



THE SEVENTY FIRST STUDENT SENATE

Bill 78

Sponsored by: Senator Adamyk

A revision to the Student Body Statutes

BE IT ENACTED BY THE SEVENTY FIRST STUDENT SENATE THAT:

A revision is made to the Student Body Statutes Chapter 800: Finance Code, updating processes as required by the Finance Committee.

Read 1st Time: 9/11/19

Referred to Committee: Finance and Judiciary

Committee Report: Amended and passed in Finance, 10.1. Passed as amended in Judiciary, 10.1.

Read 2nd Time: 10/2/19

Senate Vote: 35Y-0N-1A

PASSED: OCTOBER 2, 2019

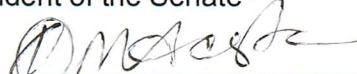
CERTIFIED TO THE STUDENT BODY



President of the Senate

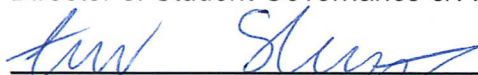
10-07-2019

Date



Director of Student Governance & Advocacy

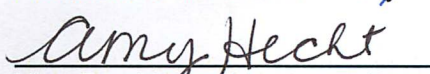
Date



President of the Student Body

10/23/19

Date



Vice President of student Affairs

Date

Chapter 805 Penalties for Misspent Funds & Violations of the Finance Code

805.1 Purview

All SGA funded entities, excluding the Union, Campus Recreation, the Student Senate, the Executive Branch (excepting all financially distinct offices), the Elections Office, and the Judicial Branch are subject to the provisions and penalties of Chapter 805 of the Finance Code. The aforementioned exempted entities may not be directly sanctioned, but violations and other irresponsible spending may be taken into account in subsequent allocations proceedings, and also may be grounds for impeachment. The Senate Finance Committee shall take the lead for all investigations as well as all mid-year reviews of any A&S Fee recipient (with the Budget Committee assisting for the mid--year reviews).

805.2 Causes for Sanction

Entities may be subjected to the sanctions outlined in 805.3 for any of the following reasons, with severe and/or repeated incidents being taken into particular consideration:

- A. Violating any condition(s) of the Finance Code.
- B. Expending A&S money in a manner inconsistent with the request presented to and approved by the Student Body Treasurer (or, if initially rejected by the Treasurer, the Student Body President, the Senate, or the Senate Finance Committee).
- C. Expending A&S money on items or services that are irresponsible and/or do not serve the entity's mission or the Student Body.
- D. Exhibiting a pattern of reckless or irresponsible spending, even if expenditures are deemed suitable on an individual basis, that places the entity in either a deficit or such a precarious budgetary situation that the future fiscal welfare of the entity is placed in jeopardy.
- E. Entering into a preemptive or unauthorized contractual agreement.
- F. Any situation where there is serious and justified concern that the President/Director and/or Treasurer/Financial Officer may be removed from office in the immediate future.

805.3 Sanctions

A. Freezing of Funds

An entity whose funds are frozen may make no expenditures for the (pre-specified) duration of the freeze, which may not exceed ten (10) business days. Previously approved expenditures will be voided unless (1) the purchase order has already been conferred or (2) the Student Body Treasurer consents to the processing of the expenditure.

B. Restriction of Funds

An entity may have its future expenditures restricted to only those pre-specified expenses deemed essential to the entity's operation. This sanction may only take place after an organization's funds have been frozen, and shall apply for an indefinite period of time (until the sanction is explicitly lifted). Such restrictions must be explicitly stated at the time of restriction, and must be limited to one, or a combination of, the following:

1. The prohibition of expenditures from a particular category or categories (including, if desired, all categories).
2. The specific enumeration of allowable expenditures, including ranges for dates of purchase, cost, and descriptions of the items/services to be purchased.
3. The requirement that the Senate Finance Committee approve all expenditures not specified in subsection 2 (directly above).

C. Any entity whose funds are frozen or restricted must have its Treasurer/Financial Officer (or designee) make presentations to the Student Body Treasurer (or designee) and the Senate Finance Committee. These presentations shall be scheduled at the behest of the Treasurer and the Senate Finance Chair, respectively, and neither individual shall mandate more than two presentations per any 30-day period (unless consented to by the entity's Treasurer/Financial Officer).

805.4 Authority to Instate, Appeal, and Repeal Sanctions

A. Freezing Funds

Any entity's funds may be frozen by the Student Senate, the Senate Finance Committee, the Student Body President, or the Student Body Treasurer.

1. The decision of the Student Body President or Treasurer to freeze funds may be overturned by a two-thirds (2/3) vote of the Student Senate.
2. The Senate Finance Committee's decision, which is made by majority vote, may be overturned by ~~mutual agreement of the Student Body President and Treasurer~~ or a two-thirds (2/3) vote of the Student Senate.
3. The Senate's decision, which is made by majority vote, may be overturned by mutual agreement of the Student Body President and Treasurer. It may then be reinstated by a two-thirds (2/3) vote of the Student Senate.
4. The party initiating the freeze may rescind it at any time.

