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## Senate Statutes - Title VIII (Finance Code) - Updated 08-21-13

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<p><b>Title</b> <b>8</b> <b>Finance Code</b></p>
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## Chapter

### 800

#### Activity and Service Fee Monies

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- 800.1** "The purpose of Activity & Service Fees is to provide University of South Florida students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance morale and spirit and the overall University experience."
- 800.2** All uses of Activity and Service (A&S) Fee money shall be subject to, and governed by, the Constitution and Statutes of the Student Government of the University of South Florida, and where applicable the laws of the United States of America, the State of Florida, the rules and regulations of the University of South Florida, and the University Board of Trustees.
- 800.3** The Student Government Senate will allocate A&S money by strictly following the purpose as set forth in statutes. Any variation from this purpose will be considered a misappropriation of funds and will not be allowed. A 3/4ths vote of Senate will be required to change the purpose as set forth in statutes.

## Chapter

### 801

#### Activity and Service Fee General Regulations and Guidelines<sup>1</sup>

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**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 and Audits. 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.<sup>2</sup>

**801.2.1.1** If no action is taken by the committee within ten (10) business days of the request, the chair shall automatically approve the aforementioned request.<sup>3</sup>

**801.2.2** No student organization, excluding those under the purview of either the Sports Club Council or the College of Medicine Council, may submit a transfer request to deviate from their original allocation.<sup>4</sup>

**801.2.2.1** Organizations under the purview of the College of Medicine Council may submit a budget transfer request for the purposes of transferring funds into their travel category.

**801.2.2.1.1** They also may submit a budget transfer request to transfer funds from their travel category to a budget category of food and materials only if funds previously transferred into travel were not spent.

**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

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

<sup>2</sup> SB [S] 51-008 inserts this sub-clause

<sup>3</sup> SB [S] 52- 002 inserts this sub-clause

<sup>4</sup> SB [S] 54-002 Inserts 801.2.2 and subsequent sub-clauses

for the purposes of both Food and Materials purchases without submitting a budget transfer request.<sup>5</sup>

- 801.4** All A&S funded student organizations, except those under the purview of either the Sports Club Council or the College of Medicine Council, may have only one budget category of food and materials.<sup>6</sup>
- 801.5** The Activity and Service Fee Recommendation Committee (ASRC) or the Senate Committee on Appropriations and Audits 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 (ASBO) in accordance with their own internal proceedings.<sup>7</sup>
- 801.6** All Capital Outlay purchases, not previously outlined in the A&S funded entity's respective budget, must be approved by the Chairperson of the Senate Committee on Appropriations and Audits, and the Chief Financial Officer.<sup>8</sup>
- 801.7** 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.
- 801.8** 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.
- 801.9** Any A&S account may be frozen by the Activity & Service Fee Management Bureau (ASMB) Director, a simple majority vote of the Senate or Student Body President in conjunction with the CFO for a period of five (5) business days.
- 801.9.1** 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 (5) business days.
- 801.10** 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.
- 801.11** Any A&S account may be unfrozen by the Student Senate with a simple majority at a regular meeting.

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<sup>5</sup> SB [S] 51-013 adds this clause

<sup>6</sup> SB [S] 54-002 adds this clause

<sup>7</sup> SB [S] 51-011 (Spring) adds this clause.

<sup>8</sup> SB [S] 54-004 modifies this clause.

**801.12** A&S accounts may only be frozen for of the following reasons:

- 801.12.1** Violation of Finance Code
- 801.12.2** Violation of ASRC proviso
- 801.12.3** Violation of University Regulations or Policy
- 801.12.4** Violation of Student Government Statutes or Student Body Constitution
- 801.12.5** Violation of Florida Statutes
- 801.12.6** Fiscal Irresponsibility as determined by definition

**801.13** All A&S funds must be spent for the direct benefit of the Student Body.

**801.14** All events or services funded by A&S fees must be opened to all students, free of admission, dues or service charge.

- 801.14.1** 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.

**801.15** 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 and Audits.

**801.16** No Activity and Service fee funded event may have the presence of any controlled substance.

- 801.16.1** Excluding any prescribed medication required by the attendant.
- 801.16.2** Excluding the alcohol served at Beef O’Brady’s located in the Marshall Student Center.

**801.17** 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.

**801.18** All t-shirts, excluding the “Our Shirt”, purchased by A&S Funded entities must display the Student Government logo.

**801.19** All Student Organizations must have at least one (1), but no more than two (2) Financial Officers.

- 801.19.1** All Financial Officers of Student Organizations must be registered students at the University of South Florida.<sup>9</sup>
- 801.19.2** All Financial Officers must be certified by ASMB.

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<sup>9</sup> SB 50-017, Addition of this clause.

- 801.19.3** All Financial Officers are responsible for maintaining their own financial records of their respective Student Organization's activities.
- 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 property 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.<sup>10</sup>
- 801.21.1** Requests for Critical Reserve funds shall be submitted to the Director of the Activity and Service Fee Business Office. Funds may only be allocated 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 the President's 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 President's behalf.
- 801.22** All revenue from the Our Shirt program shall be segregated and used for the Our Shirt program next year.<sup>11</sup>

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<sup>10</sup> SB 50-046, Adds this clause and subsequent sub clauses

<sup>11</sup> SB 50-019, Addition of this clause.

