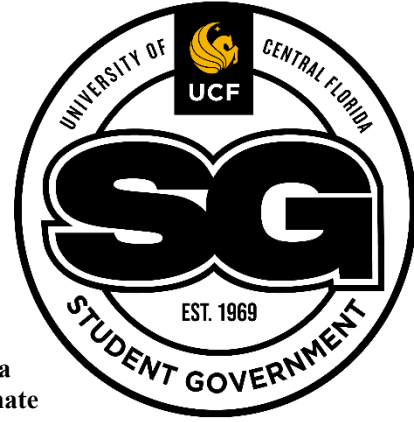


**Introduced By:** FAO Chair Melissa Millington  
**Contact:** sga\_fao@ucf.edu  
**First Reading:** Adopted in Committee;  
April 14, 2022  
**Committee Action:** Passed 9-0-1  
**Second Reading:** April 18, 2022;  
Passed 33-0-2  
**Third Reading:** April 21, 2022  
**Final Vote:** Passed 41-0-2



**University of Central Florida  
Fifty-Fourth Student Body Senate  
Internal Bill 54-04**

[Updates to Title VIII: Appendix B]

**WHEREAS**, Statutes require constant updates and revision to best serve the Student Body;  
**WHEREAS**, The changes exhibit the Senate Working Fund request process to reflect the timeline necessary for receipt of funds;  
**WHEREAS**, Structural changes will make it easier for Senators and RSOs to locate different sections of the spending policies when comparing FAO and CRT Spending Policies;  
**WHEREAS**, The spending caps and funding classifications present optimal funding outcomes for RSOs; and  
**WHEREAS**, This Bill will go into effect immediately.

**THEREFORE, BE IT ENACTED**, by the Fifty-Fourth Student Senate of the University of Central Florida that Title be amended as follows:

## **Appendix B: The FAO Spending Policy**

### **Chapter 820 Definitions**

820.1 **The Senate Working Fund:** shall be used to fund events, projects, ~~RSO expositions,~~ promotional material, and health and wellness ~~equipment~~ supplies for Registered Student Organizations (RSOs).

**Events:** Educate attendees about a specific culture or topic on campus.

**Projects:** Create a product to be used in a competition or showcase.

~~**RSO Exposition:** An event that aims to introduce the student body to, and recruit new members to the organization, an RSO.~~

**Promotional Material:** A blanket term for all items used to promote an RSO to UCF students.

~~**Health and Wellness Personal Equipment Supplies:**~~ A blanket term for all items that can help to reduce the spread of diseases and illnesses during events, tabling sessions, or any other interactions run by RSOs.

### **Chapter 821 Fiscal Quarters**

821.1 The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated as:

- A. Quarter One, comprised of July, August, September;
- B. Quarter Two, comprised of October, November, December;
- C. Quarter Three, comprised of January, February, March; and

D. Quarter Four, comprised of April, May, June.

- 821.2 The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.
- 821.3 The budgets established for each of these Fiscal Quarters shall be approved, amended, and routinely kept track of by the FAO Committee to continuously evaluate the amount remaining within the budget.
- A. Approval of the budgets for the separate quarters shall be approved by the committee no later than the first regularly scheduled committee meeting of the new fiscal year.
- 821.4 Allocations and Bills will draw funds from the Fiscal Quarter in which ~~their allocation was approved~~ **the RSO receives funds.**
- 821.5 Reverted funds shall be available for use in the quarter where the reversion occurs. If that quarter has passed, the funds shall be available for use in the current quarter.**
- 821.6 The remaining budget of any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.**

## **Chapter 822 Funding Classifications**

- 822.1 **Senate Bills:** The funding level for Senate Bills shall be 50% of the total eligible cost **for projects and events**, unless:
- A. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
- B. The RSO has reached its total funding limit.
- C. The RSO requests a lower funding level.

### **822.2 Food**

- ~~A. An RSO requesting funding for food or refreshments for an Event or RSO Exposition must provide sufficient justification that the food will be used to fulfill the event's purpose.~~
- ~~B. All food must be purchased from a UCF approved vendor.~~
- ~~C. The Senate Working Fund shall fund a maximum of one hundred percent (100%) of the requested cost for food in an Allocation and fifty percent (50%) of food cost in a Bill as long as the food contributes to the mission of the RSO or the purpose of the event.~~