B. Restricting Funds

At the end of the freeze period, if the problems inciting the initial freeze have not been rectified, another freeze period may be initiated by any of the

procedures outlined in 805.4 A. Provided the initial freeze period was for at least three (3) business days, SGA may alternatively choose to restrict the entity's funds indefinitely in the following manner:

1. A resolution, initiating in the Senate Finance Committee (and passing by majority vote), is passed by the Student Senate, explicitly outlining the terms of the restriction as per 805.3 B. This resolution must pass the Senate with a two-thirds (2/3) vote.
2. These restrictions may be subsequently amended or repealed by resolution, which must also initiate in the Senate Finance Committee (and pass with majority vote) and pass the Senate with a two-thirds (2/3) vote. This process notwithstanding restrictions of funds shall only expire at the end of the fiscal year when accounts are swept.

Chapter 806 Funding Boards

History: Amended by the 56th Senate Bill 72. Revised by the 59th Senate Bills 16, 44, 54, 71, 94 and 103. Revised by the 60th Senate Bill 65. Revised by the 61st Senate Bill 21. Revised by the 62nd Senate Bills 39, 40 and 41. Revised by the 62nd Senate Bill 94. Revised by the 64th Senate Bill 7. Revised by the 66th Senate Bill 5.

806.1 Title and Purpose

A. Title

This act shall be known as the Allocation Committee Act.

B. Purpose

1. An Allocation Committee shall be defined as any Funding Board or Fund Distribution Committee outlined in 806.1 B (2) and/or (3).
2. This Act shall apply to the following Funding Boards: Law School Appropriations Council, Sports Club Distribution Council, and Medical School Council. Hereinafter, these Funding Board shall individually be referred to as LSAC, SCDC, and MSC, respectively.
3. This Act shall also apply to the following Fund Distribution Committees: Programming Allocations Committee and Resource for Travel Allocations Committee. Hereinafter, these Funding Boards shall individually be referred to as PAC and RTAC, respectively.

806.2 Compliance with the A&S Guidelines

- A. The Student Body Treasurer and the SGA Advisor shall have the responsibility and oversight of the Allocation Committee for purposes of enforcing the Finance Code and Student Body Statutes.

806.3 Procedures and Requirements to Receive Funds

- A. To receive funds an organization must officially be recognized with the Florida State University Student Activities Center.
- B. Organizations must become re-recognized each academic year to continue eligibility requirements.
- C. The President/Director and Treasurer/Financial Officer of each organization shall be required to be financially certified.
- D. Any recognized organization must first approach the appropriate Fund Distribution Committee or Funding Board for each and every funding request.
- E. ~~Any Recognized Student Organization approaching the Student Senate for funding must include a written letter from the appropriate Fund Distribution Committee or Funding Board Chair acknowledging compliance with statute 806.3 E D, prior to the bill being heard in the Senate Standing Committee hearings.~~

806.4 Use of Funds

- A. ~~Recognized Student Organizations that charge membership fees may not exclude any students from membership solely because of their inability to pay dues.~~
- B. ~~Recognized Student Organizations may not charge admission fees to FSU students for any event subsidized or paid for by student A&S Fees allocated to them.~~
- C. ~~All monies shall be spent in accordance with the Finance Code and A&S Fee Guidelines.~~

806.5 Allocation Procedures

The following guidelines shall apply to all Allocation Committees:

- A. The recognized student organizations requesting funds must submit a request to the Chair of the particular Allocation Committee.
- B. The approval of funds shall be approved by not less than a majority of the Allocation Committee's membership, where quorum is present.
- C. For any group to apply for funding in front of an Allocation Committee, the student organization must have completed the recognition process as outlined by the Student Activities Center for each academic year.

Chapter 807 Recognized Student Organizations Fund Distribution Committees

History: Created by the 61st Senate Bills 21 and 45. Revised by the 62nd Senate Bill 39. Revised by the 62nd Senate Bill 93. Revised by the 62nd Senate Bill 94. Revised by the 63rd Senate Bill 77. Revised by the 64th Senate Bills 6 and 7. Revised by the 65th Senate Bill 95. Revised by the

66th Senate Bill 5. Revised by the 69th Senate Bill 18. Revised by the 70th Senate Bill 34. Revised by the 70th Senate.

807.1 Title and Purpose

A. Title

This act shall be known as the RSO Fund Distribution Committees Act.

B. Purpose

The purpose of this act is to explicitly outline the process by which Recognized Student Organizations can receive funds on an expenditure--by-expenditure basis.

