

TITLE VIII: THE FINANCE CODE

Chapter 800 Financial Responsibility & Control

- 800.1 The Student Governments of the University System of the State of Florida are charged, by state law, with the responsibility of allocating the Activity & Service Fee (A&SF), a fee paid by all students within this system as a portion of their tuition.
- 800.2 All Student Government Agents administrating, allocating, and/or overseeing the allocation of A&SF funds are required to do so in accordance with all local, state, and federal laws and all university regulations and policies.
- 800.3 For the purposes of Title VIII, the term “due cause” shall be defined as, but is not restricted to, violations of Florida Statutes, the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, and/or the current fiscal year’s budget bill.
- 800.4 For the purposes of Title VIII, the term “Student Government body” shall be defined as all groups, committees, offices, agencies, and branches contained or operating within a particular entity of Student Government.
- 800.5 The Student Body President shall:
Be responsible for approving A&SF Budget transfers that individually, or, combined with other such transfers, cumulatively exceed ten (10) percent of the initiating account’s budget as originally approved by the fiscal year’s A&SF Budget Bill.
- 800.6 The Student Senate shall:
- A. Be responsible to the Student Body of the University of Central Florida for representing the Student Body’s best interests when allocating funds and approving budgets;
 - B. Be responsible for the consideration of all fiscal legislation, unless otherwise prevented by Student Body Statutes;
 - C. Thoroughly investigate all reported irregularities pertaining to the expenditures of monies budgeted, allocated, and/or transferred through any Student Government body.
- 800.7 The A&SF Business Office shall:
- A. Be responsible for providing a listing of all expenditures and the nature of those expenditures for all individuals, Registered Student Organizations, and Student Government bodies, and said listing must be posted on a Student Government Association-sponsored website;
 - B. Be responsible for the oversight of property purchased with A&SF funds;
 - C. Be responsible for keeping an inventory of all purchases made by student organizations with Operating Capital Outlay (OCO) funds.

- 800.8 It is the responsibility of Student Government Agents to understand the procedures, guidelines, and University policies associated with purchases made with State/A&SF funds prior to initiating discussions with any vendor. The Student Government Comptroller must be available to assist in the education of Student Government Agents in this regard and answer questions that may ensue.
- 800.9 All Student Government Agents initiating any purchase must clearly state on the Purchase Request Form (PRF) who will initiate the purchase, the budget line item from which the funds are to be expended, and a justification for the purchase.
- 800.10 All Student Government Agents shall successfully complete A&SF Financial Training within twenty (20) school days of the beginning of the fiscal year and/or being sworn into office.
- 800.11 Property Control:
- A. Property purchased through A&SF funds is the property of the State of Florida, as administered by the A&SF Business Office of the University of Central Florida, and is therefore subject to periodic inventory. Repeated loss or theft can be sufficient cause to warrant the return of all property and/or denial of future funding to said entity.
 - B. When a student organization is declared inactive or dissolved, the organization shall relinquish to the A&SF Business Office all Student Government inventoried items purchased with A&SF funds.
 - C. When a student is no longer enrolled continuously, the student shall relinquish to the A&SF Business Office all Student Government inventoried items purchased with A&SF funds.
 - D. Once per fiscal year, the A&SF Business Office shall verify the inventory and notify the Student Government Comptroller of its verification. All property items deemed as surplus by the Director of the A&SF Business Office shall be disposed of through established University procedures, pending approval by the Student Body President.
 - E. Property purchased through A&SF funds, as administered by the Activity and Service Fee Business Office, may be checked out under the following conditions:
 - 1. The Student Body President and/or Student Government Comptroller must approve the use of all property that is classified as OCO.
 - 2. The Student Body President or Student Government Comptroller must approve the use of all A&SF Inventoried property to be checked out for more than one week.
- 800.12 Activity & Service Fee Funding Eligibility:
- A. The following entities are eligible to receive A&SF funding: Individual students, Student Government bodies, Student Government Affiliated

Agencies and Departments, and Student Organizations currently registered with the Office of Student Involvement.

- B. An entity not listed in Subsection A is eligible to receive A&SF funding only if the program is being co-sponsored by the Student Government Association.
- C. To receive funds, a student organization shall:
 - 1. Be open to all students at the University without regard to race, sex, age, religion, disability, national origin, marital status, parental status, veteran's status, sexual orientation, gender identity, and/or gender expression;
 - 2. Have a minimum of two (2) financially trained authorized officers who are responsible to Student Government for:
 - a) Reporting to the Student Government Comptroller regarding the use of all student funds appropriated and property purchased therewith.
 - b) Upholding all applicable provisions within this Finance Code-violations of which may be prosecuted against them to the full extent of the law.
 - c) The correct and lawful administration of all expenditures.
- D. To receive funds from the Registration and Travel Account, through Student Senate Committee allocations and/or bills, individuals must be students continuously (i.e., preceding spring and following fall) and/or currently enrolled at the University of Central Florida.
- E. An individual not representing a student organization or Student Government body is ineligible to be funded directly through the A&SF Budget.