## Chapter

### 802

#### Funding Eligibility

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- 802.1** A&S Fee money shall not be allocated to entities that discriminate based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law; consistent with University Policy.
- 802.2** No entity which requires a loyalty oath for application of membership, oral or written, professing any particular belief, creed, or ideology, shall be eligible to apply for A&S Fee funding, except for those entities listed in the Student Body Constitution. A&S Fee money shall not directly be allocated to entities which are not within the Division of Student Affairs, Student Government, or a student organization.
- 802.3** No entity that requires mandatory dues for membership (local or national) shall be eligible to apply for A&S Fee funding.
- 802.4** No student organization that withholds or denies membership privileges for any enrolled student shall be eligible to apply for A&S funding.
- 802.4.1** This shall include any additional requirements for students to hold an officer position.
- 802.5** Any student organization seeking A&S funds must have a member and officer removal procedure that incorporates due process.
- 802.6** Any organization seeking to request A&S funding must not be deactivated, must have a Constitution, and must be registered with the Center for Student Involvement (CSI) for 14 weeks prior to being allowed to request or apply for the monies.
- 802.7** In order to be activated with CSI, all A&S funded student organizations must have submitted an officer listing to CSI. This list shall contain the following:
- 802.6.1** President
  - 802.6.2** Vice President
  - 802.6.3** Treasurer
  - 802.6.4** Seven additional names
  - 802.6.5** Advisor
- 802.8** The total number of students on the list must be at least ten.
- 802.9** In order to be activated with CSI, all A&S funded student organizations must have an active membership that contains 100% currently enrolled students. Non-USF students will not be considered part of the active membership. As inactive members, non-USF students cannot vote, hold office, or direct the activities of the organization. Their status as inactive members is at the discretion of the active membership.



## Chapter

### 803

#### The Application and Funding Procedure

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- 803.1** A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title VIII.
- 803.2** There will be three separate submission deadlines for budget requests as shown below:<sup>12</sup>
- 803.2.1** Student Affairs Entities- Third Friday in December
  - 803.2.2** Student Government Entities - Third Friday in December
  - 803.2.3** College Councils and Student Organizations - Fourth Friday in January
- 803.3** The budget requests are due no later than 4:59:59 PM on the respective date. Any organization that received A&S funding before January 15<sup>th</sup> of the current fiscal year must meet the deadline. Any budget submitted after the 4:59:59 PM deadline and up to the end of the next fiscal year will be considered late and will be subject to penalties addressed in Title VIII, except as follows:
- 803.3.1** Organizations which gain A&S funding eligibility (new organizations) after January 15<sup>th</sup> of each fiscal year shall not be subject to the penalties specified in Title VIII for the following year's funding.
  - 803.3.2** Organizations which were not funded in the current fiscal year are not required to adhere to the deadline and shall not be subject to the penalties specified in Title VIII for the following year's funding.
  - 803.3.3** Technical issues with the budget program which prevent organizations from submitting their budget in a timely manner and which are the responsibility of the university or SG (i.e. excessive web server outages) can be taken into account by ASMB, and the budget deadline may be extended for extraordinary circumstances.
- 803.4** All student organizations are required to submit a performance report as part of their budget request. The performance report shall include, but is not limited to:
- 803.4.1** The organization profile (mission, officer listing, and membership).
  - 803.4.2** Individual descriptions of projects, programs, and services.
  - 803.4.3** Information on meetings conducted during the past fiscal year.
  - 803.4.4** Additional items may be requested by a majority vote of the Senate Committee on Appropriations and Audits or ASRC.
- 803.5** ASMB will be responsible for the following procedures:
- 803.5.1** Provide an automated budget request system (budget program) that encompasses, at

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<sup>12</sup> SB [S] 49-006 Revises Chapter 803.2

a minimum, the following:

