

**Introduced By:** Senator Sherman; Senator Luecht  
**Sponsored By:** FAO Committee, CRT Committee  
**Contact:** sgacie3@ucf.edu  
**First Reading:** April 3, 2025  
**Committee Action:** CRT Committee April 7, 2025;  
 Passed 5-0-1  
 FAO Committee April 8, 2025;  
 Passed 9-0-1  
**Second Reading:** April 10, 2025;  
 Passed 34-0-0  
**Third Reading:** April 17, 2025  
**Final Vote:** Passed 31-0-0



**University of Central Florida**  
**Fifty Sixth Student Body Senate**  
**Internal Bill 56-61**

[Updates to Title VIII: Streamlining the CRT and FAO Spending Policies]

**WHEREAS**, Statutes require constant updates and revision to best serve the Student Body;  
**WHEREAS**, Title VIII: The Finance Code contains Appendices A and B, which detail the spending policies of the CRT and FAO committees, respectively;  
**WHEREAS**, The information contained in each appendix is very similar to that of the other, owing to the many parallels between each committee's respective spending policies;  
**WHEREAS**, Appendix A begins at Chapter 810, despite the directly preceding Chapter being 806;  
**WHEREAS**, Appendix B begins at Chapter 820, despite the directly preceding Chapter being 818;  
**WHEREAS**, These choices were presumably made to highlight the symmetry between the appendices;  
**WHEREAS**, Chapters 810, 811, and 812 correspond perfectly to their counterparts in Appendix B, Chapters 820, 821, and 822- these being titled Definitions, Fiscal Quarters, and Funding Classifications;  
**WHEREAS**, Although the rest of the Chapters in each Appendix are just as similar, they do not maintain the same numerical convention;  
**WHEREAS**, The current organization of chapters in Appendices A and B are as follows:

Appendix A: The CRT Spending Policy	Appendix B: The FAO Spending Policy
810: Definitions	820: Definitions
811: Fiscal Quarters	821: Fiscal Quarters
812: Funding Classifications	822: Funding Classifications
813: Meeting Operations	823: Allocation Funding Amounts
814: Timeline	824: Request Process
815: Submission Requirements	825: Timeline
816: General Limitations	826: General Limitations
817: Allocation Funding Amounts	
818: Allocation Supplements	

**WHEREAS**, The proposed amendments would rearrange the chapters to the following:

Appendix A: The CRT Spending Policy	Appendix B: The FAO Spending Policy
810: Definitions	820: Definitions
811: Fiscal Quarters	821: Fiscal Quarters
812: Funding Classifications	822: Funding Classifications
813: Request Process	823: Request Process
814: Timeline	824: Timeline
815: General Limitations	825: General Limitations
816: Allocation Funding Amounts	826: Allocation Funding Amounts
817: Allocation Supplements	

**WHEREAS**, It is broadly the responsibility of the Senate to ensure that the Student Government Statutes are clear, concise, and easy to navigate;  
**WHEREAS**, These amendments will accomplish this by fully reflecting the symmetry between Appendices A and B;  
**WHEREAS**, The consolidation and rearrangement of these statutes will promote smoother acquisition of fiscal knowledge among Student Government Agents and RSO members;

**WHEREAS**, Further, it will improve the ease of review and interpretation of Title VIII: The Finance Code as a whole; and  
**WHEREAS**, This Bill will go into effect immediately.

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

Chapter 813 ~~Meeting Operations~~ **Request Process**

- 813.1 When an RSO is requesting funding, an authorized officer who has completed Financial Training must be present at the CRT Committee meeting or Caucus; with written consent from an authorized officer of the RSO, any member of the organization may present on their behalf.
- 813.2 If no individuals can physically attend a CRT Committee meeting, or Caucus, for a legitimate reason evaluated by the Chair, said student may be present via teleconference, video conference, or be represented by a CRT committee member.
- A. At the discretion of the CRT Committee, the individual or RSO may also be represented by another student who is going to the same conference as the individual.
  - B. Committee Representation shall consist of a CRT committee member representing a student 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 CRT meeting where the allocation is to be seen.
    - 1. The student should provide the CRT committee member with all the information needed to responsibly present 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 CRT member.
  - C. The CRT chair shall assign committee allocation requests among committee members and provide guidance on effective representation.
  - D. 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).
- 813.3 Requests for funding by an RSO are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.
- 813.4 When an RSO or individual is requesting funding, the most current and updated price quotations must be provided to the CRT Committee.**

~~Chapter 815~~ ~~Submission Requirements~~

- ~~815.1 When an RSO or individual is requesting funding, the most current and updated price quotations must be provided to the CRT Committee.~~