800.13 Activity & Service Fee Purchases:

- A. All purchases utilizing Activity & Service Fee Funds must be signed off by the following signatories prior to processing:
 - 1. Two (2) authorized signatures; and
 - 2. For Student Government bodies and Student Government Affiliated Agencies: an A&SF funded staff advisor.
- B. Within two (2) weeks of the beginning of each fiscal year, all Student Government bodies, Student Government Affiliated Agencies, and Student Government Affiliated Departments shall submit a memorandum to the Director of the A&SF Business Office specifying the authorizing signature combinations for purchases.
 - 1. For Student Government bodies: a single memorandum shall be submitted including the signature combinations for all Student Government bodies. This memorandum must be signed by the following positions, as long as the positions are not vacant at the time of the signature: the Student Body President, Student Body Vice President, Speaker of the Senate, Senate President Pro Tempore, Chief Justice, and Student Government Comptroller.
 - 2. For Student Government Affiliated Agencies and Departments: A

memorandum shall be submitted including the signature combinations for the respective agency or department. In order to be considered valid, this memorandum must be signed off by the Student Director or Administrative Director, respectively.

800.14 Auditing of Activity & Service Fee Funds Usage:

- A. All individuals, student organizations, and Student Government bodies receiving A&SF funding shall be subject to audit by the State of Florida, the UCF Office of Internal Auditing, the Student Government Finance Office, the Student Senate Operations Review Committee, and/or the Student Government Comptroller.
- B. The Student Senate may request an audit by the Student Government Finance Office, by a majority vote, on any, Student Government body, student organization, or individual receiving A&SF funds.

800.15 Approval of Activity & Service Fee Funded Event or General Promotion Materials:

- A. All event or general promotional materials distributed by Student Government bodies must contain the conspicuous, clear, present, and visible inclusion of either the Student Government Association logo, supplied by Student Government or the text “Funded by SGA”, unless otherwise approved by the Student Senate Operations Review Committee.
- B. All student organizations and agencies receiving A&SF funds for a particular event must credit all funding in any and all tangible items with the exception of those that are consumable or expendable produced for that event by the conspicuous, clear, present, and visible inclusion of either the Student Government Association logo, supplied by Student Government or the text “Funded by SGA”, unless otherwise approved by the Student Senate Operations Review Committee:
 - 1. Tangible items are items that can be touched;
 - 2. Consumable items are items that are designed to be consumed; and
 - 3. Expendable items are times that are designed to be used only once.
- C. Student organizations that receive A&SF funding for tangible items with the exception of those that are consumable or expendable shall forward a final proof of said item in its entirety as it is to be distributed to the Student Senate Operations Review Committee for approval. No purchase requests involving said material shall be processed by the A&SF Business Office until receipt of the approved advertisement/graphic from the Student Senate Operations Review Committee.
- D. The final proof of any materials submitted to the Student Senate Operations Review Committee must be in a form that represents its

- actual size or that includes a clearly defined scale representing the dimensions of the actual size of the material.
- E. Continued disregard of the aforementioned requirements, or their intent, shall be considered sufficient cause to suspend financial authorization privileges and/or deny future funding to the violating entity.
 - F. Should a Student Organization or Student Government body submit an advertisement/graphic to be approved by the Student Senate Operations Review Committee during a period wherein the Student Senate does not meet for one (1) or more consecutive week(s), three (3) of the six (6) following signatures shall constitute approval of the item:
 - 1. Speaker of the Senate
 - 2. Senate President Pro Tempore
 - 3. Operations Review Committee Chair
 - 4. Operations Review Committee Vice Chair
 - 5. Student Body President or Student Body Vice President, if two (2) or more of the following positions have expressed written notice of inability to approve the material for a period of one (1) week or more: Speaker of the Senate, Senate President Pro Tempore, Operations Review Committee Chair, or Operations Review Committee Vice Chair
 - 6. Student Government Comptroller, if two (2) or more the following positions have expressed written notice of inability to approve the material for a period of one (1) week or more: Speaker of the Senate, Senate President Pro Tempore, Operations Review Committee Chair, or Operations Review Committee Vice Chair
 - G. Should a Registered Student Organization or Student Government body submit an advertisement/graphic to be approved by the Student Senate Operations Review Committee during a period wherein two (2) or more of the aforementioned positions are not occupied and the Student Senate does not meet for a period of one (1) or more consecutive week(s), the following two (2) signatures shall constitute approval of the item:
 - 1. Student Body President or Student Body Vice President
 - 2. Student Government Comptroller
 - H. The Operations Review Committee Chair shall report all advertisements/graphics approved in the manner defined in Subsection F to the Operations Review Committee at its next regularly scheduled meeting following the approval.
 - I. The Student Government Comptroller shall report all advertisements/graphics approved in the manner defined Subsection G to the Student Body Senate at its next regularly scheduled meeting following the approval.