807.2 The Resource for Travel Allocations Committee

The Resource for Travel Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Travel/Expense
2. Mileage Reimbursement
3. Lodging
4. Registration

807.3 The Programming Allocations Committee

The Programming Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Contractual Services
2. Food
3. Any Expense or Clothing expenditures that are in direct association with the RSO.

807.4 Construction of the Fund Distribution Committees

A. Each Fund Distribution Committee will be made up of ten (10) students registered for six (6) or more credit hours in the Fall/Spring Semesters.

1. Senators may be allowed to count toward quorum for RTAC and PAC at the discretion of the Chair.
2. There must be a minimum of three (3) members of the respective committee present for any official business to occur.

3. Members of the Senate Finance Committee shall be excluded to count towards quorum on funding boards.
- B. Students shall apply to be committee members through the online SGA Application. SOAR Board must forward two (2) members to be on each committee. The **Chair of the** Union Board must ~~also forward~~ **select** two (2) members to be on each committee. The remaining five (5) individuals will be members at large. The Student Senate President and Senate President Pro Tempore and the committee chair will select all **at large** members after an application process. The selected candidates shall be forwarded to the Finance Committee and then to the Senate as a whole for confirmation. If the forwarded candidates of the ~~Union Board or SAG~~ **SOAR Board** are not selected, then new candidates must be forwarded. **Members selected from the Union Board need not be confirmed and will take their seats at the committee once the Student Senate President and Committee Chair receive the forwarding letter from the Chair of the Union Board.**
1. Committee member's ~~members'~~ terms will last approximately one (1) fiscal year.
 2. No committee member may vote on funds for an organization that of which they are a member.
 3. Committee members will be allowed three (3) excused absences (as defined by Florida State University policy) and two (2) unexcused absences, at which point the Chair may remove that member. If the member is from Union Board or Soar Board, the respective Board must forward another candidate.
 - a. For an absence to be excused, the committee member must email the Chair before the start of the meeting, providing information as to why they will not be present. ~~The request shall be approved by a majority vote of the committee at the next meeting.~~ **Such decision shall be subject to the discretion of the Chair.**
 - b. A lack of notification prior to the meeting shall be determined excused or unexcused at the discretion of the Chair.
 - c. Two (2) tardies shall count as an unexcused absence.
- C. The Chairs of the Program Allocations Committee (PAC) and the Resource for Travel Allocations Committee (RTAC) will be a Senator elected by the Senate as a whole. The Chair shall not sit on any other Senate Standing Committee. Once the composition of the committee is completed, the membership shall elect a Vice Chair.
1. The Chair of each committee shall be elected during Senate, the first week following the Spring Inauguration.
 2. The Chair shall:

- a. Preside over all meetings of the Fund Distribution Committee.
- b. Collect all Funding Request Forms from the Accounting Office or online.
- c. Represent the Fund Distribution Committee on all official business.
- d. Be responsible for all official correspondence.
- e. Call special meetings.
- f. Act as a non-voting member, except in the case of a tie.
- g. Shall not serve as the Chair of any other Fund Distribution Committee.

3. The Vice Chair shall:

- a. ~~Assume all duties of the Chair in their absence.~~
- b. Keep accurate minutes of all meetings, hearings and deliberations.
- c. Keep all records that pertain to official Fund Distribution Committee business.
- d. ~~Perform any other duties as designated by the Chair.~~

4. Removal from Office

- a. The Student Senate may remove from office the Chair of either committee by a four-fifths (4/5) vote of Senate at any time.
- b. The Vice Chair of either committee may be removed from their position by a two-thirds (2/3) vote of the committee they serve on at any time.

D. The Chairs and members of each committee shall be installed into their roles at the first Senate meeting following the last meeting of their respective committee in the Spring semesters.

1. The Chairs shall serve approximately one year

2. In the event that the Chair is removed from Office, resigns their position as chair or discontinues their role as a Student Senator, an election will be held in the same manner described in 807.4 C, to fill the position. The newly elected Senator shall serve out the remainder of the time in office.

E. Both Committees shall have a Student Senate liaison.

The Senator serving as Chair shall also assume the responsibility of the primary Student Senate Liaison. The primary responsibility of the Student Senate

Liaison will be to author and sponsor any Resolutions that are in relation to their assigned committee and need to be approved by the Student Senate. The Senate President may, at any time, temporarily appoint additional secondary liaisons to PAC and RTAC: these liaisons may serve in an advisory capacity to the committees.

807.5 Recognized Student Organization Funding Process

- A. Recognized Student Organizations (RSOs) cannot request or receive funds in the areas of contractual services, expense, events, clothing, awards, travel, organization materials, lodging or registration from the College Leadership Councils.