### **822.3 Events**

- ~~A. An RSO requesting funding for any type of event shall:~~
- ~~1. Provide confirmation of a date and location for the event, in the form of a reservation.~~
- ~~2. Provide sufficient justification that the event fulfills that RSO's mission statement.~~
- ~~B. An RSO requesting funds for Speaker Honorariums or other guest performers must:~~
- ~~1. Provide confirmation of the guest's attendance and fee.~~
- ~~2. Provide confirmation that the guest accepts UCF's Net 30 policy.~~
- ~~C. The Senate Working Fund shall fund events that are on a UCF campus. Events held within a 20-mile radius of the UCF campus at which the RSO is based can receive funding if:~~
- ~~1. An RSO can provide justification that there is not a way to hold their type of event on campus.~~

- ~~2. The event will not cost significantly more to hold off campus.~~
- ~~3. The RSO will heavily market the event to UCF students.~~
- ~~4. The RSO will provide information on transportation options to and from the event at their cost.~~

~~D. The Senate Working Fund shall not fund items that may be provided for no cost to Registered Student Organizations.~~

#### 822.4 Projects

~~A. The Senate Working Fund shall only fund projects that have an educational purpose, directly related to the mission statement of the RSO, and create a product to be used in a competition, presentation, or showcase.~~

#### 822.5 RSO Exposition

~~A. The Senate Working Fund shall not be used to fund decorations for RSO Expositions.~~

#### 822.6 Promotional Material

- ~~A. Promotional material must be available to all UCF students and not primarily distributed to the members of the RSO besides the instances where:~~
- ~~1. An RSO is requesting Promotional Material which can be used during events/tabling and which are not restricted by the general limitation list stated in the FAO Spending Policy.~~
- ~~B. Additional justification from the RSO is required for individual Promotional Material over \$15.00.~~
- ~~C. All potential Promotional Material must have the Student Government logo or one of the following phrases clear and visible on it:~~
- ~~1. "Funded by SG"~~
  - ~~2. "Funded by Student Government"~~
  - ~~3. "Funded by You"~~
- ~~D. If any Promotional Material has "UCF" on any part of the item's artwork, it must be preceded by "@" or "at" with the exception of UCF recognized national chapters.~~
- ~~E. No unauthorized copyrighted material may be present on any A&SF funded item.~~
- ~~F. The Senate Working Fund shall not be used to fund Promotional Material in which the content of the material displaying the SG logo/approved phrase or the SG logo/approved phrase itself can easily be altered after approval.~~

#### 822.7 Health and Wellness Personal Protective Equipment Supplies

- ~~A. An RSO requesting funding for health and wellness personal protective equipment supplies shall have the ability to receive:~~
- ~~1. Personal face covering or masks, hand sanitizers, gloves, and anti-bacterial wipes.~~
- ~~B. Provide justification that they need the supplies.~~
- ~~C. Funding shall not be given for health and wellness personal protective equipment supplies to RSOs who require their members or other students to use them. An RSO may only encourage their use per any University of Central Florida Health Policy.~~

#### 822.2 FAO Allocations: The funding amounts for Allocations shall correspond to the following funding types that the RSO is eligible for.

##### A. Events

1. An RSO requesting funding for any type of event shall:
  - i. Provide confirmation of a date and location for the event, in the form of a reservation.

- ii. Provide sufficient justification that the event fulfills the RSOs mission statement.
2. An RSO requesting funds for Speaker Honorariums or other guest performers must:
  - i. Provide confirmation of the guest's attendance and fee.
  - ii. Provide confirmation that the guest accepts UCF's Net 30 policy.
3. The Senate Working Fund shall fund events that are on a UCF campus. Events held within a 20-mile radius of the UCF campus at which the RSO is based can receive funding if:
  - i. An RSO can provide justification that there is not a way to hold their type of event on campus.
  - ii. The event will not cost significantly more to hold off campus.
  - iii. The RSO will heavily market the event to UCF students.
  - iv. The RSO will provide information on transportation options to and from the event at their cost.
4. The Senate Working Fund shall not fund items that may be provided for no cost to Registered Student Organizations.

**B. Projects**

1. The Senate Working Fund shall only fund projects that have an educational purpose, directly related to the mission statement of the RSO, and create a product to be used in a competition, presentation, or showcase.