800.16 Individual and Registered Student Organization Fiscal Probation:

- A. The Student Senate shall refuse to consider all funding for Senate Bills not passed through third reading for Registered Student Organization on Fiscal Probation.
- B. The Student Senate shall refuse to consider all Senate Allocations not approved on the Senate floor for Individual(s) and Registered Student Organization(s) on Fiscal Probation.
- C. Individuals or Registered Student Organizations shall be automatically placed on Fiscal Probation for one (1) calendar year or until the individual's or Registered Student Organization's circumstance has been reviewed in accordance with the current Operations Review Committee Fiscal Probation Policy.
- D. Upon an individual or Registered Student Organization being placed on or released from Fiscal Probation via the Fiscal Probation Policy, by vote of the Operations Review Committee or the Student Senate, the Chair of the Operations Review Committee shall submit a memorandum explaining the change in status to the Speaker of the Senate, Senate President Protempore, CRT Chair, FAO Chair, the Student Body President, SGA Comptroller, and the A&SF Business Office.
- E. Upon the Operations Review Committee placing an individual or Registered Student Organization on Fiscal Probation, the Chair of the Operations Review Committee shall contact the individual or Registered Student Organization notifying them of their Fiscal Probation and the opportunity for a hearing.
- F. An individual or Registered Student Organization may be placed on Fiscal Probation by a majority vote of the Student Senate or by a two-thirds (2/3) vote of the Operations Review Committee for one (1) calendar year or until the individual's or Registered Student Organization's circumstance has been reviewed in accordance with current Operations Review Committee Fiscal Probation Policy.
- G. The Chair of the Operations Review Committee may be established as the designated speaker for the individual, as deemed necessary or requested, if the individual cannot attend and once all pertinent information regarding the matter has been given to the Chair.
- H. The Chair of the Operations Review Committee may be established as the designated speaker for the Registered Student Organization, as deemed necessary or requested, if an authorized officer cannot attend and once all pertinent information regarding the matter has been given to the Chair.

800.17 Suspension of Authorization:

- A. The Student Body President may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended.
- B. The Student Senate may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended, with a two-thirds (2/3) vote.

- C. All individuals whose financial authorization has been suspended shall continue to be suspended until released by the Student Body President or the Student Senate, with a two-thirds (2/3) vote.
- D. Upon receiving a request to suspend financial authorization, the A&SF Business Office shall have a period of two (2) business days to respond and three (3) business days to comply with the request.
- E. Should a request to suspend financial authorization be motivated by an expenditure deemed negligent, the individual initiating the purchase shall be subject to provide restitution as outlined by University Policies and Regulations.
- F. All individuals whose financial authorization privileges have been suspended may be subject to personnel action, in accordance with University Policies and Regulations, and as initiated by the Student Government Association.

800.18 Fiscal Bills of the Student Body Senate:

Senate Bills allocating money from any Student Senate Account, as defined in Title VIII: The Finance Code, shall contain:

- A. A detailed breakdown of all proposed expenditures for that bill;
- B. A detailed breakdown of all A&SF funding during the same fiscal year for that individual or group;
- C. A detailed breakdown listing the amount of funds being contributed by both the Student Senate as well as by the receiving entity;
- D. A date by which the allocations shall be reverted back to the originating account no later than forty-five (45) days following the completion of the event or return from travel; and
- E. A date by which the Post Funding Form must be submitted to the Student Senate Operations Review Committee no later than five (5) business days after the reversion date.