807.6 RTAC and PAC Guidelines

- A. Organizations which received funds in Student Academic Programs or any other A&S Funding Board, Committee, or line item in the annual budget (with the exception of PAC, RTAC, or Senate Projects) shall be ineligible to receive funding from PAC or RTAC the same fiscal year in which they receive other funding. This does not apply to RSOs that received money from the organizational fund.
- B. Fund Distribution Committees shall not meet during any summer semesters.
1. RSOs requesting funds to be used in May or June may request before the end of the Spring semester.
 2. RSOs requesting funds to be used after July 1 shall go directly to the Student Senate to ask for money out of Senate Projects. At the conclusion of the summer semester, the funds distributed to the RSOs out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill up to \$2,000 per Committee.
- C. All organizations requesting funding must be financially certified prior to making a request. At least one financially certified officer must be present at the funding hearing.
- D. Committees will meet on Monday or Tuesday of each week, pending requests from RSOs.
1. The Chair shall send out a two notices of meeting time and location to RSOs via email. The notification must be sent out by the chair at least twenty-four (24) hours prior to the meeting time. The first notification must be sent out by 5 p.m. on the Friday before the hearing will take place. The second notification must be sent within twenty-four (24) hours of the meeting time.
- E. All submissions must be made prior to 12:00 p.m. on the Friday before the hearing. ~~within~~ Submissions must include three (3) supporting/competitive quotes from approved vendors for each category the RSO is requesting funds for, or must include sufficient evidence, at the discretion of the Chair, of an satisfactory attempt to find three (3) or more quotes, ~~on the Friday before the hearing.~~ Requests in the category of

to

contractual services may be exempted from this rule if deemed necessary by the committee.

1. All request must be submitted at least twenty--one (21) business days prior to event or activity to receive funding from PAC. And at least thirty (30) business days prior to travel date to receive funding from RTAC. Any request that fall within eighteen (18) business days for PAC and twenty--seven ~~(22)~~(27) business days for RTAC may still be considered for funding at the discretion of the chair. Any request outside of this timeline may not be considered for funding from either PAC or RTAC.
 2. All requests must be of a line item nature with quotes (t--shirt costs, performer costs, reservation costs, equipment rental, facility rental, airline ticket quotes, rental car quotes, hotel quotes, etc.), and a letter of explanation of need attached to the request packet, along with an explanation of the benefits to the student body in general.
 3. Any amount requested by a single organization over \$2,000 requires a two--thirds (2/3) vote of the Committee, and a two--thirds (2/3) vote of Senate.
 4. RSOs can only request for funds that will be used within ninety (90) business days. A two--thirds ~~(2/3)~~ vote of the Committee can override this rule.
- F. There are limitations to multiple requests made by the same RSO in the same fiscal year.
1. An organization may not be allocated funds from PAC more than twice per fiscal year. This rule may be waived by a two--third (2/3) vote of the committee.
 2. An organization may not be allocated funds from RTAC more than twice per fiscal year. This rule may be waived by a two third (2/3) vote of the committee.
 3. Organizations may only request t--shirts from PAC once per fiscal year. Shirts must be used to promote the organization which is requesting them. PAC must not allocate more than \$8 per shirt (including all applicable screening and art fees). Polo shirts may not be purchased. Tank tops may be purchased.
- G. All events must be publicly advertised via either a flyer, social media, chalking on campus, etc. RSOs must submit an estimate of the number of FSU students who may are likely to attend the event. ~~The Committee shall not fund for events which are likely to only have group members attend and have no general benefit to the student body.~~
1. The Committee shall not fund for events which are likely to only have group members attend and have no general benefit to the student body.

2. The Committee shall not fund for events which are exclusive to a club or organization's executive board. This rule may be waived by a three-fourth (3/4) vote of the committee.

- H. Every organization must submit a post event evaluation form, along with their receipts from the event, to the SGA Accounting Office, within ten (10) business days following the event.
- I. The information obtained at the committee meeting will be compiled into a resolution by the committee Chair. This resolution will be presented at the next possible Finance Committee meeting, and shall only be debated on if there are objections. In order for an amendment to pass there must be a two-thirds (2/3) vote of the finance Committee. The resolution shall be forwarded to the Student Government Senate Program Assistant, to be forwarded to the Student Senate, and placed on the Consent Calendar.
1. It shall be the job of the committees as well as the committee Chairs to keep a working knowledge of their budgets and shall not pass any Resolutions exceeding the possible allottable amounts.
- J. Once on the Consent Calendar, the Resolution shall be presented to the Student Senate. The Student Senate President must read aloud the RSO name, and amount to be allocated, as approved by the Finance Committee. A motion to confirm the decision of the Finance Committee must be made and seconded ~~for~~ for the Resolution to pass.
1. In order for an amendment to pass in the Senate, there must be a two-thirds (2/3) vote.
2. A one-tenth (1/10) vote is required for an objection to be upheld.
3. If one-tenth (1/10) vote of Senate is not reached after an objection to the amendment, then the resolution shall pass as presented.

