

# Statute Revision, Addition or Proposed Constitutional Amendment Form

Date: 02 / 04 / 13

Senate Bill \_\_\_\_\_

Sponsor(s) Cavallaro

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\_\_\_\_\_



## Purpose & Description (Use back if more space is needed)

See attached. Finance Code Revisions

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Approved for First Reading \_\_\_\_\_

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<b>Statute Number</b>	<b>Strike</b>	<b>Statute Number</b>	<b>Insert</b>
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Senate Judiciary Chairperson

Passed / Failed (Circle One)

Date \_\_\_/\_\_\_/\_\_\_

Senate Action

Passed / Failed (Circle One)

Date \_\_\_/\_\_\_/\_\_\_

## THE SIXTY FIFTH STUDENT SENATE

Resolution \_\_\_\_\_

**Sponsored by:** Senator Brolin,  
Senator Katz

**WHEREAS:** The Florida State University charges a technology fee of \$5.16 per credit hour.

**WHEREAS:** This fee has the explicit purpose of enhancing instructional technology.

**WHEREAS:** Only 77 thousand dollars, out of 4.4 million, has been successfully requested in the past year.

**WHEREAS:** It is our duty to the student body to encourage fiscal responsibility.

**WHEREAS:** Charging students for a fee that is not allocated properly is fiscally irresponsible.

**WHEREAS:** Lowering the technology fee will allow the student body to allocate their funds in a more fiscally responsible manner.

**BE IT RESLVED BY THE SIXTY FIFTH STUDENT SENATE AT THE FLORIDA STATE IUNIVERSITY THAT:** The student body is against the fee and wishes it to be removed until a time when it can be allocated correctly.

**BE IT FURTHER RESOLVED THAT:**

A copy of this resolution is sent to Student Body President, Rueben Stokes, and Florida State University President, Dr. Eric Barron

## TITLE VIII FINANCE CODE

**History:** Revised by the 44th Senate Bill 171. Revised by the 45th Senate Bills 109, 111 and 134. Revised by the 46th Senate Bills 41, 101 and 113. Revised by the 47th Senate Bills 17, 28, 51, 152, 153, 155 and 156. Revised by the 48th Senate Bill 18, 23, 79, 92, 126 and 178. Revised by the 49th Senate Bills 14, 19, 50, 142, 144, 146 and 171. Revised by the 50th Senate Bills 9, 113, 114, 116, 118 and 144. Revised by the 51st Senate Bills 3, 28, 44 and 65. Revised by the 53rd Senate Bill 58. Revised by the 54th Senate Bills 16, 64 and 124. Revised by the 56th Senate Bill 35. Revised by the 57th Senate Bill 48. Revised by the 58th Senate Bills 13, 49 and 67. Revised by the 59th Senate Bills 16, 23, 24, 37, 54, 55, 78, 93, 94, 98, 103, 105 and 106. Revised by the 60th Senate Bill 23. Revised by the 61st Senate Bills 12, 21, 49, 68 and 83. Revised by the 62nd Senate Bill 14.

### Chapter 800 Purpose, Scope, & Definitions

. 800.1 The Finance Code defines the standards of financial accountability and fiscal management that the Student Government Association (SGA) has established as objectives of self-governance.

. 800.2 The Finance Code governs the budgeting and expenditure of all of the following:

A. A&S funds allocated to SGA branches, offices, agencies, bureaus, affiliated projects, and recognized student organizations, including those cases where money was distributed through the fund distribution committees.

B. A&S funds spent directly on student activities and/or events by Senate

C. All revenue generated through the use of A&S funds, as per Chapter 804 of these

## Statutes

### . 800.3 Definitions

- A. Printed Materials - Printed materials shall be defined as flyers, posters, pamphlets, banners, signs, advertisements, T-shirts and any other promotional materials. Web-based material will be subject to the same (applicable) provisions as all other printed material.
- B. Expenditure - The purchase of items or services
- C. Transfer - A transfer shall be defined as the moving of funds from one budgetary category to another

. 800.4 Stewards of the Finance Code The Senate Finance Committee is assigned responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code. The SGA Advisor is responsible for assuring that the Finance Code is fully implemented. The Student Body Treasurer is responsible for approval or rejection of all expenditures of all A&S recipients (excluding the Union, Campus Recreation, and COGS).

### . 800.5 The Student Body Treasurer

- A. The Student Body Treasurer is responsible for the approval or rejection of all A&S expenditures requested by branches, offices, agencies, bureaus, affiliated projects, and recognized student

organizations. Graduate RSOs shall have their expenditures approved by the COGS Financial Officer or COGS Speaker in lieu of the Student Body Treasurer.