- 803.5.1.1** Updated proviso limits and rules
    - 803.5.1.2** Training module for budget submission
    - 803.5.1.3** Technical support for budget program
  - 803.5.2** Ensure that each eligible organization has appropriate access to the budget program.
  - 803.5.3** Verify Organization Eligibility for A&S funding.
  - 803.5.4** Verify Budget Workshop attendance/ video equivalent/ website equivalent.
  - 803.5.5** During ASRC deliberations, provide committee members with the appropriate information about the organizations' financial histories, overall budget status, and other pertinent information.
  - 803.5.6** Prepare the A&S budget for submission to the SG Senate, Student Body President, and University President.
- 803.6** ASRC shall review the budgets in a four-step process:
- 803.6.1** Read through each budget request, noting any exceptions to Proviso.
  - 803.6.2** Contact all, and if possible, meet with organizations to discuss their budget requests prior to making recommendations concerning their budget.
  - 803.6.3** Review each budget request as a committee and amend the request according to Proviso, taking into consideration the organization's performance in the past year and the funds available for allocation during the next fiscal year.
  - 803.6.4** Allocate a period of time for requestors to review their allocation and, if necessary, submit an appeal of any cuts to the budget (mock budget).
- 803.7** ASRC shall provide for the Senate as a whole their recommendation in the form of a bill for the next fiscal year's budget no later than the first week in April, unless a new deadline is approved by supermajority vote of the Student Government Senate. ASMB will present a briefing to the Senate to present the budget recommendation and address the decision-making process.
- 803.7.1** If the budget is not approved by the Student Government Senate, ASRC will revise the budget taking into consideration the concerns of the Senate. ASRC will represent the revised budget in the form of a bill to the Senate. This process shall be repeated until the bill is passed by Senate.
- 803.8** The approved budget will then be forwarded to the Student Body President, who shall approve or veto the budget within ten (10) business days.
- 803.9** The Student Government Senate shall have the power to override a Student Body Presidential veto by supermajority.
- 803.10** The approved budget shall be submitted to the President of the University through the Division of Student Affairs within ten (10) business days.
- 803.11** The President of the University shall approve or veto the budget within fifteen (15) business days after presentation.

**803.11.1** If the President of the University returns the budget for any reason, the Senate President will call a special ASRC meeting to act upon any areas of disagreement. A new budget recommendation must be submitted within fifteen (15) business days after being returned by the President of the University.

## Chapter

### 804

#### Activity and Service Fee Proviso Language<sup>1314</sup>

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##### **804.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2013-2014.**

- 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 and Audits 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 and Audits 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 supermajority vote.
- 804.2.4** A&S funded events shall be held on campus with the exception of events approved by the Senate Committee on Appropriations and Audits.
- 804.2.5** The Senate may delegate allocation authority, when appropriate, to the Committee on Special Funding 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:

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<sup>13</sup> SB [S] 52-016 replaces entire chapter and sets proviso for 2011-2012 Fiscal Year

<sup>14</sup> SB [S] 53-007 updates Chapter 804 Proviso

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 Student Affairs 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 authorized sponsorship of a 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.

804.2.15 A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.

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

804.2.16.1 Awards of cash value and scholarships

804.2.16.2 Fundraising costs

804.2.16.3 Personalized clothing (i.e. individual product)

804.2.16.4 Personal items

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

804.2.16.6 Video rental

804.2.16.7 Any controlled substances

804.2.16.8 Food for general business meetings

804.2.16.9 Services and materials that could be provided by the SG TechSmart Partnership or its equivalent

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 and Audits.

804.2.16.11 Door prizes

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

804.2.16.13 Media Advertising (With the exception of The Oracle).

804.2.16.14 Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library.

804.2.16.15 Sports equipment that can be found at the Campus Recreation Center.

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

**804.2.17.1** Costume Rental/Purchase: \$500.00

**804.2.17.2** Trophies/Plaques: \$150.00

**804.2.17.3** Shirts: \$7.00 per shirt

**804.2.17.4** Food: \$7.00 per student in attendance per event

**804.2.17.5** An event to recruit or welcome students: once per academic term

**804.2.17.6** End of semester banquet: once per academic term

**804.2.17.7** Banners: \$200.00

**804.2.17.8** Oracle ads: \$200.00

**804.2.17.9** Shipping: no more than standard shipping costs. Any shipping cost above standard must be approved by the Chairperson of the Senate Committee on Appropriations and Audits, and the Chief Financial Officer.<sup>15</sup>

### **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 Events Grant Program:**

**804.4.1** To receive Signature Events Funds, student organizations may apply for a SG Signature Events Grant. The Committee on Special Funding shall decide the amount allocated per request in compliance with these Statutes.

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<sup>15</sup> SB [S] 54-004 adds this sub-clause.

**804.4.1.1** No grant shall exceed \$2,000.

**804.5 Additional Rules and Regulations for the Travel Grant Program:** <sup>16</sup>

**804.5.1** To receive Travel funds, student organizations, with the exception of sports clubs, shall request a SG Travel Grant. The Committee on Special Funding 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: \$30.00 per day (exclusive of total gas receipts)

**804.5.2.4** Rooms: \$50.00 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** Mini-Van Rental (7-passenger): \$40.00 per day, per van

**804.5.2.8** 12-Passenger Van: \$50.00 per day, per van

**804.5.2.9** Bus Rental: \$1,500.00 per event

**804.5.2.10** 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 Committee on Special Funding 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 Committee on Special Funding shall decide the amount allocated per request in compliance with these Statutes.

**804.7.1.1** No grant shall exceed \$1,550.

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<sup>16</sup> SB [S] 53-002 updates these funding limits

## Chapter

### 805

#### Activity and Service Fee Interim Funding

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**805.1** All interim allocations from the interim funding account, excluding the Executive Branch budget, shall be limited by the following percentages:

**805.1.1** No more than 60% of the interim funding account may be used for the time period July 1<sup>st</sup> – December 31<sup>st</sup> (Fall).