**C. Promotional Material**

1. Promotional material must be available to all UCF students and not primarily distributed to the members of the RSO besides the instances where:
  - i. An RSO is requesting Promotional Material which can be used during events/tabling and which are not restricted by the general limitation list stated in the FAO Spending Policy.
2. Additional justification from the RSO is required for individual Promotional Material over \$15.00.
3. All potential Promotional Material must have the Student Government logo or one of the following phrases clear and visible on it:
  - i. "Funded by SG"
  - ii. "Funded by Student Government"
  - iii. "Funded by You"
4. If any Promotional Material has "UCF" on any part of the item's artwork, it must be preceded by "@" or "at" with the exception of UCF recognized national chapters.
5. No unauthorized copyrighted material may be present on any A&SF funded item.
6. The Senate Working Fund shall not be used to fund Promotional Material in which the content of the material displaying the SG logo/approved phrase or the SG logo/approved phrase itself can easily be altered after approval.

**D. Health and Wellness Supplies**

1. An RSO requesting funding for health and wellness supplies shall have the ability to receive:
  - i. Personal face covering or masks, hand sanitizers, gloves, and anti-bacterial wipes.
2. Provide justification that they need the supplies.

3. **Funding shall not be given for health and wellness supplies to RSOs who require their members or other students to use them. An RSO may only encourage their use per any University of Central Florida Health Policy.**

## **Chapter 823 Allocation Funding Amounts**

- 823.1 Funding shall be administered through the following funding levels:**
- A. Promotional Items:**
    - a. **Funded at a maximum level of \$1,000.00.**
  - B. Health and Wellness Equipment Supplies:**
    - a. **Funded at a maximum level of \$100.00.**
- 823.2 Funding can be received in the following portions up to a cap of \$4,400.00 per fiscal year:**
- A. Unlimited Event and/or Project Allocations.**
  - B. Promotional Items at a maximum of \$1,000.00.**
  - C. Health and Wellness Supplies at a maximum of \$100.00.**

## **Chapter 8234 Request Process**

- 8234.1** When an RSO is requesting funding, an authorized officer who has completed Financial Training must be present at the FAO Committee meeting or caucus to be considered for funding. **With written consent from an authorized officer of the RSO, any member of the organization may present on their behalf.**
- 8234.2** If no individuals as described above can physically attend a FAO Committee meeting, or Caucus, for a legitimate reason evaluated by the Chair, said student may be present via teleconference, video conference, or may be represented by ~~the FAO Committee Chair~~ **an FAO committee member.**
- ~~A. The FAO Committee Chair may represent a student request to the rest of the committee in their absence.~~
    - ~~1. The student should provide the FAO Chair with all the information needed to represent their request to the rest of the committee at the next scheduled meeting.~~
  - A. Committee Representation shall consist of a FAO committee member representing a funding request to the rest of the committee in their absence. The student must request committee representation at least twenty-four (24) hours prior to the start of the FAO meeting where the allocation is to be seen.**
    - 1. The student should provide the FAO committee member with all the information needed to responsibly represent their request to the rest of the committee at the next scheduled meeting. The student must meet via phone, in-person or virtually with a FAO member.**
  - B. The FAO chair shall assign committee allocation requests among committee members and provide guidance on effective representation.**
  - C. By accepting Committee Representation, the student or RSO requesting funding is aware that if they cannot be reached by phone during the meeting for any questions which cannot be answered by the representing committee member, then their request may be postponed until the committee receives the answer to their question(s).**
- 8234.** Requests for funding by an RSO are only to be made by students recognized as  
3 Authorized Officers by the Office of Student Involvement.

- 8234. 4** When an RSO is requesting funding, the most current and updated price quotations must be provided to the FAO Committee.

**Chapter 8245 Timeline**

- ~~824.1 Allocation requests must be time-stamped forty-eight (48) hours prior to the start of the FAO meeting for which they are to be considered, unless prior approval from the Chair is received.~~
- ~~824.2 Allocation requests must be approved by the FAO Committee, and read into the Senate Minutes, at least fifteen (15) business days before funding is needed, unless there is direct consent from the A&SF Business Office due to specified circumstances.~~
- ~~824.3 Bill requests must be approved by the Student Body Senate at least thirty (30) business days before funding is needed, unless there is direct consent from the A&SF Business Office due to specified circumstances.~~
- ~~824.4 Bill requests must be time-stamped forty-eight (48) hours prior to the start of the Senate meetings for which they are to be put on First Reading.~~

**8245. Allocations:**

- 1**
- A.** Allocation requests must be submitted through KnightConnect at least two (2) business days prior to the start of the FAO meeting for which they are to be considered at that meeting, unless prior approval from the Chair is received.
  - B.** Allocation requests must be approved by the FAO Committee, and read into the Senate Minutes, at least fifteen (15) business days before funding is needed, unless there is direct consent from the A&SF Business Office due to specified circumstances.

