

12-12-2011

Senate Bill (S) 52-016 Activity and Service Fee Proviso Language

University of South Florida. Student Government Senate

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University of South Florida
Student Government Senate



SB [S] 52-016
Activity and Service Fee Proviso Language
52nd Term
Fall 2011

The intent of this bill is to provide all A&S funded entities a source of funding and spending guidelines, as well as clarify any issues that have arisen from the previous versions.

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

804

Activity and Service Fee Proviso Language

804.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2012-2013.

- 804.1.1 This proviso shall govern both the A&S allocation and the expenditure processes.
- 804.1.2 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.
- 804.1.3 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.

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 (ASRC) and the Senate Committee on Appropriations have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
- 804.2.2.1** The ASRC and the Senate Committee on Appropriations are not obligated to fully fund any A&S eligible program, service, and activity. All departments and organizations are encouraged to seek outside financial support.
- 804.2.3** Any deviations from Proviso must be brought to the Senate floor and passed with a super majority vote.
- 804.2.4** ~~All A&S funded events shall be held on campus with the exception of events approved by the Senate Committee on Appropriations.~~
- 804.2.4.1** ~~The Senate Committee on Appropriations may approve off-campus events.~~
- 804.2.5** The Senate may delegate allocation authority, when appropriate, to a committee for the purposes of allocating grants. Grant allocations shall adhere to all restrictions as set forth by this proviso.
- 804.2.6** ASRC may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the SG TechSmart partnership or its equivalent.
- 804.2.7** No revenue shall be generated from an A&S funded event.
- 804.2.8** A&S Fees shall not be spent to directly benefit non-USF students with the exception of:
- 804.2.8.1** Recognition of USF Faculty, Staff, Advisors, and/or Coaches.
- 804.2.8.2** Speaker fees and/or honorariums
- 804.2.9** 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.
- 804.2.10** All A&S funded events shall be open to all students at no charge with the exception of Student Government events and Center for Student Involvement sponsored events with the advice and consent of the SG Senate. SG Sponsored events may deviate from this proviso when appropriate.

- 804.2.11 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.
- 804.2.12 All T—Shirts and promotional materials purchased by A&S funds, excluding Our Shirt, must display the Student Government logo.
- 804.2.13 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).

~~804.2.14~~ No A&S funds shall be expended on or in behalf of any political campaign,
~~804.2.14~~804.2.15 A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.

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~~804.2.15~~804.2.16 Activity and Service Fee monies shall not fund nor be expended on the following:

- ~~804.2.15.1~~804.2.16.1 Awards of cash value and scholarships
- ~~804.2.15.2~~804.2.16.2 Fundraising costs
- ~~804.2.15.3~~804.2.16.3 Personalized clothing (i.e. individual product)
- ~~804.2.15.4~~804.2.16.4 Personal items
- ~~804.2.15.5~~804.2.16.5 Individual membership (except as defined for the Sports Club Council)
- ~~804.2.15.6~~804.2.16.6 Video rental
- ~~804.2.15.7~~804.2.16.7 Any controlled substances
- ~~804.2.15.8~~804.2.16.8 Food for general business meetings
- ~~804.2.15.9~~804.2.16.9 Services and materials that could be provided by the SG TechSmart Partnership or its equivalent
- ~~804.2.15.10~~804.2.16.10 Services and materials that could be provided by WBUL Student Radio (Bulls Radio), unless approved by the Senate Committee on Appropriations.
- ~~804.2.15.11~~804.2.16.11 Door prizes
- ~~804.2.15.12~~804.2.16.12 Travel for volunteer or service work with an out of State or International destination
- ~~804.2.15.13~~804.2.16.13 Media Advertising (With the exception of The Oracle).
- ~~804.2.15.14~~804.2.16.14 Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library.
- ~~804.2.15.14.1~~ These items will be subject to a 60 day screening before being submitted to ASMB who will donate the items to the USF Tampa Campus Library.
- ~~804.2.15.15~~804.2.16.15 Sports equipment that can be found at the Campus Recreation Center.