800.19 Student Senate Accounts:

- A. The Student Senate shall have the right to allocate funds from the following accounts: Registration and Travel Account and the Senate Working Fund.
- B. The Student Senate has the ability to transfer funds, in any combination, between Student Senate accounts, in bill form, by a majority vote of the Senate. Within the bill, there shall be no need to include a requirement to complete a program evaluation form.
- C. The Speaker of the Senate may, with the concurrence of the Student Government Comptroller via signature, initiate transfers from or between Student Senate Accounts in instances when the transfer individually, or, combined with other such transfers, cumulatively exceeds ten (10) percent of the initiating account's budget as originally approved by that fiscal year's A&SF Budget Bill. All such transfers must be reported to the Student Senate by the next regularly scheduled Student Senate meeting following the transfer, at which the Student Senate may override the

- transfer request by a majority vote.
- D. The accounts of the Student Senate shall be utilized in the following manner:
1. Registration and Travel Account: The Registration and Travel Account shall be used by the Student Senate to provide funds for registration and travel expenses in the categories of workshops, conventions, conferences, and competitions. Food shall not be considered a registration or travel expense unless it is included in the registration fees.
 2. Senate Working Fund: The Senate Working Fund shall be used by the Student Senate to provide funds for projects not provided for by any other Student Senate Account.
- E. Funds shall only be allocated from a Student Senate Account if the expense meets the following criteria:
1. The expense must not be for an event that charges an admission fee to Students of the University of Central Florida, with the exception of Student Government Association or Student Government Association Agency sponsored concerts.
 2. The expense must be of benefit to the Student Body of the University of Central Florida.
- F. Any organization or individual requesting funds through any Student Senate Account must fill out an Allocation Request Form, as approved by the Student Government Comptroller. These forms shall be available, in the Student Government office and on the Student Government Association website. The organization or individual must file the appropriate form with either the Chair of the Financial Allocations for Organizations (FAO) or the Chair of the Conference Registration and Travel (CRT) Committee.
- G. Any reversion date on any funding allocated by the Student Senate may be changed by up to thirty (30) days before or after the original reversion date, after the legislation is passed. The reversion date change would be in memorandum form addressed to the Director of the A&SF Business Office and signed by the Student Government Comptroller, the Student Body President, and the Speaker of the Senate. The memorandum must be reported to the Student Senate by the Student Government Comptroller at the next meeting of the Student Senate, and the Student Senate may override the reversion date change by a two-thirds (2/3) vote. Additionally, this clause shall not be understood to admit of any reversion date later than forty-five (45) days.
- H. Registered Student Organizations whose primary purpose is a sport activity that is recreational, instructional, or competitive in nature shall not receive funding from a Student Senate Account, except in either of the following circumstances:
1. The Student Director of the Sport Club Council issues a memorandum to the Student Senate indicating that the organization has submitted a Sport Club Council application, and

- is making reasonable progress in the application process.
2. The Student Director of the Sport Club Council issues a memorandum to the Student Senate indicating that the organization has been denied entry to the Sport Club Council.
 - I. In the event that a Registered Student Organization becomes a member of the Sport Club Council, the Student Director of the Sport Club Council shall issue a memorandum to the Student Senate indicating that the organization has been granted entry to the Sport Club Council.

Chapter 801 Student Government Comptroller

- 801.1 The Student Government Comptroller shall be the chief financial officer of all Student Government Association bodies. The Comptroller or their designee shall make weekly reports to the Student Senate containing the account balances and reversion rates of all Student Senate Accounts.
- 801.2 The Student Government Comptroller, or a designee appointed by the Student Government Comptroller, shall inform the Student Senate of all A&SF budget transfers that individually, or, combined with other such transfers, cumulatively exceed ten (10) percent of the initiating account's budget as originally approved by the fiscal year's A&SF Budget Bill, during the Comptroller's Report to the Student Senate, by the next regularly scheduled Student Senate meeting.
- 801.3 The Student Government Comptroller shall serve as a liaison between Student Government and those organizations receiving funds from A&SF. The Comptroller shall investigate the improper use of these funds by those organizations and shall report these improprieties to the Student Body President and the Student Senate Operations Review Committee.
- 801.4 Responsibilities of the Student Government Comptroller:
- A. The Comptroller, as a member of the Student Body President's Cabinet, shall be responsible to that President for the administration of the fiscal unit of Student Government and for such financial matters not otherwise provided for, but specified by the President.
 - B. The Comptroller shall be responsible to the Student Body President, the Student Senate, and the Student Body at-large for the accurate and current record-keeping of all transactions made. All such records shall be open, public documents.
 - C. The Comptroller shall be responsible for notifying the Student Body President, the Student Senate Operations Review Committee, and the Finance Office of any irregularities.
 - D. The Comptroller shall be responsible for approving Allocation Request forms for use by the Student Senate.
 - E. The Comptroller shall review all committee allocated funds with the CRT and FAO Chairpersons. All deviations in these records shall be reported

to the Student Senate Operations Review Committee for further investigation.

