

# 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, and branches contained or operating within a particular entity of Student Government that receives direct funding through the Activity and Service Fee.
- 800.5 For the purposes of Title VIII, the term “Student Government Affiliated Agencies and Departments” shall be defined as those organizations which are identified in Chapter 1306.
- 800.6 The Student Body President shall:
- A. 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.
- 800.7 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 expenditure of monies budgeted, allocated, and/or transferred through any Student Government body.
- 800.8 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-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.
- 800.9 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.
- 800.10 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, a justification for the purchase, and a benefit to the student body.
- 800.11 All Student Government Agents shall successfully complete A&SF Financial Training within ten (10) academic days of the beginning of the fiscal year and/or sworn into office.
- 800.12 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.
- 800.13 Activity & Service Fee Funding Eligibility:
  - A. The following entities are eligible to receive A&SF funding: Individual members of the student body, 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 Student Government.

- 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 observed misuse 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 at the time of the event and dates of travel.
- E. An individual not representing a Student Government Body, or Student Government Affiliated Agency or Department as recognized by "Title XIII: Student Government Agencies and Departments" may not receive direct funding through the Activity and Service Fee Budget Bill.
- F. An individual submitting a funding request for a Registered Student Organization must be an authorized officer registered with the Office of Student Involvement during the semester in which funding is requested.

#### 800.14 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.
  - 3. For Registered Student Organization: The advisor currently registered with the Office of Student Involvement.
- B. Within two (2) weeks of the beginning of each fiscal year, or within five (5) business days of a leadership change, 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 memorandum shall be submitted by the head of each Student Government body including the signature combinations for their respective Student Government body.
  - 2. For Student Government Affiliated Agencies and Departments: A memorandum shall be submitted including the signature combinations for the respective agency or department. To be considered valid, this memorandum must be signed by the Student Director or Administrative Director, respectively.

#### 800.15 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 and Sanctions 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 Government Affiliated Agency, or Student Government Affiliated Department.
- C. Registered Student Organizations (RSOs) that receive funding via Senate Bills must provide all receipts or proofs of purchase to the Operations Review and Sanctions Committee documenting the fulfillment of their contribution.

800.16 Approval of Activity & Service Fee Funded Event, Projects, or General Promotion Materials:

- A. Registered Student Organizations
  - 1. All events, general promotional materials, or tangible items, with the exception of those that are consumable or expendable, distributed by Registered Student Organizations (RSOs) funded through the Activity and Service Fee must contain the conspicuous, clear, present, and visible inclusion of either the Student Government logo, supplied by Student Government or the text “Funded by SG”, “Funded by Student Government”, or “Funded by YOU”, unless otherwise approved by the Financial Allocations for Organizations (FAO) Committee.
  - 2. Final proof of said item shall be forwarded in its entirety as it is to be distributed to the FAO Committee for approval.
    - a. No purchase requests involving said material shall be processed by the A&SF Business Office until receipt of the approved advertisement/graphic from the FAO Committee.
    - b. The final proof of any materials submitted to the FAO 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.

800.17 Individual and Registered Student Organization Fiscal Probation:

- A. An Individual or RSO may be placed on Fiscal Probation for one (1) calendar year, or until the ORS Committee reviews the Individual/RSO in accordance with current Fiscal Probation Policy, whichever comes first, by the following means:
  - 1. A majority vote of the Student Body Senate
  - 2. A two-thirds (2/3) vote by the ORS Committee
  - 3. In accordance with the current Fiscal Probation Policy
- B. Fiscal Probation disqualifies Individuals and RSOs for Senate Allocation/Bill Approval.
- C. The ORS Chair shall notify all Individuals and RSOs upon their placement on Fiscal Probation and their opportunity to schedule a hearing. Fiscal Probation starts as soon as the Individuals or Registered Student Organizations are notified by the ORS Chair, or Student Government Advisor in the absence of an ORS Chair.

- D. The ORS Chair may serve as the designated Senate President upon either necessity or request of an Individual/RSO if all pertinent information is given to the Chair.