**8245. Bills:**

- 2**
- A.** Bill requests must be submitted through KnightConnect at least two (2) business days prior to the start of the Senate meeting for which they are to be put on First Reading.
  - B.** Bill requests must be approved by the Student Body Senate at least forty-five (45) business days before funding is needed, unless there is direct consent from the A&SF Business Office due to specified circumstances.

- 8245. 53** An individual or an authorized officer of the organization must participate in the meeting, as outlined in Chapter 823, following the submission of their allocation as scheduled. Failure to be present at two (2) consecutive scheduled FAO meetings may result in the allocation being postponed indefinitely.

- ~~A. If a student's funding request was submitted after the time designated on the KnightConnect form for the same week meeting and was still put on the agenda, then their absence shall not count as one of their two (2) missed meetings.~~

**Chapter 825 Submission Requirements**

- ~~825.1 When an RSO is requesting funding, the most current and updated price quotations must be provided to the FAO Committee.~~

**Chapter 826 General Limitations**

826.1 The Senate Working Fund account shall only be used to fund eligible costs as defined in Chapter 820.

**826.2 All items that cannot be funded through the Senate Working Fund shall not be included in the total cost of the Allocation or Bill.**

**826.3 Food**

- A. An RSO requesting funding for food or refreshments for an Event or RSO Exposition must provide sufficient justification that the food will be used to fulfill the event's purpose.**
- B. All food must be purchased from a UCF approved vendor for on-campus events.**
  - a. Cultural accommodations can be made.**
- C. The Senate Working Fund shall fund a maximum of one-hundred percent (100%) of the requested cost for food in an Allocation and fifty percent (50%) of food cost in a Bill as long as the food contributes to the mission of the RSO or the purpose of the event.**

826.4 The Senate Working Fund shall not fund:

- 
- A. Operating Capital Outlay (OCO) items as defined per Florida State Statutes.
  - B. Non-OCO furniture and equipment equal to or over \$100.00 per individual item.
  - C. Office supplies or equipment.
  - D. Tax from Florida institutions.
  - E. Insurance.
  - F. Items that have already been purchased by an RSO.
  - G. The same event through multiple Bills, Allocations, or RSOs.
  - H. Payment for UCF Students and UCF Faculty.
  - I. Cash equivalent awards, prizes, gifts, or trophies.
  - J. Award ceremonies or banquets.
  - K. Non-accessory items (shirts, polos, jackets, etc.).
  - L. Cutlery, napkins, cups, and other catering accessories purchased separately from a primary caterer/vendor.
  - M. Any item deemed hazardous or dangerous according to UCF policy 3-107.2 on Procurement, Use, and Possession of Hazardous Material and Regulated Devices and Equipment.
  - N. Items requiring recurring payments.

~~826.3 All items that cannot be funded through the Senate Working Fund shall not be included in the total cost of the Allocation or Bill.~~

**~~Chapter 827 Allocation Funding Amounts~~**

~~827.1 Funding shall be administered through the following funding levels:~~

- ~~A. Events:~~
  - ~~1. Funded at a maximum level of \$1,500.00 for Allocations and a maximum level of fifty percent (50%) of funding requested for Bills.~~
- ~~B. Projects:~~
  - ~~1. Funded at a maximum level of \$1,000.00 for Allocations and a maximum level of fifty percent (50%) of funding requested for Bills.~~
- ~~A. RSO Exposition:~~
  - ~~1. Funded at a maximum level of \$150.00 for Allocations and shall not receive any Bill funding.~~
- ~~A. Promotional Items:~~

~~1. Funded at a maximum level of \$1,000.00 for Allocations and shall not receive any Bill funding.~~

~~B. Health and Wellness Personal Protective Equipment Supplies:~~

~~1. Funded at a maximum level of \$100.00 for Allocations and shall not receive any Bill funding.~~

~~827.2 Funding can be received in the following portions up to a cap of \$4,3400.00 per fiscal year:~~

~~A. Two (2) interchangeable Allocations per fiscal year of:~~

~~1. Event Allocations; and/or Project Allocations.~~

~~2. One (1) RSO Exposition Allocation per semester (Fall and Spring).~~

~~3. One (1) Promotional Item Allocations per fiscal year.~~

~~4. One (1) COVID-19 Supplies Allocations per fiscal year.~~

#### AUTHORIZING SIGNATURES

\_\_\_\_\_  
Meg Hall  
Student Body President

\_\_\_\_\_  
Dr. Adrienne Frame  
Interim Vice President, SDES

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date