB 50-015, addition of this clause

²³ SB [S] 49-009, modifies 804.5.3.5

²⁴ SB 50-015, Modifies this clause

²⁵ SB 50-015, Modifies this clause

²⁶ SB 50-015, Modifies this clause

²⁷ SB [S] 49-009, adds 804.3.3.1

804.6.3.4 Travel for volunteer or service work with an out of State or International destination.

804.6.4 These items can be funded at the discretion of ASRC and the Senate Committee on Appropriations with the proper justification and at no more than the maximum amounts per year listed below:

804.6.4.1 Engineering Expo materials and supplies: \$600.00 (excluding the Engineering Expo Organization)

804.6.4.2 Office Supplies (with proof of location): \$150.00

804.6.4.3 Food: \$7.00 per student in attendance per event

804.6.4.4 Banners: \$200.00²⁸

804.6.4.5 Oracle ads: \$200.00²⁹

804.6.5 Travel can be funded no more than the maximum amounts per year listed below ("least cost" method will be used):³⁰

804.6.5.1 Total travel expenses: Maximum of \$7,000.00 per year

804.6.5.2 Airline tickets: \$3,500.00 maximum per year³¹

804.6.5.3 Car Rental: \$60.00 per day (exclusive of total gas receipts)

804.6.5.4 Rooms: \$30.00 per student per night³²

804.6.5.5 Registration: \$250.00 per student per conference

804.6.5.6 Personal Vehicles: as defined by state statute or university policy

804.6.5.7 Van Rental: \$250.00 per day, per van³³

804.6.5.8 Bus Rental: \$1,500.00 per event

804.6.5.9 Food for travel may be provided as defined by State Statutes or University policy:³⁴

²⁸ SB [S] 49-009, modifies 804.6.4.4

²⁹ SB 50-015, Addition of this clause

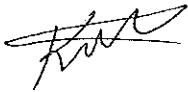
³⁰ SB [S] 49-009, modifies 804.6.6

³¹ SB 50-015, Modifies this clause

³² SB 50-015, Modifies this clause

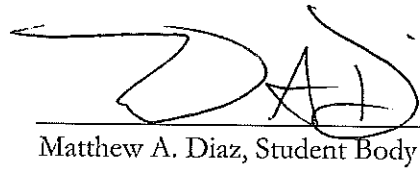
³³ SB 50-015, Modifies this clause

³⁴ ³⁴ SB [S] 49-009, modifies 804.6.6.9



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SB [S] 52-002

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