- B. The Student Body Treasurer may reject expenditures that he or she deems fiscally irresponsible. Reasons for rejection include, but are not limited to:
1. Any expenditure that is deemed irresponsible, excessive, or unnecessary.
  2. Any expenditure that violates conditions of the Student Body Finance Code.
  3. Any expenditure requested primarily for the purpose of circumventing the Sweepings process.
- C. Any expenditure rejected by the Student Body Treasurer may be appealed to the Student Body President. Rejected expenditures may also be appealed to the Senate Finance Committee or the Student Senate, either of which may overturn the decision by a 2/3 vote. Any expenditure rejected by the COGS Financial Officer or COGS Speaker may be appealed to the COGS General Body. Any expenditure appeal rejected by the COGS General Body may be appealed to the Student Body Treasurer.
1. In order for the Student Senate to hear the appeal of a rejected expenditure, the item must first be placed on the calendar (under New Business) by the Rules & Calendar Committee. The Senate President must then attempt to notify the Student Body

Treasurer and the President of the entity whose expenditure was rejected.

2. If the appeal of a rejected expenditure is to be heard by the Senate Finance Committee, then the Student Body Treasurer and the President of the entity whose expenditure was rejected must be notified prior to the meeting.

D. In the event that the Treasurer is not available to approve or reject a requested expenditure within 2 academic days of its submission to the SGA Accounting Office, the Student Body President or Vice President shall have the power to approve or reject the expenditure. If the request is rejected in this manner, the appeal mechanism outlined in 800.5 C shall still apply.

E. The director or financial officer of any agency, bureau, affiliated project, or funding board must meet with the Student Body Treasurer or his or her designee upon request of the Treasurer to address financial concerns.

F. The Student Body Treasurer shall compile a list of all expenditures that he or she signs and approve or rejects. A copy of this list shall be forwarded to the SGA Accounting Office, the Senate President, the Senate Finance Committee, and all parties who request a copy from the Student Body Treasurer's office. This list of expenditures shall be sent to the Senate and the Senate Finance Committee by the first of each month.

## **Chapter 801 Eligibility Requirements for SGA Funding & Spending**

801.1 Organizations must either be recognized by the University or affiliated with Student Government to receive or expend A&S fees.

. 801.2 Student organizations must have both an on-campus mailing address and an account with the SGA Accounting & Advising Office (except RSOs under the Sports Club Council, which must have an account with the Campus Recreation Accounting Office).

. 801.3 The Director/President and Financial Officer/Treasurer of each SGA-funded organization, agency, bureau, and affiliated project shall be required to complete the online Financial Training Workshop prior to expending funds and receive Financial Certification status from the SGA Accounting Office.

. 801.4 Counter-signing Requirements

A. All SGA-funded entities are required to elect, have appointed, or otherwise select a financial officer (who is to be the designated custodian of the account) and a president to counter-sign for all expenditures.

B. In addition to the organizational co-signatures and the signature of the Student Body Treasurer, all expenditures must bear the signature of the Director of Student Affairs or his or her designee.

. 801.5 The Statement of Understanding Each A&S funded entity shall be required to have its President/Director, Treasurer/Financial Officer and Advisor co- sign this statement of understanding, which will be retained in the SGA Accounting and Advising Office before any expenditures may be made by the entity. The Statement of Understanding shall read:

. "The undersigned herein designated as (name of office held or name of organization) fully understands the Student Government Finance Code, which applies to all funds allocated by Student Government. Furthermore, the undersigned agrees to abide by all policies and procedures for expending such funds. Finally, the undersigned understands that any violation of the Finance Code will be prosecuted to the full extent of the law."

. 801.6 FSU Student Membership Requirements

- A. For a recognized student organization to be eligible to receive funds, all officers of that organization and majority of its membership must be A&S Fee paying students at Florida State University.
- B. All RSOs within the FAMU/FSU College of Engineering are exempt from 801.6 A. Each organization which falls under this category must designate a financial officer who is an A&S Fee paying student at Florida State University to serve as custodian of the accounts and to ensure funds received



from FSU are only distributed to A&S Fee paying students of Florida State University.

C. Recognized student organizations must keep accurate and complete membership rosters, and provide these records to University officials upon request.

**Chapter 802 General Guidelines & Restrictions on Expenditures  
History: Revised by the 62nd Senate Bills 31 and 98.**

- . 802.1 The A&S Fee Guidelines were promulgated jointly by the Student Government Association and Florida State University. The allocation and expenditure policies and procedures contained in the A&S Fee Guidelines are obligatory upon Student Government.
- . 802.2 Activities funded must not conflict with the purpose or regulations of the Florida State University, Board of Trustees policies, or with state and federal laws.
- . 802.3 No A&S monies shall be dispersed to pay for previous expenditures without prior approval. SGA shall only be obligated to pay where a legitimate purchase order has been properly issued, or other paperwork as designated by the SGA Accounting Office. This clause may be waived by an appeal in the form of a resolution to the Senate Finance Committee. The Appeal must include a letter of explanation as to why the expense did not receive pre-approval as well as the financial statement and expense reports from the event. A representative for the organization requesting the appeal

must be present. The appeal must pass the Finance Committee by three-fourths (3/4) and receive a three-fourths (3/4) vote of the Senate. Should either vote fail,

SGA shall not be liable for the expense. The above system Financial Manual is updated to shall not be used until the manual reflects the new procedures.