Chapter 802 The Student Government Finance Office

802.1 Student Government Finance Office Members:

The Student Government Finance Office shall be composed of:

- A. The Student Body President;
 - B. The Student Body Vice President;
 - C. The Student Government Comptroller, who shall serve as Chair;
 - D. The Speaker of the Senate;
 - E. The Senate President Pro Tempore, or designated Deputy Pro Tempore;
 - F. The Conference Registration and Travel (CRT) Committee Chair, or its Vice Chair in the Chair's absence;
 - G. The Financial Allocations for Organizations (FAO) Committee Chair, or its Vice Chair in the Chair's absence;
 - H. The Operations Review Committee (ORC) Chair, or its Vice Chair in the Chair's absence;
 - I. The Director of the A&SF Business Office, or a designee in the Director's absence;
 - J. The Attorney General;
 - K. The Chair of the Board of Student Directors, or its Vice Chair in the Chair's absence;
 - L. The A&SF Budget Committee Chair, who shall be a non-voting ex-officio member, or its Vice Chair in the Chair's absence;
 - M. A member of the Student Body at the Student Body President's discretion; and
 - N. A Student-at-Large, as chosen by the Student Body President.
- 802.2 The Student Government Finance Office shall meet at least once per semester to discuss any financial matters concerning A&SF funds.
- 802.3 The Student Government Finance Office shall make policy recommendations to the A&SF Business Office based on issues addressed.
- 802.4 The Student Government Finance Office shall make recommendations to the Student Senate for revisions to Student Government statutes pertaining to finances.
- ### **802.5 Student Government Finance Office Auditing:**
- Should the Student Government Finance Office receive or initiate an audit request, as provided for in the Auditing of Activity & Service Fee Funds Usage section of Title VIII, it shall hold a meeting to generate such an audit. Upon completion, this audit will be read to the Student Senate by the Student Government Comptroller or a designee appointed by the Student Government Comptroller, during the Comptroller's report to the Student Senate. This audit

shall contain, but is not limited to, the following:

- A. Records of expenditures of A&SF funding by the audited entity for the current fiscal year, as well as the past three (3) fiscal years.
- B. A detailed breakdown of all A&SF funding allocations to said entity, including the amount of funds expended from the allocation and the amount of funds that have, or are expected to, revert back to the originating Student Government Account.
- C. A listing of any available Student Senate Operations Review Committee program evaluation forms, and their recommendations, that are applicable to the A&SF funding allocations included in the audit as provided for in Subsection A.

Chapter 803 The A&SF Budget Committee

803.1 The A&SF Budget Committee shall be a Student Government committee that recommends to the Student Senate a budget for the allocation of the next fiscal year's A&SF funds.

803.2 A&SF Budget Committee Members:

The A&SF Budget Committee shall be composed of:

- A. The Student Body President;
- B. The Student Body Vice President;
- C. The Student Government Comptroller or the Deputy Comptroller;
- D. The Speaker of the Senate;
- E. The Senate President Pro Tempore or designated Deputy Pro Tempore;
- F. The Conference Registration and Travel (CRT) Committee Chair, or its Vice Chair in the Chair's absence;
- G. The Financial Allocations for Organizations (FAO) Committee Chair, or its Vice Chair in the Chair's absence;
- H. The Operations Review Committee (ORC) Chair, or its Vice Chair in the Chair's absence;
- I. Three (3) Student Senators, elected by a majority vote of the Student Senate;
- J. Two (2) Undergraduate Students at-large as chosen by a committee consisting of the Student Body President, the Speaker of the Senate, and the Chief Justice;
- K. The Chair of the Board of Student Directors, or the Vice Chair in the Chair's absence;
- L. One (1) Graduate Student at-large as chosen by a committee consisting of the Student Body President, the Speaker of the Senate, and the Chief Justice;
- M. One (1) additional Senator elected by majority vote of the Student Senate as the committee alternate. This Senator will only vote in the place of an absent A&SF Budget Committee member; and
- N. The Student Body President-Elect, after final election results are confirmed by the Election Commission.

803.3 A&SF Budget Committee Advisors:

The A&SF Budget Committee shall have non-voting advisors comprised of:

- A. The Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
- B. The University Comptroller, or a designee appointed by the University Comptroller;
- C. The University Budget Officer, or a designee appointed by the University Budget Officer;
- D. The Director of the A&SF Business Office, or a designee appointed by the Director of the A&SF Business Office; and
- E. Any other individuals that the committee deems necessary.