807.7 There shall be an account named "Organizational Fund" in which organizations may apply for initial funds at the beginning of each fall semester.

Chapter 808 Operation Procedures

History: Revised by the 56th Senate Bills 30 and 106. Revised by the 59th Senate Bills 16 and 94. Revised by the 61st Senate Bill 21 (and moved to Chapter 808 from 807). Revised by the 62nd Student Senate Bills 39 and 41. Revised by the 65th Senate Bill 28.

808.1 Allocation Procedures for Funding Boards

A. Purpose

The following statutes shall serve as the minimum standard for all Funding Boards to receive allocations in the annual budget. Failure to comply with the guidelines will result in actions in accordance with Chapter 805 of the

Finance Code. Chapter 806 will take precedence in the event of any contradiction or discrepancy between Chapter 806 and Chapter 808.

B. Powers and Duties

1. All funding boards shall prepare an annual budget for its respective recognized student organizations (RSOs).
 - (a) These budgets shall be sent to the Student Body Treasurer, the Senate Finance Committee, and the Senate Budget Committee. RTAC and PAC are exempt from this requirement.
2. Shall act as the official representative for all member RSOs at all Senate or COGS allocation hearings.
3. Public allocation hearings shall occur at least once per fiscal year. Hearings shall follow the procedures in 808.1 C of the Student Body Statutes.
4. Shall adhere to or exceed all statutory regulations as specified by Chapter 800 of the Student Body Statutes.
5. Shall be responsible to ensure compliance of all its respective RSOs with Chapter 800 of the Student Body Statutes.
6. Sports Club Distribution Council shall have the powers to create an "unallocated" account for the purpose of emergency funding hearings. If a Board holds allocations annually, this account may not exceed ten percent (10%) of the total allocated monies each fiscal year. If a Board holds allocation hearings more frequently, the amount unallocated may be no greater than an even distribution between standard allocation periods. This provision may be overridden via resolution of the Student Senate. **~~If money is unallocated for the purposes of future standard allocation periods, it shall not be used for allocations specified in Chapter 808.1 F.~~**
7. Sports Club Distribution Council shall be authorized to create an Administration Expense Account not to exceed 1.5 % of the aggregate funding board budget, which is to be used only for expense items and shall not be subject to transfer from the unallocated account authorized in 808.1 B (6).
8. No funding board shall allocate or fund any amount in the OCO category, absent Senate or COGS approval by resolution. This provision shall not be construed so as to prevent the Senate from doing so at any time.

C. Hearing and Deliberation Procedures

1. Hearings shall be conducted to inform the committee of the respective RSOs' budget requests.

2. The hearings and deliberations shall be public and advertised to the respective RSOs, the general student body, the Student Senate President, the Student Body Treasurer, and COGS.
3. The respective RSOs shall request money in the categories as outlined in Chapter 803.1.
4. Funding Boards shall design funding guidelines that must be approved by a majority vote of the Funding Board, a majority vote of the Budget Committee, and by resolution of the Student Senate.
 - a. LSAC and MSC guidelines shall be approved by a majority vote of COGS.
 - b. SCDC funding guidelines must be approved by a majority vote of the Budget Committee, and by resolution of Senate.
 - i. The Chair of the Budget Committee shall submit a resolution for the approval of the guidelines to the Student Senate no more than two (2) weeks after the approval in Committee.
 - ii. The resolution shall be referred to the Finance Committee. The Finance Committee shall ensure the guidelines' compliance with Chapter 800 of the Student Body Statutes.
 - iii. A simple majority is required to amend either the resolution or the guidelines in both committee and Senate.
 - iv. Substantial (not grammatical or timeline) changes must also be approved in the same manner.
5. Allocations requests shall be submitted before the beginning of hearings. Late allocation requests shall not be accepted without a two-thirds (2/3) vote of the committee. This shall not preclude emergency funding requests.
6. Deliberations shall consist of the allocation of A&S Fees to RSOs that requested money.
7. Hearings and deliberations may be conducted as often as any Funding Board sees fit; however, hearings and deliberations must occur at least once per fiscal year to receive any funding.
8. Each funding board shall report periodically to the Senate Finance Committee and the Senate Budget Committee as to its current fiscal state.

808.2 Law School Council and Medical School Council

History: Revised by the 62nd Student Senate Bill 39.

These two funding boards shall adhere to the COGS Guidelines and follow COGS fund allocation process.

808.3 Sport Club Distribution Council

History: Amended by the 46th Senate Bill 107. Revised by the 49th Senate Bill 14. Revised by 54th Senate Bills 125 and 126. Revised by the 59th Senate Bill 16. Revised by the 70th Senate Bill 34.