#### 802.4 Accessibility of Meetings &

##### Events

Excepting SGA-sponsored concerts, no FSU student shall be charged admission for any event funded in whole or in part by A&S monies, unless the student is unable or unwilling to provide proof of studentship that shall include, but not be limited to, their valid FSU ID. All SGA-funded events and meetings must also be well publicized and conducted in an environment that is generally accessible to the public.

A. No event or meeting at which A&S Fees are utilized may be conducted in a private residence. This includes, but is not limited to, apartments, homes, and condominiums. This does not apply to community clubhouses. Exceptions to this rule shall require a 2/3 vote of the Student Senate.

B. Evidence of adequate advertisement of A&S Fee utilizing meetings and events must be presented at the time the expenditure is initially presented to the Student Body Treasurer. Failure to properly promote an event is grounds for rejection of all

expenditures associated with the event.

- C. SGA-sponsored concerts shall include Headliners concerts, PowWow, and any other concerts that attain the sponsorship of SGA via Senate resolution. Such concerts must have their ticket prices approved by Senate through resolution.
- D. Events should be held on campus if appropriate accommodations on campus are available. Agencies, bureaus and affiliated projects and SGA offices must have off-campus events approved via a resolution of the Senate. Undergraduate RSOs must have a majority vote of approval by the Programming Allocation Committee. Graduate RSOs must have approval as outlined in the COGS Code.

. 802.5 Limitation on Outside (non-FSU) Benefits

- A. Funds may not be expended to support a candidate for political office, nor for contribution to political activity directly seeking to affect the passage, defeat, or status of any legislation except as provided by Florida Law. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Body President, Senate, or the Office of Governmental Affairs.
- B. Items/services purchased with A&S money may not be used for the primary benefit of community programs outside of FSU, or for donations to such programs. This

provision shall not be construed so as to prevent organizations from receiving funding as outline in Chapter 811 of the Student Body Statutes.

- C. All events funded in whole or in part with A&S money must provide priority admissions to current Florida State University students.

. 802.6 Acknowledgment of SGA Funding

- A. All online and printed materials purchased or manufactured with A&S Fees must include the FSU SGA logo. On printed materials, the SGA logo shall be no less than 1/30 of the size of the area in which the logo is placed on materials not advertising a specific event, the logo may be substituted with the words "Paid for by SGA" or Student Government Association in clearly visible font. One of the following areas on printed materials must be used to meet the logo requirement:
  - 1. On the front of posters and flyers
  - 2. On the front or back cover of pamphlets and other publications
  - 3. Inside the front cover of publications
- B. All audio and video advertising funded in whole or in part with A&S Fees shall publicly acknowledge SGA funding by including the statement "Paid for by FSU SGA" or "Funded in part by FSU SGA". Classified advertisements must either include the Student Government logo or the

words "Paid for by FSU SGA".

- C. Any printed materials sponsored by an A&S recipient must include the name of recipient.
- D. All printed materials and broadcasts expressing a political message must also include, with the SGA logo: "The views expressed herein do not necessarily reflect those of the Student Government Association."

802.7 No personal gifts may be purchased with A&S money. Items given for recognition may only be funded from the Clothing & Awards Category.

. 802.8 Alcohol may not be purchased with A&S monies, either specifically or as part of a facility rental agreement or any other package.

. 802.9 Any organization that has property stolen must file a report with the FSU Police Department or Tallahassee Police Department. No transfer or allocation for the purpose of replacing said goods may be passed without such a report.

. 802.10 The Executive Projects Account and the Student Government Golden Tribe Lecture Series Account may use the lump sum of funds in the expense account for any purpose.

. 802.11 All receipts must be turned in within ten (10) business days to the SGA Accounting Office or the organization

future requisitions will not be approved until

past receipts are turned in.

**Chapter 803 SGA Budgetary Categories & Categorical Restrictions**  
**History: Revised by the 62nd Senate Bill 93. Revised by the 62nd**  
**Senate Bill 94.**

. 803.1 All SGA-funded entities shall be funded in seven budgetary categories. The seven categories shall be: Salary, OPS Wages, Contractual Services, Expense, Food, Clothing & Awards, and Other Capital Outlay

. 803.2 Transfer Requirements

A. SGA branches, offices, agencies, bureaus, and affiliated projects may only transfer money between budgetary categories through the passage of a legislative bill. Such transfers shall also require the consent of the Director of the entity within which the funds are being transferred.

. 803.3 Fund Distribution Committee Procedures with Regard to Categories Senate shall appropriate the entirety of all allocations to fund distribution committees in block in the Expense category, from which each fund distribution committee will have the authority to distribute those funds to its constituent RSOs among the Contractual Services, Expense, Food, and Clothing & Awards categories.

A. These allocations from block Expense to other categories shall not be considered transfers.

B. No allocation may be made to or by fund distribution committee in the Other Capital Outlay category.

. 803.4 The Salary Category

- . The Salary category shall be used to fund wages and benefits for staff positions. This category does not cover elected or appointed student positions.
- A. The creation of new Salary positions must be done through the annual budget process.
  - B. Salaried positions may only be removed, or decreased in wages/benefits in a manner consistent with federal and state law and university policy.