800.18 Suspension of Authorization:

- A. Continued Disregard of the requirements set forth in this policy, or their intent, shall be considered sufficient cause to suspend financial authorization privileges and/or deny future funding to the violating entity.
- B. The Student Body President may, with due cause, request that the financial authorization privileges of an individual or group of individuals be suspended.
- C. 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.
- D. The Student Government Finance Office 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.
- E. All individuals whose financial authorization has been suspended shall continue to be suspended for a period of two (2) years, unless released earlier by the Student Body President or the Student Senate, with a two-thirds (2/3) vote.
- F. 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.
- G. Should a request to suspend financial authorization be motivated by an expenditure deemed negligent, the individual initiating the purchase shall be subject to restitution as outlined by University Policies and Regulations.
- H. 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.

800.19 Fiscal Bills of the Student Body Senate:

- A. Senate Bills allocating money from any Student Senate Account shall contain:
  - 1. A detailed breakdown of all proposed expenditures for that bill;
  - 2. A detailed breakdown of all A&SF funding during the same fiscal year for that individual or group;
  - 3. A detailed breakdown listing the amount of funds being contributed by both the Student Senate as well as by the receiving entity;
  - 4. A date by which the allocations shall be reverted to the originating account no later than forty-five (45) days following the completion of the event or return from travel; and
  - 5. A date by which the Post Funding Form and the Verification of Purchases Form must be submitted to the Student Senate Operations Review and Sanctions Committee no later than five (5) business days after the reversion date.

800.20 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.

- C. The Senate President 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 seminar/networking, research presentation, observational research, performance art, service trips, and competitions in accordance with the Conference, Registration, and Travel (CRT) Spending Policy. 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, events, RSO Showcases, and promotional items in accordance with the Financial Allocations for Organizations (FAO) Spending Policy.
- 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 or Student Government 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 a Funding Request Form, as approved by the Student Government Comptroller. These forms shall be made available electronically through the Student Government website.
- 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 Senate President. 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 who are recognized as a member of the Sports Club Council shall not receive funding from a Student Senate Account.

## **Chapter 801 Student Government Comptroller**

- 801.1 The Student Government Comptroller shall be the Chief Financial Officer of all Student Government 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, Finance Office, A&SF Budget Committee, and the Student Body Senate.
- 801.4 Responsibilities of the Student Government Comptroller:
- A. 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 accurate and current record-keeping of all transactions made. All such records shall be open, public documents.
  - C. The notification of the Student Body President, the Student Senate Operations Review and Sanctions Committee, and the Finance Office of any irregularities.
  - D. The approval of Funding Request forms for use by the Student Senate.
  - E. The review of all committee allocated funds with the CRT and FAO Chairpersons. All deviations in these records shall be reported to the Student Senate Operations Review and Sanctions 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 Senate President;
  - 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 and Sanctions (ORS) Committee 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 Vice-Chair of the Agency and Department Strategic Planning Board (ADSPB);
  - 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. Two (2) Students-at-Large
- 802.2 The Student Government Finance Office shall meet at least four (4) times per fiscal year 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 to the originating Student Government Account.

### **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 Senate President or Designated Legislative Assistant;
  - 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 and Sanctions (ORS) Committee 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
  - K. The Vice-Chair of the Agency and Department Strategic Planning Board (ADSPB);
  - L. One (1) Graduate Student at-large; and
  - 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. In the event that one of the senator at large seats is vacated this senator may be elevated to fill that seat.
- 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 Meetings 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 third (3rd) week of September.
- 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.
- E. The committee shall meet as needed, determined by the chair in consultation with the committee and advisors, in the Fall semester until final examinations to discuss procedure, considerations, and questions regarding the A&SF Budget.

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 and expenditure of all A&SF funds.
- E. Review the A&SF Business Office's revenue projections for the next fiscal year.
- F. Review the Nonrecurring funds available for the next fiscal year.
- G. Establish, confirm, and/or revise A&SF Budget Guidelines for use of A&SF funds.
- H. Create A&SF Budget request forms.
- I. Compare A&SF budget requests with the A&SF Budget Guidelines.
- J. 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.
- K. Compare the total A&SF projected income with the total requested allocations and resolve a comprehensive working budget recommendation based on its priority guidelines.
- L. Compare the total A&SF Nonrecurring funds with the total one-time requests and resolve a comprehensive Nonrecurring budget recommendation based on its priority guidelines.