**805.1.2** The remainder of the account may be used for the time period January 1<sup>st</sup> – June 30<sup>th</sup> (Spring).<sup>17</sup>

**805.2** All additional Activity and Service Fee (A&S) monies collected which were not already allocated within the annual A&S budget bill shall be considered Unallocated Cash. Unallocated Cash may only be budgeted through the current fiscal year by the Senate Committee on Appropriations and Audits in conjunction with a majority vote of the Senate. ASRC shall be responsible for allocating all remaining Unallocated Cash not used throughout the applicable current Fiscal Year.<sup>18</sup>

**805.3** The Executive Branch of Student Government shall be funded for the entire fiscal year through Interim Funding. In accordance with Title VIII, this shall be completed by the administration that will be in office for the fiscal year during which the budget is written.

**805.4** The following items shall be eligible for funding per ASRC proviso by Interim Funding:

**805.4.1** Payroll for all paid positions.

**805.4.2** Operating expenses.

**805.4.3** Travel.

**805.4.4** All programming as outlined by ASRC proviso

**805.4.5** Any Operating Capital Outlay (OCO)

**805.4.6** Anything else that can statutorily be funded.

**805.5** Student Organizations that received annual funding for a fiscal year shall only be eligible for Interim Funding of emergency expenditures. Emergency expenditures are defined as those expenditures that result from a natural disaster, theft, vandalism, or unexpected equipment failure and would be extraordinarily detrimental to the organization if not funded. Insufficient funding received by organizations through the annual or interim funding process does not constitute grounds for Interim Funding under emergency conditions.

**805.5.1** Emergency expenditures not specified in statutes shall be determined and recorded by the Senate Committee on Appropriations and Audits.

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<sup>17</sup> SB [S] 49-001 revises 805.1, and inserts 805.1.1 and 805.1.2

<sup>18</sup> SB 51-005 Adds this clause



**805.6** Organizations that submit late or incomplete budget requests will be subject to the following penalties:

**805.6.1** No travel money will be allocated.

**805.6.2** After the Interim Funding request is approved by the Student Government Senate, a 25% reduction penalty will be applied to allocated funds.

**805.7** An organization that is eligible for Interim Funding must obtain a sponsor for their budget request, which will be submitted to the Senate in the form of a bill. A list of potential sponsors will be provided in the budget packet.

**805.8** The Senate Committee on Appropriations and Audits shall make a recommendation to the Student Government Senate. The recommendation, if different from the request, shall be read on the Senate floor by the Appropriations & Audits Committee as an amendment to the original bill.<sup>19</sup>

**805.9** In order to allow the Senate Committee on Appropriations and Audits and Senate adequate time for review, no applications for Interim Funding in the current fiscal year will be accepted after the first Friday of April each year.

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<sup>19</sup> SB [S] 53-006 Strikes old clause 805.9

## Chapter

### 806

#### Sports Club Council<sup>20</sup>

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- 806.1** The USF Sports Club Council (SCC) is the governing body for all competitive clubs that are formed to promote physical sport activities. This can include organizations that compete on an intercollegiate or sport club level but are not part of the University's Athletics Department. It does not include organizations which are recreational in nature but do not promote physical sport activities.
- 806.2** Sports Clubs must meet all Activity & Service fee eligibility guidelines in order to apply for funding.
- 806.3** Clubs which are eligible for both A&S funding and membership in the SCC shall not apply for funding directly from Student Government.
- 806.4** All budgets which fall within the purview of the SCC will follow the funding procedures outlined in this chapter.
- 806.5** SCC may adopt its own Standard Operating Procedures which shall not conflict with the Student Government Constitution or Statutes. The Standard Operating Procedures shall require the approval of the Senate Committee on Rules prior to its enactment.<sup>21</sup>
- 806.6** Sports Clubs may submit a Budget Transfer request to the SCC for the purpose of transferring funds across any funding categories, including Travel.
- 806.6.1** SCC shall review all transfer requests from Sports Clubs and notify Student Government and ASBO of their decision. The Appropriations and Audits Committee can veto any transfer if deemed inappropriate, pending committee review.
- 806.7** Annual Funding:
- 806.7.1** Sport Clubs shall submit their budget request no later than 4:59pm on the third Monday in November to the Sport Club Coordinator. A copy of each club's budget request shall be forwarded to the SCC Executive Board for review.
- 806.7.2** The SCC will compile all Sports Club budget requests, along with the Council's request for administrative/operating funds and Interim Funding for new clubs, and submit a consolidated request to Student Government by the organization deadline specified in Student Government Statutes Title VIII.
- 806.7.3** ASRC will review the SCC request in its entirety. Cuts will not be made to individual club requests, but the SCC will be allocated line items for administrative/operating

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<sup>20</sup> SB 47-097, Inserts Chapter 806: Sports Club Council

<sup>21</sup> SB [S] 54-003 Adds Clause 806.5, 806.6, & 806.6.1

funds and Interim Funding. An overall amount will be allocated for Sports Club funding.

**806.7.4** After receiving its initial allocations from ASRC, the SCC may appeal for additional funding for the sports clubs' lump-sum allocation and/or the SCC's budget allocation.