. 803.5 The OPS Wages Category

The OPS Wages category shall be used to fund wages for elected and appointed student positions. All OPS paid positions shall be held by persons currently enrolled at FSU, unless otherwise specified in these Statutes.

- A. Wages may only be drawn from this account in the manner explicitly stated by Senate in the proviso language of the annual budget (or the Sweepings or Central Reserves proviso). Money may not be redistributed within the category except as stipulated in 803.5 B.
- B. Changes in the manner in which an SGA-funded entity distributes its wages (i.e., creating or removing an OPS paid position, increasing or decreasing the hours/week of a current OPS paid position, or increasing/decreasing the hourly wage of an OPS paid position) must be approved by the

Senate through resolution. This resolution must first be referred to, and pass by majority vote, the Senate Finance committee.

1. Cases in which raises in the state or federally mandated minimum wage necessitate the increase of hourly wages may be handled immediately by the SGA Accounting Office, and are not held to the provisions of 803.5 B.
  2. No currently filled OPS paid position may be decreased in paid hours/week or hourly wages without the approval of the individual whose wages are being lowered. This is to protect OPS paid officials from circumvention of the impeachment and executive removal proceedings.
- C. All OPS paid positions must be advertised for a minimum of two (2) weeks prior to being filled. A job description must be put on file with the SGA Administrative Assistant prior to any position drawing OPS wages.
- D. RSOs shall not receive or distribute OPS Wages.

#### 803.6 The Contractual Services Category

The Contractual Services category shall be used to pay for services rendered by contractually bound speakers, entertainers, or bands.

- A. Any transfer within an SGA branch, office, agency, bureau, or affiliated project from



Contractual Services to any other category requires a 3/4 vote of Senate to pass.

- B. All contractual expenditures in excess of \$2,000 require the approval of Senate by resolution. If the contractual expenditure is \$10,000 or more, a two-thirds (2/3) vote of Senate is required for approval of the resolution. If the planned price-per-capita for students is to be \$100 or more, the Finance Committee must approve the resolution by a three-fourths (3/4) vote prior to Senate approval, where two-thirds (2/3) is needed.

. 803.7 The Food Category

- . The Food Category shall be used to pay for food for general meetings, presentations, banquets, and other public, publicized, free-admission events sponsored by SGA-funded entities. Such expenditures may include, but are not limited to: groceries, delivered food, and catered buffets.
  - A. No SGA branch, office, agency, bureau, or affiliated project shall be allocated more than fifteen percent (15%) of its annual budget in the Food category.
  - B. No more than fifteen percent (15%) total of the annual Sweepings and Central Reserves bills may be allocated to the Food category.
  - C. No Allocation Committee shall allocate more than twenty-five percent (25%) of its budget to the Food category.

- D. Any transfer within an SGA branch, office, agency, bureau, or affiliated project to the Food category from any other category shall require a 3/4 vote of Senate to pass.
- E. Any allocation from Senate Projects to the Food category of any entity shall require a 3/4 vote of Senate.
- F. Food may not be purchased for Executive Board meetings, or any meeting or event with an expected attendance of fewer than ~~10~~ 15 FSU students.
- G. No A&S monies shall be spent on plated dinners. This rule may be waived by a 2/3 vote of the Senate.

. 803.8 The Clothing & Awards Category

The Clothing & Awards Category shall be used to pay for Clothing (T-shirts and polo shirts) for the purpose of promoting an SGA-funded entity or event, and Awards (trophies, plaques, and certificates) for the purpose of recognizing an individual or group.

- A. Clothing shall be restricted to T-shirts, tank tops, and polo shirts, unless otherwise approved by a 3/4 vote of the Senate Finance Committee.
  - 1. T-shirts and polo shirts must be made available free of charge to all FSU members of the entity purchasing them. There shall be no separate Executive Board shirts. Executive Board shirts can be waived in the form of a

resolution with a approval by a 3/4  
vote of the Senate Finance Committee  
and a 2/3 vote of the Senate.

2. A proof of the T-shirt or polo shirt, clearly depicting the front and back of the shirt and including the acknowledgement of SGA funding (as per 802.6), must be submitted to the Student Body Treasurer at the same time as the expenditure.
  3. No obscene, inappropriate, or offensive images or text may be displayed on any clothing purchased in whole or in part with A&S funds.
- B. Awards shall be restricted to trophies, plaques, and certificates.
1. The manner in which the recipient of any award was (or will be) decided must be submitted to the Student Body Treasurer at the same time as the expenditure. Under no circumstances may this category be used to purchase personal gifts.
  2. Any single award costing in excess of \$75 shall require the approval of the Senate Finance Committee by majority vote.
- C. No more than two percent (2%) of the annual Sweepings or Central Reserves bills may be allocated to the Clothing & Awards category.