803.4 All committee members, alternates, and advisors shall have full rights to debate.

803.5 First Meeting and Elections of the A&SF Budget Committee:

- A. The Student Body President shall be responsible for calling the first meeting to order by the eleventh (11th) week of the Fall semester.
- B. The Student Body President shall be responsible for overseeing the election of the Chair at the Committee's first meeting.
- C. Upon election, the Chair shall immediately call for the election of the Vice Chair.
- D. All voting committee members, excluding the alternate, are eligible for election to the Chair or Vice Chair positions.

803.6 Duties of the A&SF Budget Committee:

- A. Review all budget procedures and Finance Statutes.
- B. Review all irregularities as reported by the Director of the A&SF Business Office or the Student Government Comptroller.
- C. Review the records of the previous year's A&SF Budget Committee.
- D. Review and evaluate the use of A&SF funds by Student Government, associated departments, and associated agencies and the expenditure records of which are made available by the A&SF business Office.
- E. Review the A&SF Business Office's revenue projections for the next fiscal year.
- F. Establish, confirm, and/or revise A&SF Budget Guidelines for use of A&SF funds.
- G. Create A&SF Budget request forms.
- H. Compare A&SF budget requests with the A&SF Budget Guidelines.
- I. Hold open hearings on all budgets, the schedule of which shall be provided to all budget-requesting Student Government bodies, and to all budget-requesting Student Government Affiliated Agencies and Departments prior to the hearings.
- J. Compare the total A&SF projected income with the total requested allocations and resolve a comprehensive working budget recommendation based on its priority guidelines.

- K. Provide a record of important discussions, decisions, opinions, and recommendations of the current A&SF Budget Committee to the following A&SF Budget Committee.
- 803.7 In order to facilitate the formulation of A&SF Budget Guidelines, the committee may require information pertaining to A&SF funds from the various Student Government bodies, including all sources and amounts of outside income. The A&SF Budget Committee may require the Student Body President or the Student Senate to provide for surveys of student opinions and desires for the allocation of A&SF funds.
- 803.8 Distribution of Budget Committee Guidelines and Budget Request Forms:
The finished A&SF Budget Committee Guidelines and Budget Request Forms shall be distributed by the first (1st) week of December to all Student Government bodies, and to all Student Government Affiliated Agencies and Departments.
- 803.9 The completed Budget Request Forms, along with a cover sheet concerning the entity's long and short term goals and priorities for their use of the requested A&SF funds within their programs, shall be submitted to the A&SF Budget Committee's designee no later than when the A&SF Budget Committee deems necessary in order to be considered by the A&SF Budget Committee.
- 803.10 A&SF Budget Committee Documentation:
The Student Body shall have full access to all documentation relating to the A&SF budgeting process, which shall include, but is not limited to:
- A. A complete and updated copy of the A&SF budget documents, which shall be posted on a Student Government Association sponsored website once the budget has been approved by the University President.
 - B. A&SF records of presently occurring proceedings prior to receiving the University President's approval, which shall be posted on a Student Government Association sponsored website.
 - C. All A&SF Budget Committee meeting minutes, which shall be posted on a Student Government Association sponsored website.
- 803.11 Presentation of the A&SF Budget Committee Budget Bill:
The A&SF Budget Committee shall introduce a bill to the Student Senate in a special session by the third Senate meeting of April. This bill shall contain the following:
- A. Proviso language that governs A&SF funds for the next fiscal year;
 - B. A budget summary that classifies the budget allocations by Student Government bodies and by Student Government Affiliated Agencies and Departments;
 - C. The comprehensive budget recommendation; and
 - D. All Student Government bodies, and all Student Government Affiliated Agencies and Departments that were zero-funded.

Chapter 804 The Scholarship Committee

- 804.1 The Student Government Scholarship Committee shall take action to create and implement Student Government scholarships. The funding for these scholarships shall come from the interest earned on A&SF accounts.
- 804.2 Scholarship Committee Members:
The Student Government Scholarship Committee shall be composed of:
- A. Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
 - B. A representative from the Office of Student Financial Assistance;
 - C. The Student Body President, or a designee appointed by the Student Body President;
 - D. The Speaker of the Senate, or a designee appointed by the Speaker of the Senate;
 - E. Two (2) Students at-large, as chosen by a committee consisting of the Student Body President, Speaker of the Senate, and Chief Justice; and
 - F. Three (3) Student Senators, elected by a majority vote of the Student Senate.
- 804.3 Scholarship Committee Proposal:
The Scholarship Committee shall draft a proposal that includes:
- A. The criteria for each scholarship;
 - B. The application process of each scholarship; and
 - C. The amount of the award for each scholarship.
- 804.4 The Scholarship Committee shall meet as many times as is deemed necessary to hear proposals and develop scholarship programs. The Student Government Scholarship Committee will then forward the approved scholarship programs to the University Scholarship Committee or a University selection committee to select scholarship winners.
- 804.5 First Meeting and Elections of the Scholarship Committee:
- A. The Student Body President shall be responsible for calling the first meeting to order by the second (2nd) week of the fall semester.
 - B. The Student Body President shall be responsible for overseeing the election of the Chair at the committee's first meeting.
 - C. Upon election, the Chair shall immediately call for the election of the Vice Chair.
- 804.6 Student Government sponsored scholarships shall be open to all students, Scholarship Committee members shall be ineligible to be awarded a Student Government sponsored scholarship if the jurisdiction for the selection of the scholarship winner falls within the Student Government Association.