**806.7.5** After the ASRC mock budget process, the SCC will convene to review individual budget requests and allocate funds according to Proviso and its overall budget.

**806.7.6** Once all allocations are complete and the SCC budget is finalized, the SCC will send a report to Student Government, which will include funding by budget category for all clubs. The SCC will also recommend changes to the funding procedure and Proviso for the following year.

## **806.8** Interim Funding

**806.8.1** Sports Clubs which have been recognized by the SCC but have not previously applied for funding within a current fiscal year may apply for Interim Funding.

**806.8.2** Sports Clubs that received annual funding for a fiscal year shall only be eligible for Interim Funding of emergency expenditures, or through non-emergency conditions as outlined in the SCC SOPs.

**806.8.2.1** Applications for Interim Funding are available on the Sports Club website and shall be turned into the Sports Club Office.

**806.8.3** The SCC will review Interim Funding requests according to its internal procedures.

**806.8.4** Individual club allocations will be made from the SCC interim funding account.

**806.8.5** Organizations that submit late or incomplete annual budget requests will be subject to the following penalties:

**806.8.5.1** No travel money will be allocated.

**806.8.5.2** After the Interim Funding request is approved by the SCC, a 25% reduction penalty will be applied to allocated funds.

## **806.9** Interim Allocations shall be limited by the following percentages:

**806.9.1** No more than 50% of the interim funding account may be used for the time period July 1 – December 31 (Fall).

**806.9.2** The remainder of the account may be used for the time period January 1 – June 30 (Spring).

**806.9.3** No sport club may receive more than 20% of the interim budget per fiscal year, unless appealed to and approved by the Senate Committee on Appropriations and Audits.

**806.10** In order to allow the SCC adequate time for review, no applications for Interim Funding in the current fiscal year will be accepted after the first Friday of April each year.

**806.11** The SCC will report all sports clubs interim allocations to the Student Government Senate and to ASBO on a monthly basis.

## Chapter

### 807

#### **The Student Council of the College of Medicine<sup>22</sup>**

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- 807.1** The Student Council of the College of Medicine (COM) shall be responsible for allocating the Annual Budgets of all College of Medicine Student Organizations.<sup>23</sup>
- 807.2** The COM's membership shall be established by the COM in accordance with their established Constitution. COM membership shall remain open to all College of Medicine Students. Non-College of Medicine Students may not serve as voting members of the Council.
- 807.3** College of Medicine Student Organizations must meet all Activity and Service Fee eligibility guidelines and conform to all Student Government laws and procedures in order to be eligible for funding.
- 807.4** Student Organizations which are eligible for funding from both Student Government and the Council shall only apply for funding from the COM.
- 807.5** All Student Organizations which fall within the purview of COM will follow the funding process as outlined within this chapter. A catalog of these eligible organizations shall be generated and maintained by ASMB.
- 807.6** College of Medicine Student Organizations shall continue to abide by all Student Government processes and procedures outlined within Statutes.
- 807.7** COM shall review all transfer requests from the College of Medicine and notify Student Government and ASMB of their decision. The Appropriations and Audits Committee can veto any transfer if deemed inappropriate.<sup>24</sup>
- 807.8** Annual Funding:
- 807.8.1** College of Medicine Student Organizations will submit their budget requests no later than the third Friday of December to the ASMB. A copy of the budget requests shall be forwarded to the Chairperson of COM.
  - 807.8.2** COM will then review and compile all the Student Organization budget requests. COM shall submit a consolidated request to Student Government no later than the submission deadline established by Student Government for the applicable fiscal year. The request shall include both (a) all Student Organization budget requests and (b) the Student Council of the College of Medicine budget request.

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<sup>22</sup> SB [S] 52-006 Inserts Chapter 807

<sup>23</sup> SB [S] 53-006 Modifies 807.1

<sup>24</sup> SB [S] 53-006 Adds clause 807.7

- 807.8.3** The Activity and Service Fee Recommendation Committee (ASRC) shall review COM's request in its entirety. Reductions shall not be made to individual club requests; however, ASRC shall allocate specific line item balances for COM. An overall amount will be allocated for College of Medicine Student Organization budgets.
- 807.8.4** After the funds have been allocated by ASRC, COM shall convene to allocate the funds in accordance with both the individual organization's budget request and Student Government Proviso.
- 807.8.5** After concluding its initial allocation request, COM will have the opportunity to participate in the mock budget process with other organizations and request additional funding items for specific clubs.<sup>25</sup>
- 807.8.6** Upon concluding its allocation process, COM shall submit a report to ASMB listing the funding, by line item, for all organizations. COM may also include recommended changes to the funding procedure and the upcoming year's Proviso.
- 807.9** COM may adopt its own Standard Operating Procedures which shall not conflict with the Student Government Constitution or Statutes. The Standard Operating Procedures shall require the approval of the Senate Committee on Rules prior to its enactment.
- 807.10** COM shall establish a method by which Student Organizations may appeal their allocations. COM shall report any appeals, and the action taken, to ASMB.
- 807.11** The College of Medicine Student Affairs office shall designate an individual responsible for coordinating the financial operations of all College of Medicine Student Organizations, including but not limited to, purchase orders and budget transfer requests, with Student Government and the Activity and Service Fee Management Bureau.
- 807.12** In the event that COM fails to initiate the budget request process by the second Friday of November of the applicable year or is in a condition which prevents it from operating within the schedule prescribed by this chapter, the duties of this council and the process outlined within this chapter shall be suspended for the applicable fiscal year and the effected Student Organizations shall follow the same conditions prescribed for all remaining general Student Organization requests at no penalty to their own request.