803.9 The Other Capital Outlay (OCO) Category

The OCO Category shall be used to pay for items costing in excess of \$1,000 and with a life expectancy of at least a year.

A. All money budgeted to the OCO category in the annual Budget, Sweepings, and Central Reserves bills must have attached proviso language explicitly stating the purpose of the funds. All appropriations from Senate Projects into this category must be preceded by a resolution explicitly stating the purpose of the funds.

B. Inventory of all items purchased from this category must be maintained by both the organization and the SGA Administrative Office.

#### 803.10 The Expense Category

The Expense Category shall be used to pay for items, such as office supplies, nametags, printing and postage fees, telephone charges, and facility rentals, which do not fall under any other category. This account also covers all costs associated with student travel.

##### A. Guidelines on Items & Purchases

1. No gift cards, gift certificates, phone cards, or other transferable purchases may be made with A&S money.
2. Office supplies purchased from this category must be limited to those with a clear purpose furthering that entity's operation and function. Decorative or unnecessary office items may not be purchased with A&S money.
3. No obscene, inappropriate, or offensive

images or text may be displayed on any printed material purchased in whole or in part with A&S funds.

4. Postage must be budgeted by the account needing postal service. Metered mail service may be obtained from the FSU Post Office with an FSU Postal Charge Form. Postage stamps shall not be purchased.

#### B. SGA Travel Guidelines

1. Travel expenses may only be incurred in the performance of official duties of the Florida State University Student Body.
2. Only current FSU students and approved organizational advisors may be remitted money for travel.
3. Travel expenses must be requested and approved via the Travel Authorization Request (TAR) form. All foreseeable expenses must be requested in advance, as any deviation from the initial requests is subject to review and possible rejection by the Student Body Treasurer.
4. The Student Body Treasurer shall have the authority to only partially fund travel expenses that he or she deems unreasonable, provided such expenses were not approved prior to the travel. If the Student Body Treasurer is a beneficiary of any travel expense, the Senate Finance Committee shall review the expense before the trip and

approve by majority vote the expenditures. By majority vote, the Finance Committee can partially fund as well as reject the travel expenditures in which the Treasurer benefits. An appeal of the Finance Committee's decision shall be heard by the Senate under "New Business" with a 2/3 vote required to overturn the Finance Committee's decision.

5. A roster with the names and emergency contact information of all individuals travelling must be provided to the SGA Accounting Office prior to departure.
6. SGA will fund either directly or through reimbursement, airfare, rental car(s), gas mileage, lodging, meals, conference fees, and limited incidental expenses.
  - a. Airfare must be purchased at the lowest possible price, and must be coach/tourist class seating. The Student Body Treasurer may reject large expenditures for airfare if the tickets were purchased less than two weeks in advance, even if the purchased tickets were the cheapest available at the time of purchase.
  - b. Rental cars must be purchased through Avis. Students may also choose to use their private vehicles and be reimbursed for gas mileage. Students must show the maximum occupancy of each car is met before additional mileage for an additional car is given. Discretion for this requirement shall

be up to the SGA Accounting Office for concerns of but not limited to unnecessary discomfort as well as luggage space constraints. A recommendation of four people per traditional 4-door sedan shall be given. Mileage will be reimbursed in a manner consistent with federal, state, and university standards. If mileage is to be incurred above the initially requested and approved figure (on the TAR), then all fuel expenses must be documented with receipts.

- c. Lodging accommodations must be made at the lowest possible cost. Groups shall stay four (4) to a room unless prevented from doing so by fire code and/or co-ed issues.
- d. Meals will be reimbursed on a meal-by-meal basis for all expenses actually incurred (and justified with receipts), up to a maximum of \$6 for breakfasts, \$11 for lunches, and \$19 for dinners. No traveler may claim more than one breakfast, more than one lunch, or more than one dinner on any given day.
- e. Travelers have the option of being reimbursed at the government per diem rate of \$80 per day in lieu of claiming lodging and meal expenses. This shall only apply in cases where SGA did not fund any lodging for the organization.
- f. Incidental expenses shall be limited to those absolutely necessary for travel, such

as road tolls, parking fees, and other associated costs.

7. All groups and individuals traveling must retain (until reimbursement) original receipts of all expenses for which they intend to be reimbursed. Travelers will only be reimbursed for expenses incurred and justified with receipts, with the exception of gas (803.10 B6 b) and per diem (803.10 B6 e).

### **Chapter 804 Self-Generated Funds**

#### 804.1 Delineation of Self-Generated vs. A&S-Generated Funds

Money accrued by SGA-funded entities through such activities as fundraising, the collection of dues, the receipt of outside donations, and profit-generating ventures (e.g., charging event admission to non-FSU students) shall be considered Self-Generated provided that (1) The money is not Activities & Services Fees and (2) The money was not earned at an event or in a manner that utilized any A&S fees.