- M. 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 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 Request Forms:
  - A. The A&SF Budget Request Forms shall be distributed no later than the last day of October 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 explaining the entity's priorities for their use of the requested A&SF funds within their programs, shall be submitted to the A&SF Budget Committee's to be considered by the A&SF Budget Committee.
  - A. The date by which the completed Budget Request Forms shall be submitted to the A&SF Budget Committee Chair shall be decided on by the A&SF Budget Committee but shall no later than the first (1<sup>st</sup>) Friday in December.
- 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 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 sponsored website.
  - C. All A&SF Budget Committee meeting minutes shall be posted on a Student Government sponsored website.
- 803.11 Presentation of the A&SF Budget Committee Budget Bill:
  - A. The A&SF Budget Committee shall introduce a bill to the Student Senate in a special session during the spring semester prior to the conclusion of the current Senate Session. 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 including both Recurring (Operational) Nonrecurring budgets; and
    - d. All Student Government bodies, and all Student Government Affiliated Agencies and Departments that were zero-funded.
  - B. The A&F Budget Committee Budget Bill shall not be placed on Third Reading. Second Reading will serve as final debate and amendment of these measures.

- a. Amendments to the A&SF Budget Committee Budget Bill on Second Reading shall require a two-thirds (2/3) vote of the Student Body Senate.

## **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 the following:
  - A. The Senior Student Affairs Officer, or a designee appointed by the Senior Student Affairs Officer;
  - B. One (1) representative from the Office of Student Financial Assistance;
  - C. The Student Body President, or a designee
  - D. The Student Body Senate President, or a designee
  - E. Four (4) Students at-large
  - F. Three (3) Student Senators, elected by a majority vote of the Student Senate; and
  - G. One (1) Executive Cabinet member, appointed by the Student Body President.
- 804.3 Scholarship Committee Proposal:  
The Scholarship Committee shall draft a proposal that includes the following:
  - 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.

## Chapter 805 The Student Senate Fiscal Committees

- 805.1 The Conference Registration and Travel (CRT) Committee:
- A. Upon being elected, the CRT Committee shall meet as many times as is deemed necessary to allocate funds as provided for in Title VIII.
  - B. The CRT Committee shall allocate funds that do not exceed:
    - 1. \$4,500.00 per Registered Student Organization per fiscal year out of the Registration and Travel Account;
    - 2. \$1000.00 per individual one per fiscal year out of the Registration and Travel Account.
  - C. All Allocations made by the CRT Committee shall be reported to the Student Senate at the next Senate meeting. The Student Senate will have until the close of business of that Student 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.
- 805.2 The Financial Allocations for Organizations (FAO) Committee:
- A. 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.
  - B. The FAO Committee shall allocate funds that do not exceed \$3,700.00 per Registered Student Organization per fiscal year from the Senate Working Fund;
  - C. All allocations made by the FAO Committee shall be reported to the Student Senate at the next Student Senate meeting. The Student Senate will have until the close of business of that Student 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 period has elapsed.
  - D. The FAO Committee shall be responsible for the approval of all promotional material submitted to Student Government from student organizations and Student Government bodies.
- 805.3 Should the CRT or FAO committee suspect deviations from the intended use of funds as allocated from the Registration and Travel, or Senate Working Fund accounts, it shall refer the matter to the Operations Review and Sanctions Committee for further investigation.
- 805.4 The Student Body Senate may suspend the policies outlined in Title VIII: Appendix A, Appendix B, and Appendix C with a two-thirds (2/3) vote. Fiscal Policies may be suspended on a case-by-case basis where the circumstance regarding a specific allocation or bill requires deviation from the current fiscal policies.
- A. All measures that require suspension of the spending policy outlined in Title VIII: Appendix A, Appendix B, or Appendix C require a two-thirds (2/3) vote to pass on the floor of the Student Senate.

## Chapter 806 The Student Senate Operations Reviews and Sanctions Committee

- 806.1 The Student Senate Operations Review and Sanctions (ORS) Committee shall routinely review and investigate suspected deviations from the intended use of funds allocated from the Senate Working Fund or Registration and Travel Account.

- 806.2 Operations Review and Sanctions Committee Evaluation Forms:
- A. Post-Funding Form:
    1. All individuals and Registered Student Organizations receiving A&SF funds via a Senate Bill or Allocation may fill out the Post-Funding Form upon approval from CRT or FAO Committees or upon Bill approval from the Student Senate.
    2. This form shall take suggestions for the Student Senate funding process
  - B. Verification of Purchases Form:
    1. All Registered Student Organization receiving A&SF Funds via a Senate Bill shall be required to fill out the Verification of Purchases Form within five (5) business days after the reversion date.
    2. This form shall verify that the entities have contributed the amount as stated on the bill via submittal receipts.
- 806.3 If the Operations Review and Sanctions 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.
- 806.4 All measures that break the Automatic Fiscal Probation Policy outlined in Title VIII: Appendix C require a two-thirds (2/3) vote to pass on the floor of the Student Senate.
- 806.5 Within two (2) school weeks of the University President's signing of the next fiscal year's budget bill, the Operations Review and Sanctions 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.