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<sup>25</sup> SB [S] 53-006 Modifies clause 807.8.5

## Chapter

### 808

#### Executive Branch Budget

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- 808.1** The Executive Branch of Student Government shall be funded by the Activity and Service Fee Recommendation Committee as prescribed by ASRC Proviso.
- 808.1.1** The incoming Student Body President shall have the opportunity to request further funding, through the means of Interim Funding, upon their accession to office.
- 808.2** The following items shall be eligible for funding per ASRC Proviso by Interim Funding:
- 808.2.1** Payroll for all paid positions, in accordance with Chapter 305
  - 808.2.2** Operating expenses
  - 808.2.3** Travel
  - 808.2.4** All programming as outlined by ASRC Proviso
  - 808.2.5** Any Operating Capital Outlay (OCO)
  - 808.2.6** Anything else that can statutorily be funded
  - 808.2.7** Executive Branch travel
- 808.3** The Interim Funding request by the SG Executive Branch must be submitted to the Senate President by the second Senate meeting of the Summer Session. Should no budget be turned in by the second Senate meeting of the summer session, a 25% assessment shall be docked from the said budget.
- 808.3.1** Any additional Executive Branch budget allocations must be approved and passed by the Senate by July 1st.
  - 808.3.2** If no budget is approved by the Senate, the Executive Branch shall receive only the total amount allocated by the Activity and Service Fee Recommendation Committee.
  - 808.3.3** This additional Interim Funding request shall include all applicable payroll and operating expenses for the remainder of the year.
  - 808.3.4** All budgetary items must follow ASRC proviso.
- 808.4** The Senate Committee on Appropriations and Audits shall review the recommended budget and shall submit it to the Senate for final review. The committee's allocation recommendation shall not be amended on the Senate floor. Should the Student Body President veto the Executive Branch budget bill, the Senate may overturn it with a 2/3rds vote. Should the Senate not overturn the veto, the budget process shall repeat itself as prescribed in this statute. A final budget must be ratified before July 1<sup>st</sup> of the same fiscal year.

## Chapter

809

### Sweep Exemptions

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- 809.1** A sweep exemption is the process by which any A&S funded entity may request that funds remaining at the end of the current fiscal year be kept and utilized (rolled over) in the next fiscal year.
- 809.2** All monies remaining in any Student Government, College Council, and Student Organizations A&S account will be 100% swept at the end of the fiscal year, excluding; encumbrances, generated revenue, the Fixed Asset Replacement Fund, Strategic Planning Fund, and the next year's Homecoming Account (for the next fiscal year). Student Affairs A&S accounts will be 100% swept at the end of the fiscal year unless a sweep exemption form is completed and submitted to the Senate Committee on Appropriations and Audits by 4:59:59 PM on the last Friday in May. Written justification with all pertinent information is required for sweep exemption consideration. The exemption amount will depend upon justification and account balances. Outstanding encumbrances shall also be provided to include Purchase Order number and item descriptions.
- 809.3** The Senate Committee on Appropriations and Audits will review sweep exemption applications and submit a recommendation to the Student Government Senate in the form of a bill.
- 809.4** Once the sweep exemption bill is approved by the Senate and signed by the Senate President, Student Body President, and President of the University, the bill will be forwarded to the University Budget Office.
- 809.5** If the University Budget Office determines that any individual entity's sweep exemption amount is greater than the amount remaining at the end of the fiscal year, the entity will receive that which is remaining.

## Chapter

### 810

#### Student Government Grant Programs<sup>26</sup>

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- 810.1** The Student Government Senate shall sponsor the grant programs outlined in this chapter. The grant programs shall be here for the purpose of funding programs not funded by the Activity and Service Fee Recommendation Committee and the Senate Committee on Appropriations and Audits.
- 810.2** The Student Government Senate shall sponsor Student Organizations programs per fiscal year. Each program shall be defined as a Student Government Signature Event.
- 810.3** The purpose of Student Government Signature Events is to encourage diverse groups of students to collaborate in the creation of new USF traditions.<sup>27</sup>
- 810.4** ASRC shall determine the total budget for Student Government Signature Events, not to exceed \$20,000. The budget shall be funded as its own separate line item.<sup>28</sup>
- 810.4.1** No more than 50% of the money allocated may be spent during the Fall semester and the remainder may be spent during the Spring semester.
- 810.5** Student Government Signature Events allocations shall be determined by the Senate Committee on Special Funding.<sup>29</sup>
- 810.6** Any Student Organization may apply for a Signature Event, so long as the event follows the guidelines outlined in general requirements of Activity and Service Fee events.
- 810.6.1** Student Government Signature Events shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.
- 810.7** It is required that an event be sponsored by at least one A&S funded student organization and a minimum of two other student organizations, offices, departments, or other university entities (other than Student Government).<sup>30</sup>
- 810.8** Student Organizations that wish to apply for Signature Events in the Fall must do so no later than the close of business on the last Friday in June and the last Friday of October for the Spring.
- 810.8.1** Applications shall be made available at least fifteen (15) business days before the