A. Purpose

The Sport Club Distribution Council (SCDC) shall represent the registered organizations under Campus Recreation, that are designated as "sports" before all budgetary committees of the Student Government Association and shall serve in sub-appropriating funds to the above mentioned registered organizations within SCDC.

B. Selection

Selection of the SCDC shall be each spring semester as stated below:

1. The Director of Campus Recreation shall serve as an advisor to the registered organizations within SCDC and shall be an ex-officio non-voting member of SCDC.
2. Each SCDC member shall serve for one year beginning in the spring semester.
3. Each registered organization within SCDC shall be entitled to one representative to the Council. The representative shall be the President or the President's designee of the respective sports club and sports organization.
4. A recreational organization confirming more than one hundred (100) members may exercise the option of electing a second voting representative to serve on SCDC.
5. The Student Senate President shall appoint an ex-officio member to the SCDC in accordance with Chapter 806.6 E of the Student Body Statutes.

C. The Executive Officers

1. The SCDC shall nominate from its membership executive officers to include a Chair and Vice Chair.
2. Should a vacancy occur in an executive office, the SCDC shall nominate a replacement for the remainder of the term.
3. Duties of the Executive Officer
 - a. Chair
 - i. Preside over all meetings of the funding board.
 - ii. Represent the funding board in all official business.
 - iii. Be responsible for compiling and presenting the budget of that funding board.
 - iv. Be responsible for all official correspondence.

- v. Be responsible to inform the Senate President, Student Body Treasurer, and Chair of the Senate Budget Committee of the time and place of allocation hearings and deliberations no less than forty-eight (48) hours earlier.
- vi. Call special meetings.
- vii. Act as a non-voting member, unless in the event of a tie.
- viii. Be elected in accordance with the approved guidelines of the funding board.
- ix. Be forwarded and confirmed by the Student Senate in accordance with Senate Rules of Procedures, unless they are members of the SGA Union Board. Any Funding Board Chair who is not subject to Senate confirmation shall make a report to the Student Senate no less than once per semester.
- x. Be responsible for timely advertisement of allocation hearings for all respective RSOs.
- xi. Shall not serve as a Chair of any other Funding Board or Allocation Committee.

~~5. Be responsible for all official correspondence.~~

~~6. Be responsible to inform the Senate President, Student Body Treasurer, and Chair of the Senate Budget Committee of the time and place of allocation hearings and deliberations no less than forty-eight (48) hours earlier.~~

~~7. Call special meetings.~~

~~8. Act as a non-voting member, unless in the event of a tie.~~

~~9. Be elected in accordance with the approved guidelines of the funding board.~~

~~10. Be forwarded and confirmed by the Student Senate in accordance with Senate Rules of Procedures, unless they are members of the SGA Union Board. Any Funding Board Chair who is not subject to Senate confirmation shall make a report to the Student Senate no less than once per semester.~~

~~11. Be responsible for timely advertisement of allocation hearings for all respective RSOs.~~

~~12. Shall not serve as a Chair of any other Funding Board or Allocation Committee.~~

a.b. Vice Chair

- i. Assume all duties of the Chair in chair's absence, as designated by the Chair.
- ii. Keep accurate minutes of all meetings, deliberations, and hearings.

- iii. Keep records of the fall and spring allocations process.
- iv. Ensure all recipients of A&S Fees from their funding board are familiar with the Florida State University SGA Finance Code. Reference Chapter 800-806.
- v. Perform any other duties as designated by the Chair or in the approved guidelines of the funding board.
- vi. Be elected in accordance with the approved guidelines of the funding board.

D. Specific Guidelines

1. No allocations shall transpire without the approval of the specific allocations via resolution of the Student Senate. This shall exclude allocations from Central Reserves.
2. The Budget Committee shall hear each allocation as presented by the funding board chair. The Budget Committee shall then draft a resolution to recommend approval or disapproval in whole or part.
3. Each resolution must be drafted in a timely manner, relying upon the funding board.
4. Each line of a proposed sub-allocation of A&S Fees shall be approved separately. Approval of allocations requires a simple majority vote of the Budget committee. Disapproval of allocations requires a four-fifths (4/5) vote of the committee. Organizations that are not officially recognized by the Student Activities Center cannot be approved.
5. The resolution may only be open to amendment on the Senate floor following a majority vote of the Student Senate. The motion to amend the resolution must specify which part of the resolution to amend. Each amendment to the resolution shall require a separate majority vote to hear the amendment. Following a majority vote, normal rules and procedures for passing amendments shall apply.
6. The makeup shall include a Senator appointed by the Student Senate President. This member shall be considered an ex-officio voting member of the committee. The appointed Senator is not required to be a member of the Budget Committee, nor shall their appointment be construed as to consider them a member of the Budget Committee.