## Appendix A: The CRT Spending Policy

### Chapter 807 Definitions

- 807.1 **Conference:** An in-person gathering of professionals and/or scholars at which the student presents research findings, attends workshops, or enhances personal or professional development skills.

**Lodging:** The temporary stay at a hotel that is reasonably priced and reasonably near the conference venue.

**Registration:** The primary cost to be officially in attendance of the organized conference the student is anticipating on attending.

**Travel:** The primary method of transportation that transports the student to a location that is reasonably near the conference venue.

**Eligible Costs:** The total cost of lodging, registration, and travel inclusive of applicable fees and taxes that are not excluded by the following policies and guidelines.

### Chapter 808 Fiscal Quarters

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

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

- 808.2 The Registration and Travel Account shall be divided into discrete budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.
- 808.3 The budgets established for each of these Fiscal Quarters shall be approved, amended, and routinely kept track of by the CRT 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 fiscal year.
- 808.4 Allocations and Bills will draw funds from the Fiscal Quarter in which the travel end date lies.
- 808.5 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.
- 808.6 The remaining budget for any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.

## **Chapter 809 Funding Classifications**

- 809.1 Senate Bills: The funding amount for Senate Bills shall be 50% of total eligible costs, unless:
- A. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
  - B. The RSO requests a lower funding level.
- 809.2 CRT Allocations: The funding amounts for Allocations shall correspond to the following funding types that the student/RSO is eligible for.
- A. Research Presentation: Opportunities for students to present a research paper, poster, or to profess proficient knowledge of an academic subject for colleagues at an organized conference.
    - 1. To be eligible for this funding type, the student/RSO must provide proof of their abstract, poster, or equivalent to the CRT Committee.
  - B. Observational Research: Opportunities for students to travel on nontraditional research related trips for the purpose of conducting some type of research or study, (i.e., literature, surveys, interviews, observations, experiments) as dictated by the industry standard and is intended for some type of academic publication or academic report in the future.
    - 1. To be eligible for this funding type, the student/RSO must provide justification of the trip's relation to the student/RSO's academic program or professional development to the CRT Committee.
  - C. Performance Art: Opportunities for students to travel for live presentation of their art form for an audience.
    - 1. To be eligible for this funding type, the student/RSO must provide documentation to the CRT Committee of their live presentation.
  - D. Competition: Opportunities for students to compete with and against others in a subject at an organized conference where performance in such an event is assessed against other participants.

1. To be eligible for this funding type, the student/RSO must provide verification of qualification, invitation, intent to compete, or similar documentation.
  - E. Seminar/Networking: Opportunities for students to attend academic lectures, professional networking, or professional development sessions at an organized conference or event.
    - A. To be eligible for this funding type, the student/RSO must provide documentation from the host organization such as conference dates, location, costs, lodging information, or tentative agenda.
  - F. Service Trip: Opportunities for Registered Student Organizations (RSOs) to participate in providing aid to a community that has no imposition of spiritual beliefs, and has oversight provided by an official organization.
    1. To be eligible for this funding type, the RSO must guarantee, through documentation, that they have taken the necessary security measures to ensure the safety of all participants during the duration of the trip. Groups shall have no less than six (6) participants per service trip.
- 809.3 A limit to the number of students going to a specific conference, using a specific classification of conference funding (Research Presentation, Seminar/Networking, Competition, etc.) may be set at any time by a majority vote of the CRT Committee. This restriction must be announced at the next regularly scheduled Senate meeting during CRT Committee Announcements and will last until the end of the Senate Session unless otherwise stated.
- A. This decision can be overturned by a majority vote of the Senate during any meeting and will be seen during the meeting it is called.

## **Chapter 810 Request Process**

- 810.1 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.
- 810.2 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).

- 810.3 Requests for funding by an RSO are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.
- 810.4 When an RSO or individual is requesting funding, the most current and updated price quotations must be provided to the CRT Committee.
- 810.5 Individuals and RSOs requesting funding shall be required to provide the amount of outside funding they have received or anticipate receiving, if any, including but not limited to sponsors, donations, dues, operating budgets, etc. to the CRT Committee for their review when submitting a funding request.