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<sup>26</sup> SB 51-006 Modifies entire chapter

<sup>27</sup> SB [S] 52-011 Adds this clause

<sup>28</sup> SB [S] 54-004 Modifies this clause

<sup>29</sup> SB [S] 52-011 Amends this clause

<sup>30</sup> SB [S] 53-006 Amends this clause



aforementioned deadline.<sup>31</sup>

**810.9** Each allocation may not exceed \$2,000.<sup>32</sup>

**810.10** Event sponsors must use the Student Government logo and list Student Government as an official sponsor on all marketing materials, including but not limited to, all print and digital advertising.<sup>33</sup>

**810.11** Signature Events requests shall fall into at least one of the following categories:<sup>34</sup>

**810.11.1 Tradition and School Spirit-** Any event that attempts to establish a new tradition or promote university pride and school spirit.

**810.11.2 Professional/Academic Development-** Any event of scholastic merit which may include, but is not limited to, a symposium, exposition, or lecture series that can pertain to student fields of study or areas of career development.

**810.11.3 Diversity-** Any event that brings diverse populations together and provides education on one or more cultural groups including, but not limited to, a particular ethnicity, religion, sexual orientation, veteran status, etc.

**810.11.4 Visual/Performing Arts-** Any event that demonstrates or promotes the fine arts which may include, but is not limited to, a theatrical performance, dance instruction, collaborative mural, etc.

**810.12** Any event that does not fall into one of the categories may still be eligible to receive funding if approved by a 2/3<sup>rd</sup> vote of the Senate Committee on Special Funding.<sup>35</sup>

**810.13** The Student Government Senate shall sponsor a grant program for the purpose of funding student presentations at conferences called the Conference Presentation Grant Program (CPGP).<sup>36</sup>

**810.14** ASRC shall determine the total budget for the Conference Presentation Grant Program. The budget shall be funded as its own separate line item.

**810.15** The expenditure of the Conference Presentation Grant Program shall be determined by the Student Affairs Travel Office.

**810.15.1** No more than 50% of the CPGP account may be used for the time period of July 1<sup>st</sup> – December 31<sup>st</sup> (Fall).

**810.15.2** The remainder of the account may be used for the time period of January 1<sup>st</sup> – June 30<sup>th</sup> (Spring)

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<sup>31</sup> SB [S] 53-006 Adds this sub clause

<sup>32</sup> SB [S] 52-011 Adds this clause

<sup>33</sup> SB [S] 54-004 Modifies this clause

<sup>34</sup> SB [S] 52-011 Amends the categories

<sup>35</sup> SB [S] 52-011 Adds this clause

<sup>36</sup> SB [S] 54-004 Adds clauses 810.13 – 810.19

**810.16** Any student wishing to request funding from the Conference Presentation Grant may do so as long the request meets the following requirements:

- 810.16.1** Completed Conference Presentation Grant Program Application
- 810.16.2** Student Government Travel Request Information Form
- 810.16.3** Acknowledgement of Reimbursement Cap Form
- 810.16.4** Copy of acceptance letter from conference or program (must show the student's name as a presenter)
- 810.16.5** The student is a registered USF student when applying for the Grant Program and at the time of travel to the conference.

**810.17** Conference Presentation Grant Program applications must be received by the Student Affairs Travel Office at least fourteen (14) days prior to your departure. Applications received less than fourteen (14) days before the departure will not be considered.

**810.18** The Conference Presentation Grant Program shall be subject to the same rules and regulations set forth by Student Government, including but not limited to Chapter 804 Proviso.

**810.19** All other rules and regulations not stated in Student Government Statutes shall be outlined in the CPGP SOPs.

**810.20** The Student Government Senate shall sponsor a grant program for the purpose of funding travel for Student Organizations called the Travel Grant.<sup>37</sup>

**810.21** ASRC shall determine the total budget for the Travel Grant. The budget shall be funded as its own separate line item.

**810.22** The expenditure of the Travel Grant shall be determined by the Senate Committee on Special Funding.

- 810.22.1** For the fiscal year beginning in July, the committee may begin to accept applications at the start of the new Student Government term.

**810.23** Any Student Organization wishing to request a Travel Grant may do so as long as the request meets the following requirements:

- 810.23.1** Travel Grants shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.
- 810.23.2** There is no limit on the number of requests a student organization may submit, however they shall only be funded to the maximums as specified in Chapter 804 Proviso.