E. Special Budget Requests

1. There shall be a separate procedure included in the guidelines specified in Chapter 806.6 and 808.1 C for special budgetary requests to be used for new organizations that recently met the requirements of Chapter 806.3 D after the annual allocation.
2. An organization may not request or receive funding from SCDC other than the semi-annual and emergency allocation (not more

than once per fiscal year) during the fiscal year, unless otherwise specified in its approved guidelines.

3. Within five (5) business days from the date an organization budget is finally approved, the Chair of SCDC shall deliver the budget to the SGA Advisor, Student Senate President, Senate Finance Committee and the Student Body Treasurer.
4. The Recognized Student Organizations shall use the online budget request form to request funds from SCDC. No Sports Club RSO may request funding from a funding board or fund distribution committee other than via a resolution of Student Senate.
5. Each Board shall submit its budget request on forms prescribed by the Senate. The Student Senate shall allocate funds to the SCDC as part of its annual budgets. The SCDC shall re-appropriate as necessary, notify their organizations accordingly, and forward the individual organization request to the SGA Director of Student Affairs for processing to the Vice President for Student Affairs.
6. SCDC shall have a faculty/staff advisor appointed to advise the members of the Board on precedent and the administration's opinion. The advisor shall also assist in the organization of the meetings, hearings, and deliberation. A faculty/staff advisor shall be considered an ex-officio member of the committee.
7. For any expenditure by an RSO in excess of one thousand (\$1,000) the signature of the organization advisor shall be required. This signatures shall not be construed as an approval or disapproval by the advisor. It shall only serve as confirmation that the advisor has been consulted.

F. Meetings

1. The SCDC shall hold meetings on a monthly basis for all registered recreational organizations and/or such other times as are appropriate.
2. A special meeting of the SCDC may be called by petition of a majority of the SCDC.
3. Quorum shall be a majority of the total membership.

Chapter 808 Forms pertaining to Funding Boards shall be jointly determined by the Senate President and SGA Director of Student Affairs.

Chapter 809 Policy on Reserve Accounts

History: Added by the 47th Senate Bill 161. Revised by the 49th Senate Bill 149. Revision by the 51st Senate Bill 62. Revised by the 54th Senate Bill 64. Revised by 58th Senate Bill 13. Revised by the 61st Student Senate. Revised by the 62nd Student Senate Bill 80. Revised by the 65th Senate Bill 28.

- 809.1 The Oglesby Union and Campus Recreation will set aside .25 percent (a quarter of one percent) of the cost of the facilities (based on the Markell Chart as provided by the FSU Office of Environmental Health and Safety) for a replacement and renovation (R&R) account ~~beginning in fiscal year 1995-96 and continuing thereafter~~, to be transferred no later than June 1 of each fiscal year. These funds will be used for depreciation of their respective facilities and budgetary emergencies as well as for repair and replacement of furniture and equipment. There will be two categories of R&R:
- A. Physical Plant (anything with a useful life over five (5) years as defined by the FSU University Controller's Office).
 - B. Furniture and Equipment Replacement (anything with a useful life less than or equal to five (5) years as defined by the FSU Controller's Office).
- 809.2 Any expenditure from the R&R account up to \$10,000.00 must be approved by the Facility Director and Facility Board with notification given to the Senate President, Student Body President and the Vice President for Student Affairs.
- 809.3 Any expenditures from the R&R account over \$10,000.00 must be approved by a majority of the group consisting of the Facility Director, Facility Board, Senate President, Student Body President, and Vice President for Student Affairs. The Facility Board shall have only one (1) vote.
- 809.4 In an emergency, and the absence of other individuals mentioned in 809.2 and 809.3, the Directors of Campus Recreation, and Oglesby Union may expend funds with the approval of the Vice President for Student Affairs.
- 809.5 The required contribution for R&R will have first priority on the self-generated funds for the Oglesby Union and Campus Recreation.
- 809.6 Once a five percent (5%) level of the replacement cost of the facilities (as determined by Markell Charts) has been achieved, the Senate President will create a committee to review these funds. No funds shall be allocated to these accounts beyond the five percent (5) level without Student Senate's permission.
- 809.7 The A&S Reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. A Senate bill will be required to release funds from this account.
- 809.8 The A&S Reserve shall be maintained at a level of five-hundred thousand (\$500,000).
- 809.9 The required contribution into this account will be the first priority on A&S dollars.

Chapter 810 Headliner Account Restrictions

History: Added by the 51st Senate Bill 117. Revised by the 56th Senate Bill 57. Revised by the 65th Senate Bill 28. Revised by the 66th Senate Bill 1. Revised by the 67th Senate Bill 12.

810.1 The Headliner Account shall not be swept at the end of the fiscal year.

810.2 No more than thirty--three (33) percent of the Headliners account may be used to perform or support activities related to Homecoming or PowWow. The amount available for such people shall be based on the total amount in the Headliners account at the time of the first such expenditure.