A. In the case of non-A&S money generated at an event (or in a manner) utilizing A&S fees, all money yielded, up to the amount of the initial A&S expenditure, must be placed back into the appropriate category (or categories) from which the A&S money was initially expended. These funds shall not be considered self-generated, and shall be held to all the applicable restrictions (both general and category-specific) of A&S fees, including those outlined in this Finance Code.



B. If funds are generated in excess of the amount of the initial expenditure of A&S money, the excess shall be considered Self-Generated money. In this case, such funds must be kept in the entity's on-campus account with the SGA Accounting Office.

C. Decisions over what constitutes money generated "at an event (or in a manner) utilizing A&S fees" shall be made by the SGA Advisor, who is encouraged to consult the Senate Finance Committee in ambiguous situations.

1. Money shall not be considered to have been generated by utilizing A&S funds simply by virtue of being collected in A&S-funded reservable space.

2. Membership dues shall never be considered to have been generated through investment of A&S money, except under exceptional circumstances which must be approved by a 2/3 vote of the Senate Finance Committee.

. 804.2 Self-Generated money may be kept in the entity's on-campus account with SGA Accounting or off-campus at a private bank or other institution (except as specified in 804.1 B).

. 804.3 Self-Generated money is not subject to the provisions of the Finance Code, and expenditures from the (on-campus account) Self-Generated category shall not require the approval of the Student Body Treasurer or any other SGA official. While such spending need not be publicly advertised, neither shall there be any guarantee of

confidentiality.

- . 804.4 Under no circumstances may FSU students be charged admission to any event funded with any A&S money (excluding SGA-sponsored Concerts, which are still held to the provisions of 804.1 A). No FSU student may be denied membership to any SGA-funded organization purely because of his or her inability to pay dues.

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

- . 805.1 Purview All SGA funded entities, excluding the Union, Campus Recreation, 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 expenditures for the (pre-specified) the freeze, which may not exceed ten 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 his or her 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, & Repeal Sanctions A. Freezing Funds any entity's funds may be frozen by the 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 2/3 vote of 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 2/3 vote of the 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 2/3 vote of the 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) 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 Senate with a 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 Senate with a 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.**

### 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.

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.

#### 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 Committees 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 and Treasurer 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 Senate for funding must include a written letter from the appropriate Fund Distribution Committee or Funding Board Chairperson acknowledging compliance with statute 806.3 E. Prior to the bill being heard in the Senate Standing Committee hearings.

- F. Once each Allocation Committee Chair is determined he/she must become financially certified.

#### 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 Chairperson 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.**

#### Title and Purpose

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

.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 responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Travel

#### 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/Awards 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 students registered for six (6) or more credit hours in the Fall/Spring Semesters.
- B. Students shall apply to be committee members through the Senate President's Office. The Director or Assistant Director of the Student Activities Center (SAC) must forward two members to be on each committee. The Union Board must also forward two members to be on each committee. The remaining five individuals will be members at large. The Senate President and Senate President Pro Tempore and the committee chairperson will select all members after an application process. The selected candidates shall be forwarded to the Finance Committee and then the Senate as a whole for confirmation. If the forwarded candidates of the Union Board or SAC are not selected, the new candidates must be forwarded.

1. Committee member's terms will last approximately one year.

2. No committee member may vote on funds for an organization where he/she is a member.

C. The Chairperson of the Program Allocations Committee will be a Senator elected by the Senate as a whole. The Chairperson of the Resource for Travel Allocations Committee will be a Senator elected by the Senate as a whole. The Chairperson shall not sit on another Senate Standing Committee. Once the composition of the committee is completed, the membership shall elect a Vice Chairman.

1. The Chairperson of both committees shall be elected during the first Senate meeting of the month of April.

2. The Chairman 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 Chairman of any other Fund Distribution Committee.

### 3. Vice Chairman

4. Assume all duties of the Chairman in their absence.
5. Keep accurate minutes of all meetings, hearings and deliberations.
6. Keep all records that pertain to official Fund Distribution Committee business.
7. Any other duties as designated by the Chairman.

### 4. Removal from Office

The Student Senate may remove from office the Chairman or Vice Chairman of either the Resources for Travel Allocation Committee or the Program Allocation Committee by a four-fifths vote of at any time.

The Chairpersons 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.

3. The Chairperson shall serve approximately one year
4. In the event that the Chairperson is removed from Office, resigns their chairmanship 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 serves out the remainder of the time in office.

E. Both Committees shall have a Student Senate liaison. The Senator serving as Chairperson shall also assume the responsibility of the Student Senate Liaison. The primary responsibility of the Student Senate Liaison will be to author and sponsor any Resolutions which are in relation to their assigned committee and need to be approved by Senate.

#### 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 Council.

#### 807.6 RTAC AND PAC GUIDELINES

##### A. PAC Guidelines

1. Organizations which received funds in Student Academic Programs or any other A&S Funding board or 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 the same fiscal year in which they receive other funding.
2. Every organization must submit a post event evaluation form to the PAC committee within three (3) weeks of the event to the PAC box in the SGA

Accounting Office.