Chapter 805 The Student Senate Fiscal Committees

805.1 The Conference Registration and Travel (CRT) Committee:

- A. Membership of the Conference, Registration, and Travel (CRT) Committee shall be composed of the following:
 - 1. Twelve (12) members of the Student Senate, elected by the Student Senate by a majority vote;
 - 2. The Senate President Pro Tempore or a designated Deputy Pro Tempore; and
 - 3. An Operations Review Committee Representative.
- B. Upon being elected, the CRT Committee shall meet as many times as is deemed necessary to allocate funds as provided for in Title VIII.
- C. The CRT Committee shall allocate funds that do not exceed:
 - 1. \$3,000.00 Allocation per Registered Student Organization one time per fiscal year out of the Registration and Travel Account;
 - 2. \$250.00 Allocation per individual one time per fiscal year out of the Registration and Travel Account.
- D. If any request by a Registered Student Organization is presented exceeding the maximum Committee Allocation, the request shall be made to the Student Senate, introduced by a Student Senator in bill form, and must pass the Senate with a majority vote.
- E. All Allocations made by the CRT Committee shall be verbally reported to the Student Senate at the next Senate meeting, after which the Senate will have until the close of business at that Senate meeting, unless a one-week delay is requested, to change the committee's action(s) with a majority vote. No funds shall be expended until this time period has elapsed.
- F. The CRT Committee shall be responsible for introducing a resolution establishing the forthcoming Fiscal Year's Registration & Travel spending guidelines by the fourth (4th) Senate meeting before the end of the preceding Fiscal Year. All measures that break the spending policy require a two-thirds (2/3) vote to pass on the floor of the Student Senate. This resolution shall be signed by the Speaker of the Senate and President Pro Tempore prior to the beginning of the new Fiscal Year.

805.2 The Financial Allocations for Organizations (FAO) Committee:

- A. Membership of the Financial Allocations for Organizations (FAO) Committee shall be composed of the following:
 - 1. Twelve (12) members of the Student Senate, elected by the Student Senate by a majority vote;
 - 2. The Senate President Pro Tempore or a designated Deputy Pro Tempore; and
 - 3. An Operations Review Committee Representative.
- B. Upon being elected, the FAO Committee shall meet as many times as is deemed necessary to allocate funds to student organizations wishing to acquire funding as provided for in Title VIII.
- C. The FAO Committee shall allocate funds that do not exceed \$1,000.00

per Registered Student Organization one time per semester (Fall, Spring, and Summer) from the Senate Working Fund;

- D. If any request is presented exceeding the maximum Committee Allocation, the request shall be made to the Student Senate, introduced by a Student Senator in bill form, and must pass the Senate with a majority vote.
- E. All allocations made by the FAO Committee shall be verbally reported to the Student Senate at the next Senate meeting, after which the Senate will have until the close of business at that Senate meeting, unless a one-week delay is requested, to change the committee's action(s) with a majority vote. No funds shall be expended until this time period has elapsed.
- F. The FAO Committee shall be responsible for introducing a resolution establishing the forthcoming Fiscal Year's Senate Working Fund spending guidelines by the fourth (4th) Senate meeting before the end of the preceding Fiscal Year. All measures that break the spending policy require a two-thirds (2/3) vote to pass on the floor of the Student Senate. This resolution shall be signed by the Speaker of the Senate and President Pro Tempore prior to the beginning of the new Fiscal Year.

- 805.3 Should the CRT or FAO committee suspect deviations from the intended use of funds as allocated by Student Government, it shall refer the matter to the Operations Review Committee for further investigation.

Chapter 806 The Student Senate Operations Review Committee

- 806.1 The Student Senate Operations Review Committee (ORC) shall routinely review all Registered Student Organizations and investigate deviations from the intended use of funds allocated by Student Government. In addition, the Operations Review Committee is responsible for the approval of all promotional material submitted to Student Government from student organizations and Student Government bodies.