**810.24** Any A&S funded student organization who receives a Travel Grant is ineligible for a transfer request for the trip in which they received funding.<sup>38</sup>

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<sup>37</sup> SB [S] 52-020 Adds language regarding the Travel Grant

**810.25** Student Organizations that wish to request a Travel Grant must do so no later than twenty-five (25) business days prior to the desired travel date.

**810.26** All students within an A&S funded student organization shall have an equal opportunity to be selected to go on a trip funded through the Travel Grant.<sup>39</sup>

**810.26.1** The organization shall have the discretion to select students to attend the trip and must convey its reasoning to the Senate Committee on Special Funding in its request for Travel Grant funds. The Senate Committee on Special Funding shall have the discretion to deny Travel Grant funds if the selection process is deemed inappropriate.

**810.27** Upon completion of travel, all receipts must be turned in to the Travel Office and a travel audit must be completed.

**810.27.1** If the travel audit is not completed within ten (10) business days of the conclusion of travel, the Student Organization will not be permitted to apply for another Travel Grant for the remainder of the fiscal year.

**810.28** Upon completion of travel any unused funds will be swept back to the Travel Grant account.

**810.29** If an organization's trip funded through the Travel Grant fails to occur, they must submit a report to the Committee on Special Funding stating the reason(s) for not traveling within five (5) business days of the expected trip date.<sup>40</sup>

**810.29.1** The Committee on Special Funding shall review the report within ten (10) business days and by a majority vote decide whether or not reimbursement is required.

**810.29.2** If the organization fails to submit a report, they shall be required to fully reimburse all incurred expenses.

**810.30** The Student Government Senate shall sponsor a grant program for the purpose of funding homecoming floats and supplies called the Homecoming Grant.

**810.31** ASRC shall determine the total budget for the Homecoming Grant. The budget shall be funded as its own separate line item.<sup>41</sup>

**810.32** The expenditure of the Homecoming Grant shall be determined by the Senate Committee on Special Funding.

**810.33** Any A&S funded entity wishing to request a Homecoming Grant may do so as long as the request meets the following requirements:

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<sup>38</sup> SB [S] 54-002 Modifies this clause

<sup>39</sup> SB [S] 54-004 Adds this clause and subsequent sub-clause

<sup>40</sup> SB [S] 54-004 Adds this clause and subsequent sub-clauses

<sup>41</sup> SB [S] 54-004 Modifies this clause

- 810.24.1** The request must contain the budget for food and materials used for homecoming. Request for homecoming food and materials may not exceed \$1,550 (with the exception of the Homecoming Committee).<sup>42</sup>
- 810.24.2** The request must contain a detailed description of why they are requesting a Homecoming Grant and how this will improve the overall Homecoming experience.
- 810.34** The Student Government Senate shall sponsor a grant program for the purpose of funding Engineering Exposition supplies called the Engineering Exposition (EXPO) Grant.
- 810.35** ASRC shall determine the total budget for the Engineering EXPO Grant. The budget shall be funded as its own separate line item.<sup>43</sup>
- 810.36** The expenditure of the Engineering EXPO Grant shall be determined by the Senate Committee on Special Funding.
- 810.37** Any A&S funded entity wishing to request an Engineering EXPO grant may do so as long as the request meets the following requirements:
- 810.28.1** The request must contain the budget for food and materials used in the EXPO. The request may not exceed \$1550 with the exception of the Engineering College Council).<sup>44</sup>
- 810.28.2** The request must contain a detailed description of why they are requesting an Engineering EXPO Grant and how this will improve the overall Engineering EXPO experience.

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<sup>42</sup> SB [S] 51-012 Amends this clause

<sup>43</sup> SB [S] 54-004 Modifies this clause

<sup>44</sup> SB [S] 51-012 amends this clause

## Chapter

### 811

#### Student Government Special Accounts

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**811.1** The Student Government Special Accounts shall consist of the following:

- 811.1.1** SG Auxiliary Account(s)
- 811.1.2** SG Foundation Account(s)
- 811.1.3** SG Special Projects Account

**811.2** All one-time expenditures from the Auxiliary or Foundation Accounts of less than \$1,000 shall require the written authorization of the Chief Financial Officer.

**811.2.1** The Chief Financial Officer shall be required to inform the Study Body President, Senate President, SGATO, ASBO, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure within forty-eight (48) hours of the action.

**811.3** All re-occurring expenditures or one-time expenditures in excess of \$1,000 from the Auxiliary or Foundation Accounts shall require the written authorization of the Student Body President and Senate President.

**811.3.1** The Student Body President and Senate President shall be required to inform the Chief Financial Officer, SGATO, ASBO, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure within forty-eight (48) hours of the action.<sup>45</sup>

**811.4** All allocations to the Special Projects Account are line item specific. Deviations from the stated objective of any line item may only be realized with the written authorization of the Student Body President and Senate President.

**811.4.1** The Student Body President and Senate President shall be required to inform the Chief Financial Officer, SGATO, ASBO, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure within forty-eight (48) hours of the action.

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<sup>45</sup> SB [S] 54-004 Modifies this clause