3. The Budget Committee Chair may appoint an Ex-officio member to PAC.
4. Fund Distribution Committee shall not meet during any summer semesters.
5. RSOs requesting funds to be used in May or June ~~shall~~ may request before the end of the Spring term.
6. RSOs requesting funds to be used after July 1, shall go directly to Senate to ask for money out of Senate Projects. At the conclusion of the summer session, the funds distributed to RSOs out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill.
7. PAC shall only fund in the Expense, Food, Contractual Services and other (Clothing and Awards) categories. The Committee may not allocate an OCO item for a RSO.
8. All organizations requesting PAC funding must be financially certified prior to making a request. At least one financially certified officer must be present at funding hearing.
9. All submissions must be made prior to 12:00 p.m. the Friday before the hearing with three (3) supporting/competitive quotes for each category the RSO is requesting funds for, or sufficient evidence, at the discretion of the Chair, of an attempt to find three (3) or more quotes on
10. PAC and will meet on Mondays or Tuesdays during the Fall Spring

semesters.

11. RSOs can only request for funds that will be used within 90 days. A 2/3 vote of PAC can override this rule.
12. All requests must be of a line item nature with quotes (t-shirts costs, performer costs, reservation costs, equipment rental, facility rental, awards, etc.) and a letter of explanation of need attached to the request packet along with an explanation of the benefit to the student body in general.
13. Funding for events that include food must turn in an event flyer, plan for advertising and an estimate of the number of FSU students who may consume the food. 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.
14. Organizations may request t-shirts once per fiscal year. Shirts must be used to promote the organization which is requesting them. Shirts must be of a unit price (including all applicable screening and art fees) no more than \$13.00 per shirt. Polo shirts may not be purchased without a 2/3 vote and having a unit price of no more than \$20.00.
15. Nametags require a 2/3 vote of PAC

and ~~five (5)~~ up to ten (10) shall be permitted per fiscal year. Nametags will be utilized for positions which represent FSU in a professional nature with high visibility to the non-university community.

16. PAC may fund awards up to a unit price of \$35 per award.
17. The information obtained at the PAC meeting will be compiled into a resolution by the committee Chairperson. This resolution will be presented at the next possible Budget Committee meeting and shall only be debated on if there are objections. The sponsor of the resolution shall forward the resolution to the Student Government Webmaster. If no objections are entertained, the resolution shall be forwarded to the Senate and placed on the Consent Calendar.
18. Once on the Consent Calendar, the PAC resolution shall be presented to the Student Senate. Debate on the resolution will only be heard upon an objection to the resolution. In order for an amendment to pass in the Budget Committee or Senate, there must be a 2/3 vote.
  - a. A one-tenth (1/10) vote is required for an objection to be upheld.
  - b. If a one-tenth (1/10) vote of



Senate is not reached after an objection to the Consent Calendar, then the resolution shall pass as presented.

#### B. RTAC Guidelines

1. Organizations which received funds in Student Academic Programs or any other A&S Funding board or committee or line item in the annual budget (with the exception of PAC, RTAC or Senate Projects) shall be ineligible. Organizations which received funds in Student Academic Programs or any other A&S Funding board or committee or line item in the annual budget (with the exception of PAC, RTAC or Senate Projects) shall be ineligible to receive funding from RTAC the same fiscal year in which they receive other funding.
2. No organization shall travel more than twice per fiscal year. This can be waived by a 2/3 vote of RTAC or a majority vote of Senate.
3. Every organization must submit a post travel evaluation form to the RTAC committee within 3 weeks of the event to the RTAC box in the SGA Accounting Office.
4. The Budget Committee Chair may appoint an Ex-officio member to RTAC.
5. Organizations can receive up to \$2,000 per fiscal year in order to travel. This rule can be waived by a 2/3 vote of RTAC and a majority vote in Senate.

6. Fund Distribution Committees shall not meet during any summer semesters.
7. RSOs requesting funds to be used in May or June shall request before the end of the Spring term.
8. RSOs requesting funds to be used after July 1, shall go directly to Senate to ask for money out of Senate Projects. At the conclusion of the summer session, the funds distributed to RSOs out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill.
9. RTAC will only fund in the Travel/Expense, category. The committee may not allocate an OCO item for an RSO.
10. All organizations requesting RTAC funding must be financially certified prior to making a request. At least one financially certified officer must be present at funding hearing.
11. All submissions must be made prior to 12 p.m. on the Friday before the hearing.
12. RTAC will meet on Mondays or Tuesdays during the Fall and Spring semesters.
13. RSOs can only request for funds that will be used within 90 days. A 2/3 vote of RTAC can override this rule.
14. RSOs must submit additional material including quotes (airline ticket quotes, rental quotes, hotel quotes, etc.) a letter

of explanation regarding the travel, a list of students traveling with explanations on when the students were individually selected, a breakdown of all costs, and justification of the benefit to the student body in general. Travel which will solely benefit the individual traveling will not be permitted.