~~Chapter 816~~ **General Limitations**

- ~~816.1~~ The Registration and Travel account will only be used to fund eligible costs as defined in Chapter 810.
- ~~816.2~~ All international travel is subject to the destination being approved by UCF Global. The University defines Travel to Restricted Destinations and related procedures in Policy UCF 2-903.
- ~~816.3~~ CRT shall not fund:
- A. Mission trips or cultural exchange trips.
  - B. Individual student allocations for service trips.
  - C. Food provisions or food services if not included in registration.
  - D. Unrestricted social events.
  - E. Hostels and short-term rental services (i.e., apartments and personal homes).
  - F. Lodging for individual allocations requesting a divided portion of the total lodging bill.
  - G. Personal or rental vehicles.
  - H. Internships and study abroad trips.
  - I. Travel that exceeds thirty (30) days, without Provost approval.
  - J. Students who are seeking funding through any combination of individual allocations, RSO allocations, and bills for the same conference.
  - K. Lodging within 50 miles of the student's home campus without Provost approval.
  - L. Trips which are not consistent with UCF's Policies and Procedures.
  - M. Membership fees not associated with the conference registration cost.
  - N. Items that have already been purchased by an individual or RSO.
  - O. Charter buses that will travel farther than five hundred (500) miles from UCF.
- ~~816.4~~ All items that cannot be funded through the Registration and Travel account shall not be included in the total cost of the Allocation or Bill.

~~Chapter 817~~ **Allocation Funding Amounts**

- 8176.1 Funding for a Registered Student Organization (RSO) allocation shall be administered through the following funding types to a cap of \$4,500 per Fiscal Year:
- A. Research Presentation and Performance Art Trips shall be funded at a maximum of \$1,500.00.
    - 1. For each student accepted to present research or a tangible piece of art, (e.g., composition, poetry, painting, etc.) funding can be increased by an additional \$150.00 to a maximum of \$3,000.00.
  - B. Observational Research Trips shall be funded at a maximum of \$2,500.00.
    - 1. Additionally, all members must be participating in the research to be eligible for this funding type.
  - C. Competition Trips shall be funded at a maximum of \$2,500.00.
    - 1. Additionally, all members must be participating in the competition to be eligible for this funding type.
  - D. Seminar/Networking Trips shall be funded at a maximum of \$1,500.00.
    - 1. Additionally, all members must be registered for the conference to be eligible for this funding type.
  - E. Service Trips shall be funded at a maximum of \$2,500.00.
    - 1. Additionally, all members must be participating in the service trip to be eligible for this funding type.
- 8176.2 Funding for Individual allocations shall be administered at the following types:
- 1. Research Presentation and Performance Art Trips shall be funded at a maximum of \$500.00.
  - 2. Observational Research Trips shall be funded at a maximum of \$300.00.
  - 3. Competition Trips shall be funded at a maximum of \$300.00.
  - 4. Seminar/Networking Trips shall be funded at a maximum of \$250.00.

#### Chapter 8187 Allocation Supplements

- 8187.1 Individual allocations with destinations located in Canada, Mexico, Hawaii, or Alaska can be supplemented with an additional \$250.00 if the student's eligible costs exceed their funding amount.
- 8187.2 Individual allocations requested by a degree-seeking graduate student can be supplemented with an additional \$200.00 if the student's eligible costs exceed their funding amount.
- 8187.3 Individual allocations with destinations located outside of the United States, Canada, and Mexico can be supplemented with an additional \$500.00 if the student's eligible costs exceed their funding amount.

#### Chapter 8236 Allocation Funding Amounts

- 8236.1 Funding can be received in the following portions up to a cap of \$3,700.00 per fiscal year:
- ~~B.~~ A. Unlimited Event and/or Project Allocations.
  - ~~C.~~ B. Promotional Items at a maximum of \$800.00.

#### Chapter 8243 Request Process

- 8243.1 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.
- 8243.2 If no individuals 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 an FAO committee member.
- 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).
- 8243.3 Requests for funding are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.
- 8243.4 When an RSO requests funding, the most current and updated price quotations must be provided to the FAO Committee.

## Chapter 8254 Timeline

### 8254.1 Allocations:

- 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 in the Senate Minutes, at least fifteen (15) business days before funding is needed.
- ~~a. 1.~~ This timeline may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of the FAO Committee.

### 8254.2 Bills:

- 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.

### 8254.3 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) scheduled FAO meetings may result in the allocation being postponed indefinitely.

## Chapter 8265 General Limitations

### 8265.1 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.~~

### ~~826.35.2~~ 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 for on-campus events.
  - 1. Cultural accommodation 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 if the food contributes to the mission of the RSO or the purpose of the event.

### 826.45.3 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, banquets, induction ceremonies, or other similar internally focused events.
- K. Non-accessory items (shirts, polo shirts, 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.

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

## AUTHORIZING SIGNATURES

*Bryce Lister*

Bryce Lister  
Student Body President

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Dr. Adrienne Frame  
Vice President, SSWB

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Date

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Date