Chapter 811 The Service Funding Act of 2009

811.1 Title and Purpose

A. Title

This act shall be known as the Service Funding Act of 2009.

B. Purpose

The purpose of this act is to explicitly outline the process, rules, and regulations by which organizations whose primary mission is service will receive funds from the Student Government Association.

~~811.2 Service Council~~

~~A. The Service Council shall be an association under the purview of the Office of Servant Leadership. It shall be composed of all Recognized Student Organizations whose primary mission is service. In order to be eligible to be in the Service Council, the organizations must:~~

- ~~1. Be a Recognized Student Organization with the Student Activities Center.~~
- ~~2. Have their President and Treasurer financially certified with the Student Government Association Accounting Office.~~
- ~~3. Submit an application to the Executive Board of Office of Servant Leadership and be granted admission by a majority vote.~~
- ~~4. Not receive funds through a line item in the annual budget.~~
- ~~5. Any organization denied membership to the Service Council may appeal the decision to the Student Senate, which can overturn the denial by a majority vote.~~

~~B. The Service Council shall have the power to call a meeting at any time. The body serves solely as a way of classifying all service organizations and verifying that the mission of their organization is service.~~

~~811.3 Requirements for Funding~~

~~A. Recognized Student Organizations whose primary mission is service and are looking to receive money from the Fund Distribution Committees or Funding Board for the purpose of serving shall be required to meet the following guidelines:~~

- ~~1. Meet the requirements of, and be admitted to the Service Council.~~
- ~~2. Show physical proof of an attempt to fund-raise for the event or trip.~~
- ~~3. Meet all legal requirements to serve and receive proper background checks as necessary.~~

~~B. Organizations whose primary purpose is not service may be funded for service by a four-fifths (4/5) vote of the Fund Distribution Committee.~~

811.42 Service Travel

- A. Service organizations will only be granted funds for transportation and lodging as it relates to travel. A&S Fees may not be spent for any other purpose related to a service trip.
- B. International travel must be approved by a two-thirds (2/3) vote of any Fund Distribution Committee or Funding Board.
- C. Service organizations may apply for funding to attend relevant service, advocacy conferences.

811.53 Equipment, Supplies and Resources

- A. Any equipment used for service may be purchased by an individual organization, but equipment is the property of the Florida State University Student Government Association.
- B. Any equipment purchased must be reusable and long-lasting.
- C. Equipment purchased with funds granted by the Student Government Association and used for hard labor by service organizations must be permanently stored at the Center for Leadership and Social Change.
- D. Service organizations will be eligible for funds for business and office supplies to be used within the university. Office materials and supplies purchased with A&S monies may not be used to fundraise.
- E. Service organizations will be eligible for funds for registration fees and training workshops costs.

Chapter 812 iClicker Equipment

~~A. Each Senate seat or Student Senator shall be assigned an iClicker for voting by the Senate President or Senate Pro Tempore. It shall be the responsibility of each Senator to check out and check in their iClicker at each Student Senate meeting. Failure to return or report a lost/stolen iClicker within one (1) week of check-out will violate the Finance Code and be considered theft, unless other arrangements are made in writing via email to the Student Senate President, Senate Pro Tempore and the Student Senate Program Assistant. Damaged/malfunctioning iClickers shall be returned to the Student Senate President or Pro Tempore or the following rule will apply.~~

- ~~1. The Senate President and Senate Pro Tempore may choose to permanently assign iClickers for the duration of a Student Senate (for example, by seat or by individual Senator) or temporarily assign iClickers for each meeting of the Student Senate.~~
- ~~2. If iClickers are permanently assigned, these iClicker assignments shall be listed on the Student Government Association website.~~
- ~~3. If iClickers are temporarily assigned, these iClicker assignments shall be posted alongside voting results within ten (10) business days of each Senate meeting.~~

~~B. If the iClicker assigned to a Senator is inoperable or unavailable, the Senate President or Senate Pro Tempore shall assign the Senator an available iClicker for the duration of a Student Senate meeting. All changes of iClickers must be publicly listed alongside voting results. Senators remain responsible for the iClicker that is assigned to them. Under no circumstances should a Senator use an iClicker that is not assigned to them.~~

~~C. Penalties~~

- ~~1. If a Senator is found to be voting with an iClicker that is not assigned to them, it shall be considered a violation of the Ethics Code 205.3 E.~~
- ~~2. It shall be the responsibility of the Senator to reimburse SGA for the cost of the iClicker or replace the iClicker with a comparable and compatible device.~~
- ~~3. Failure to report a lost device or return a device and compensate SGA~~

~~will result in a FSU police report being filed against the Senator. Student Rights and Responsibilities will be alerted. Grades/transcripts will be held, and immediate suspension pending impeachment proceedings.~~