15. The information obtained at the RTAC meeting will be compiled into a resolution by the committee's Chairperson. The sponsor of the resolution shall be the chairman and he shall also forward the resolution to the Student Government Webmaster. This resolution will be presented at the next possible Budget Committee meeting and shall only be debated on if there are objections. If no objections are entertained, the resolution shall be forwarded to the Senate and placed on the Consent Calendar.

Once on the Consent Calendar, the RTAC resolution shall be presented to the Student Senate. Debate on the resolution will only be heard upon an objection to the resolution. In order for an amendment to pass in the Budget Committee or Senate, there must be a 2/3 vote.

i. A one-tenth (1/10) vote is required for an objection to be upheld.

ii. If a one-tenth (1/10) vote of Senate is not reached after an objection to the Consent Calendar, 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. ~~The guidelines for how this money will be distributed will be approved in the exact same manner stated in 807.7.~~

## **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.**

808 Allocation Procedures for Funding Boards

### 808.1 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) 7.

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, and the Senate President, and the Student Body Treasurer and COGS.
3. The respective RSOs shall request money in the categories as outlined in Chapter 805.5.
4. Funding Boards shall design funding guidelines which must be approved by a majority vote of the Funding Board, a majority vote of the Budget Committee, and by resolution of 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.

1. The Chairperson of the Budget Committee shall submit a resolution for the approval of the guidelines to Senate no more than two (2) weeks after the approval in Committee.

2. 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.

3. A simple majority is required to amend either the resolution or the guidelines in both committee and Senate.

4. 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 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, they 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.**

- 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 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 Recreation Services 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 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 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 Chairperson and Vice Chairperson.

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. Chairperson

1. Shall preside over all meetings of the funding board.

2. Represent the funding board in all official business.

3. Be responsible for compiling and presenting the budget of that funding board.

4. Be responsible for all official correspondence.

5. Be responsible to inform the Senate President, Student Body Treasurer, and Chairperson of the Senate Budget Committee of the time and place of allocation hearings and deliberations no less than 48 hours earlier.
6. Call special meetings.
7. Act as a non-voting member, unless in the event of a tie.
8. Be elected in accordance with the approved guidelines of the funding board.
9. Be forwarded and confirmed by Senate in accordance with Senate Rules of Procedures, unless they are members of the SGA Union Board. Any Funding Board Chairperson who is not subject to Senate confirmation shall make a report to Senate no less than once per semester.
10. Be responsible for timely advertisement of allocation hearings for all respective RSOs.
11. Shall not serve as a Chairperson of any other Funding Board or Allocation Committee.
  - a. Vice Chairperson
    1. Assume all duties of the Chairperson in their absence, as designated by the Chairperson.
    2. Keep accurate minutes of all meetings, deliberations, and hearings.

3. Keep records of the fall and spring allocations process.
4. 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.
5. Any other duties as designated by the Chairperson or in the approved guidelines of the funding board.
6. 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 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 4/5 vote of the committee. Organizations which 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 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 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 which 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 semiannual 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) days from the date an organization budget is finally approved, the Chairman of SCDC shall deliver the budget to the SGA Advisor, Senate President, the 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 Senate.
5. Each Board shall submit its budget request on forms prescribed by the Senate. The 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 Advisor for processing to the VPSA.
6. SCDC shall have a faculty 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 advisor shall be considered an ex-officio member of the committee.
7. For any expenditure by an RSO in excess of \$1,000 the signature of the organization advisor shall be required. This signature shall not be construed as an approval or disapproval by the advisor. It shall only served 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 Advisor.

#### **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 61<sup>st</sup> Student Senate. Revised by the 62nd Student Senate Bill 80.**

809.1 The Oglesby Union and Campus Recreation will set aside 1/4% (a quarter of one percent) ~~3% (three 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 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 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 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 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. ~~These funds will be reviewed annually by the Student Body Auditor.~~

- . 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 level without 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 \$500,000.
- . 809.9 The required contribution into this account will be the first priority on A&S dollars.

### **Chapter 810 SCE Headliner Account Restrictions**

**History: Added by the 51st Senate Bill 117. Revised by the 56th Senate Bill 57.**

810.1 No more than 33 percent of the SCE Headliners account may be used to perform or support activities related to Homecoming or Pow Wow. The amount available for such expenditures 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.

Service Organizations Certification Council

811.2 A. The Service Organization  
Certification Council shall be an  
association under the purview of the FSU  
Service Corps. It shall be composed of all  
recognized student organizations whose  
primary mission is service. In order to be  
eligible to be in the Council, 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 FSU Service Corp and  
be granted admission.

4. Not receive funds through  
a line item in the  
annual budget.

5. Any organization denied membership to the Service Organization Certification Council may appeal the decision to the Student Senate which can overturn the denial by a majority vote.

B. The Service Organization Certification 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 is 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 Organization Certification Council.
2. Show physical proof of an attempt to fundraise 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.

#### 811.4 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.

#### 811.5 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 Dunlap Center for Leadership and

Civic Education.

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 fund-  
raise.

E. Service organizations will  
be eligible for funds  
for registration fees and  
training workshops costs.