806.2 Operations Review Committee (ORC) Members:

The Student Senate Operations Review Committee shall be composed of:

- A. Twelve (12) members of the Student Senate appointed by the Speaker of the Senate; and
- B. The Senate President Pro Tempore or an appointed Deputy Pro Tempore.

806.3 Operations Review Committee Program Evaluation Forms:

The Operations Review Committee will be responsible for establishing a Program Evaluation Form and Post-Funding Form. On a yearly basis, ORC will develop forms that evaluate the expenditure of A&SF funding. These forms are required as follows:

- A. Post-Funding Form: This form will be distributed to individuals and Registered Student Organizations which have received A&SF funds:
 - 1. All individuals and Registered Student Organizations receiving

A&SF funds shall be required to fill out the Post-Funding Form within five (5) business days after the reversion date.

2. This form must include no less than five (5) questions and no more than ten (10) questions.

B. A&SF Funded Program Evaluation Form: This form will be distributed to members of ORC to evaluate randomly selected programs which received A&SF funds:

1. For all events funded which received A&SF funds: ORC members will be required, at the request of the ORC Chair, to complete and return an A&SF Funded Program Evaluation form by the date specified by the chair.
2. For all events funded through a Student Senate Committee Allocation or Bill: Student Government Agents will be required, at the request of the ORC Chair, to complete and return an A&SF Funded Program Evaluation form by the date specified by the committee.
3. This form must include no less than six (6) questions and no more than twelve (12) questions.

806.4 Upon collection of program evaluation forms, ORC will recommend, by majority vote, whether or not A&SF monies should be used to fund the program in the future. ORC will forward its recommendations to the A&SF Budget Committee and keep a log of these recommendations for future reference.

806.5 If the Operations Review Committee finds a deviation from the intended use of A&SF funds, it will report such findings to the Student Senate and Student Government Comptroller for further action.

806.6 The Operations Review Committee shall be responsible for introducing a resolution establishing the current year's Automatic Fiscal Probation Policy by the fourth (4th) regular meeting of the newly elected Senate. All measures that break the Automatic Fiscal Probation Policy require a two-thirds (2/3) vote to pass on the floor of the Student Senate.

806.7 Within two (2) school weeks of the University President's signing of the next fiscal year's budget bill, the Operations Review Committee shall be responsible for introducing a bill establishing any cumulative limitation on the total amount of funding any individual or Registered Student Organization may receive in a fiscal year.

HISTORY:

BILL 37-86 (09/22/05) BILL 38-55 (05/18/06) BILL 39-05 (11/09/06) BILL 39-55 (04/05/07)
BILL 39-70 (08/23/07) BILL 39-74 (08/23/07) BILL 40-13 (11/15/07) BILL 40-85 (09/11/08)
BILL 41-06 (10/30/08) BILL 41-16 (12/04/08) BILL 41-124 (08/19/09) BILL 42-01 (11/19/09)

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BILL 42-31 (02/10/10) BILL 43-28 (02/24/11) BILL 43-35 (03/29/11) BILL 43-52 (03/29/11)
BILL 43-88 (06/30/11) BILL 43-74 (07/14/11) BILL 43-111 (10/05/11) BILL 43-95(11/29/11)
BILL 44-31 (02/12/12) BILL 44-88 (07/09/12) BILL 44-92 (08/23/12) BILL 44-87 (09/17/12)
BILL 44-91 (09/17/12) BILL 44-92 (09/17/12) BILL 45-50 (03/01/13) BILL 45-51(03/01/13)
BILL 45-53 (03/01/13) BILL 45-82 (05/16/13) BILL 45-84 (05/16/13) BILL 45-85 (06/10/13)
BILL 45-86 (06/10/13) BILL 45-110 (08/02/13) BILL 45-111 (08/02/13) BILL 46-12 (12/04/13)
BILL 46-35 (12/18/13) BILL 46-37 (12/18/13) BILL 46-38 (01/27/14) BILL 46-72 (02/25/14)
BILL 46-73 (02/25/14) BILL 46-74 (02/25/14) BILL 46-91 (03/26/14) BILL 46-95 (04/14/14)
BILL 46-104 (06/12/14) BILL 46-101 (06/16/14) BILL 46-114 (06/20/14) BILL 46-127 (09/08/14)
BILL 47-08 (11/06/14) BILL 47-69 (04/20/15) BILL 47-66 (05/12/15) BILL 47-71 (05/19/15)
BILL 47-72 (05/19/15) BILL 47-73 (05/19/15) BILL 47-74 (06/03/15) BILL 47-79 (06/03/15)
BILL 47-99 (09/08/15) BILL 48-40 (02/22/16) BILL 48-71 (05/12/16)