## **Chapter 811 Timeline**

- 811.1 Allocations:
  - A. Allocation requests must be submitted through KnightConnect at least two (2) business days prior to the start of the CRT meeting for which they are to be considered at that meeting, unless prior approval from the Chair is received.
  - B. For U.S. citizens, allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least fifteen (15) business days before funding is needed.
    - 1. This timeline may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of the CRT Committee.
  - C. For non-U.S. citizens, allocation requests must be approved by the CRT Committee, and read into the Senate Minutes, at least thirty (30) business days before funding is needed for a trip within the United States, and at least thirty-five (35) business days before funding is needed for a trip outside of the United States.
    - 1. This timeline may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of the CRT Committee.
- 811.2 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.
- 811.3 An individual or an authorized officer of the organization must participate in the meeting, as outlined in Chapter 813, following the submission of their allocation or bill as scheduled. Failure to be present at two (2) scheduled CRT meetings may result in the allocation or bill being postponed indefinitely.

## **Chapter 812 General Limitations**

- 812.1 The Registration and Travel account will only be used to fund eligible costs as defined in Chapter 810.



- 812.2 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.
- 812.3 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.
- 812.4 O. Charter buses that will travel farther than five hundred (500) miles from UCF.

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 813 Allocation Funding Amounts**

- 813.1 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.
- 813.2 Funding for Individual allocations shall be administered at the following types:
- 1. Research Presentations shall be funded at a maximum of \$400.00.
  - 2. Performance Art Trips shall be funded at a maximum of \$400.00.

3. Observational Research Trips shall be funded at a maximum of \$400.00.
4. Competition Trips shall be funded at a maximum of \$350.00.
5. Seminar/Networking Trips shall be funded at a maximum of \$200.00.

#### **Chapter 814 Allocation Supplements**

- 814.1 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.
- 814.2 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.
- 814.3 Individual allocations requested by a degree-seeking graduate student can be supplemented with an additional \$100.00 if the student's eligible costs exceed their funding amount.

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

#### **Chapter 815 Definitions**

- 815.1 **The Senate Working Fund:** shall be used to fund events, projects, promotional material, and health and wellness 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.

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

**Health and Wellness 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 816 Fiscal Quarters**

- 816.1 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.
- 816.2 The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.

- 816.3 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.
- 816.4 Allocations and Bills will draw funds from the Fiscal Quarter in which the RSO receives funds.
- 816.5 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.
- 816.6 The remaining budget for any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.

## **Chapter 817 Funding Classifications**

- 817.1 Senate Bills: The funding level for Senate Bills shall be 50% of total eligible cost for projects and events, unless:
- A. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
- B. The RSO requests a lower funding level.
- 817.2 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:
    - a. Provide confirmation of a date and location for the event, in the form of a reservation.
    - b. Provide sufficient justification that the event fulfills the RSOs mission statement.
  2. An RSO requesting funds for Speaker Honorariums or other guest performers must:
    - a. Provide confirmation of the guest's attendance and fee.
    - b. 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:
    - a. An RSO can provide justification that there is not a way to hold their type of event on campus.
    - b. The event will not cost significantly more to hold off campus.
    - c. The RSO will heavily market the event to UCF students.
    - d. 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.
  5. All material advertising an event including, but not limited to, flyers, online advertisements,

6. etc. must include that the event is open to all UCF students and 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”
- 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:
    - a. 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:
    - a. “Funded by SG”
    - b. “Funded by Student Government”
    - c. “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” except for 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:
    - a. 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 818 Allocation Funding Amounts**

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

**Chapter 819 Request Process**

- 819.1 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.
- 819.2 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).
- 819.3 Requests for funding are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.
- 819.4 When an RSO requests funding, the most current and updated price quotations must be provided to the FAO Committee.
- 819.5 RSOs requesting funding shall be required to provide the amount of outside funding they have received or anticipate receiving, if any, including but not limited to sponsors, donations, dues, operating budgets, etc. to the FAO Committee for their review when submitting a funding request.

**Chapter 820 Timeline**

- 820.1 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. This timeline may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of the FAO Committee.

820.2 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.

820.3 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 821 General Limitations**

821.1 The Senate Working Fund account shall only be used to fund eligible costs as defined in Chapter 810.

821.2 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.