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~~804.2.16~~804.2.17 Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount or maximum occurrence as outlined below:

- ~~804.2.16.1~~804.2.17.1 Costume Rental/Purchase: \$500.00
- ~~804.2.16.2~~804.2.17.2 Trophies/Plaques: \$150.00
- ~~804.2.16.3~~804.2.17.3 Shirts: \$7.00 per shirt
- ~~804.2.16.4~~804.2.17.4 Food: \$7.00 per student in attendance per event
- ~~804.2.16.5~~804.2.17.5 An event to recruit or welcome students: once per academic term
- ~~804.2.16.6~~804.2.17.6 End of semester banquet: once per academic term
- ~~804.2.16.7~~804.2.17.7 Banners: \$200.00
- ~~804.2.16.8~~804.2.17.8 Oracle ads: \$200.00

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

804.3.1 Activity and Service Fee Monies will not **fund** nor be **expended** on the following items:

- 804.3.1.1** T-shirts
- 804.3.1.2** Food

804.3.2 Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount listed below at the discretion of ASRC and/or the SCC Executive Board with the proper justification

- 804.3.2.1** Personal equipment items
- 804.3.2.2** Membership dues only if required for the organization or individual to participate in a competition or conference
- 804.3.2.3** Coach/Instruction Fees: \$5,000 total per club

804.3.3 Activity and Service Fee Monies may be expended to a maximum amount for travel per year listed below ("least cost" method will be used)

- 804.3.3.1** Total travel expenses: Maximum of \$10,000.00 per year
- 804.3.3.2** Airline tickets: \$5,000.00 maximum per trip

804.4 Additional Rules and Regulations for the Signature Event Grant Program:

804.4.1 To receive Signature Event Funds, student organizations may apply for a SG Signature Event Grant. The appropriate funding committee shall decide the amount allocated per request in compliance with these Statutes.

804.4.1.1 No grant shall exceed \$2,000.

804.5 Additional Rules and Regulations for the Travel Grant Program:

804.5.1 To receive Travel funds, student organizations, with the exception of sports clubs, shall request a SG Travel Grant. The appropriate funding committee shall decide the

amount allocated per request in compliance with the following:

- 804.5.2** Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount for travel per year listed below ("least cost" method will be used):

- 804.5.2.1** Total travel expense: Maximum of \$7,000.00 per year
- 804.5.2.2** Airline tickets: \$3,500.00 maximum per year
- 804.5.2.3** Car Rental: \$60.00 per day (exclusive of total gas receipts)
- 804.5.2.4** Rooms: \$30.00 per student per night
- 804.5.2.5** Registration: \$250.00 per student per conference
- 804.5.2.6** Personal Vehicles: as defined by state statute or university policy
- 804.5.2.7** Van Rental: \$250.00 per day, per van
- 804.5.2.8** Bus Rental: \$1,500.00 per event
- 804.5.2.9** Food for travel may be provided as defined by State Statutes or University policy.

804.6 Additional Rules and Regulations for the Engineering Expo Grant Program:

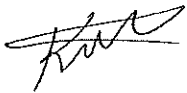
- 804.6.1** In order to receive Engineering Expo funds, student organizations shall request a SG Engineering Expo Grant. The appropriate funding committee shall decide the amount allocated per request in compliance with these Statutes.

- 804.6.1.1** No grant shall exceed \$1,550.

804.7 Additional Rules and Regulations for the Homecoming Grant Program:

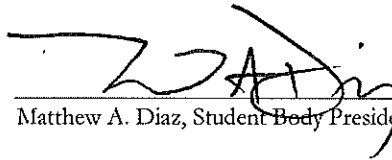
- 804.7.1** To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The appropriate funding committee shall decide the amount allocated per request in compliance with these Statutes.

- 804.7.2** No grant shall exceed \$1, 550.



Digitally signed by Khalid Hassouneh
DN: cn=Khalid Hassouneh, o=USF
Student Government, ou=Senate
President, email=khassoun@usf.edu,
c=US
Date: 2011.12.05 11:57:53 -05'00'

Khalid J. Hassouneh, Student Senate President



Matthew A. Diaz, Student Body President

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SB [S] 52-016

Activity and Service Fee Proviso language

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