821.3 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.

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

## Appendix C: The ORS Fiscal Probation Policy

### Chapter 822 Fiscal Probation

- 822.1 Registered Student Organizations or Individuals which receive funding via a Student Senate Allocation or Bill shall be placed on Fiscal Probation for one (1) calendar year upon reverting twenty percent (20%) or more of any one Senate Allocation or Bill or until the ORS Committee dismisses the probation by a majority vote.
- A. Fiscal Probation starts as soon as the Registered Student Organizations or Individuals are notified by the ORS Chair, or Student Government Advisor in the absence of an ORS Chair.
- 822.2 Registered Student Organizations which receive funding via a Student Senate Bill shall be placed on Fiscal Probation for one (1) calendar year upon failure to contribute at least ninety-five percent (95%) of the total RSO contribution as stated on the bill or until the ORS Committee dismisses the probation by a majority vote.
- A. Fiscal Probation starts as soon as the Registered Student Organizations are notified by the ORS Chair, or Student Government Advisor in the absence of an ORS Chair.
- 822.3 Registered Student Organizations which receive funding via a Student Senate Bill shall be placed on Fiscal Probation for one (1) calendar year upon failure to submit a Verification of Purchases Form within five (5) business days after the reversion date or the account closing, whichever is later, or until the ORS Committee dismisses the probation by a majority vote.
- A. Fiscal Probation starts as soon as the Registered Student Organizations are notified by the ORS Chair, or Student Government Advisor in the absence of an ORS Chair.
- 822.4 Violation of this policy, CRT Spending Policy, FAO Spending Policy, or Title VIII, or their intentions, shall be considered sufficient cause for the ORS Committee to place an individual or RSO on fiscal probation in accordance with Title VIII.
- 822.5 During the Fiscal Probation Period, the ORS Committee shall review the circumstances of the reason for fiscal probation and determine by a majority vote whether to apply the appropriate Funding Sanction.

### Chapter 823 Sanctions

- 823.1 If an entity does not attend a scheduled Sanction Review during the first four (4) regularly scheduled meetings of the ORS Committee after contact from the ORS Chair, the committee reserves the right to apply the proper funding sanctions as defined in this policy.

- 823.2 If a Registered Student Organization or individual already subject to a Funding Sanction becomes subject to another Funding Sanction, their funding levels shall be reduced as follows:
- A. The current Funding Sanction will remain in place for its specified duration and the additional sanction will be added to the previous sanction. For example, two (2) thirty percent (30%) sanctions will equal sixty percent (60%).
  - B. When one Funding Sanction expires, any additional sanctions still in existence will be readjusted to reflect the removal of the expired sanction.
- 823.3 Registered Student Organizations or Individuals that are subject to a Funding Sanction due to a reversion of funds shall have their funding levels reduced as follows at the discretion of the ORS Committee:
- A. Fifteen percent (15%) for a reversion greater than or equal to twenty percent (20%) but less than fifty percent (50%).
  - B. Thirty percent (30%) for a reversion greater than or equal to fifty percent (50%) and less than or equal to one hundred percent (100%).
- 823.4 Registered Student Organizations that are subject to a Funding Sanction due to a failure to contribute the RSO contribution as stated on the senate bill shall have its funding levels reduced as follows at the discretion of the ORS Committee:
- A. Fifteen percent (15%) for failure to contribute at least ninety-five percent (95%) but more than eighty percent (80%) of the total RSO contribution as stated on the bill.
  - B. Thirty percent (30%) for failure to contribute at least eighty percent (80%) but more than fifty percent (50%) of the total RSO contribution as stated on the bill.
  - C. Sixty percent (60%) for failure to contribute at least fifty percent (50%) of the total RSO contribution as stated on the bill.
- 823.5 Registered Student Organizations or Individuals that are subject to a Funding Sanction due to a violation of Student Government policies or Title VIII shall have their funding levels reduced at the discretion of the ORS Committee.
- 823.6 Funding Sanctions are active for one calendar year from the date of the ORS Committee's review of the circumstances of the reversion or failure of contribution.
- A. An RSO or individual student that has been sanctioned may submit an appeal of the decision of the ORS committee to the Judicial Branch in accordance with Title V via a Fiscal Administrative Decision Appeal board.
- 823.7 Funding Sanctions shall be applied to Senate Bills and Allocations as follows:
- A. Funding Sanctions for Allocations shall be applied to the approved amount.
  - B. Funding Sanctions for Bills shall be applied to the Senate Contribution amount.

## **Chapter 824 Suspension of Authorization**

- 824.1 Continued disregard for this policy, CRT Spending Policy, FAO Spending Policy, or Title VIII, or their intentions, shall be considered sufficient cause for the Student Senate to request suspension of financial authorization privileges of the violating entity in accordance with Title VIII.

### **HISTORY:**

BILL 37-86 (09/22/2005) BILL 38-55 (05/18/2006) BILL 39-05 (11/09/2006) BILL 39-55 (04/05/2007)



BILL 39-70 (08/23/2007) BILL 39-74 (08/23/2007) BILL 40-13 (11/15/2007) BILL 40-85 (09/11/2008) BILL 41-06 (10/30/2008) BILL 41-16 (12/04/2008) BILL 41-124 (08/19/2009) BILL 42-01 (11/19/2009) BILL 42-31 (02/10/2010) BILL 43-28 (02/24/2011) BILL 43-35 (03/29/2011) BILL 43-52 (03/29/2011) BILL 43-88 (06/30/2011) BILL 43-74 (07/14/2011) BILL 43-111 (10/05/2011) BILL 43-95 (11/29/2011) BILL 44-31 (02/12/2012) BILL 44-88 (07/09/2012) BILL 44-92 (08/23/2012) BILL 44-87 (09/17/2012) BILL 44-91 (09/17/2012) BILL 44-92 (09/17/2012) BILL 45-50 (03/01/2013) BILL 45-51 (03/01/2013) BILL 45-53 (03/01/2013) BILL 45-82 (05/16/2013) BILL 45-84 (05/16/2013) BILL 45-85 (06/10/2013) BILL 45-86 (06/10/2013) BILL 45-110 (08/02/2013) BILL 45-111 (08/02/2013) BILL 46-12 (12/04/2013) BILL 46-35 (12/18/2013) BILL 46-37 (12/18/2013) BILL 46-38 (01/27/2014) BILL 46-72 (02/25/2014) BILL 46-73 (02/25/2014) BILL 46-74 (02/25/2014) BILL 46-91 (03/26/2014) BILL 46-95 (04/14/2014) BILL 46-104 (06/12/2014) BILL 46-101 (06/16/2014) BILL 46-114 (06/20/2014) BILL 46-127 (09/08/2014) BILL 47-08 (11/06/2014) BILL 47-69 (04/20/2015) BILL 47-66 (05/12/2015) BILL 47-71 (05/19/2015) BILL 47-72 (05/19/2015) BILL 47-73 (05/19/2015) BILL 47-74 (06/03/2015) BILL 47-79 (06/03/2015) BILL 47-99 (09/08/2015) BILL 48-40 (02/22/2016) BILL 48-71 (05/12/2016) BILL 49-77 (06/23/2017) BILL 49-78 (07/11/2017) BILL 49-79 (07/11/2017) BILL 49-81 (07/11/2017) BILL 50-02 (11/09/2017) BILL 50-07 (11/09/2017) BILL 50-76 (04/06/2018) BILL 50-78 (04/19/2018) BILL 50-80 (04/21/2018) BILL 50-83 (05/31/2018) BILL 50-93 (07/31/2018) BILL 52-05 (03/19/20) BILL 52-12 (05/04/2020) BILL 52-15 (05/12/2020) BILL 52-18 (07/02/2020) BILL 52-32 (03/01/2021) BILL 53-06 (07/29/2021) BILL 53-09 (10/19/2021) BILL 53-12 (11/08/2021) BILL 53-13 (11/08/2021) BILL 53-14 (12/03/2021) BILL 53-15 (11/16/2021) BILL 53-19 (02/08/2022) BILL 53-20 (02/08/2022) BILL 54-03 (05/26/2022) BILL 54-04 (05/26/2022) BILL 54-14 (08/04/2022) BILL 54-30 (02/23/2023) BILL 54-39 (04/10/2023) BILL 55-02 (10/20/2023) BILL 55-19 (04/08/2024) BILL 56-08 (11/05/2024) BILL 56-09 (11/05/2024) BILL 56-10 (11/05/2024) BILL 56-21 (12/03/24) BILL 56-48 (06/04/2025) BILL 56-50 (06/04/2025) BILL 56-60 (06/04/2025) BILL 56-61 (06/04/2025)