



THE FLORIDA STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION

Statute Revision, Addition or Proposed Constitutional Amendment Form

Date: 9-27-16  
Senate Bill: 69  
Sponsor(s) Hughes  
Joseph

Purpose & Description (Use extra sheet of paper if more space is needed)

Revising Chapter 800 - The Finance  
Code.

(This document was emailed to Senate 9-27-16)

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

Statute Number \_\_\_\_\_ Strike \_\_\_\_\_ Statute Number \_\_\_\_\_

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Senate Judiciary  
Chairperson Passed  
Failed  
Date: \_\_\_\_\_

Senate Action  
Passed  
Failed  
Date: \_\_\_\_\_

Undergraduate RSOs must have a majority vote of approval by the Programming Allocation Committee (PAC), or in the event that PAC does not meet, the Student Senate must approve. 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, Student 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 outlined 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.
- D. Student Groups affiliated with national political parties or supporting/advocating a national, state, city, and county political agenda may request money from Student Government Association for awareness of their RSO on campus. RSO events, spreading messages and ideologies of their RSO on campus, and for travel to advance their RSO's mission at Florida State University. A&S Fees shall not be used to: endorse a political candidate on or off campus or advance political messages and ideologies off-campus.
- E. Religious based student groups may receive funding for awareness/advertising of their RSO on campus, RSO events, and travel that advances their mission at Florida State University. Funding for proselytizing is prohibited. Religious based organizations providing service are exempt from being registered as a service organization. Religious groups can request money for service projects or service travel, but must not proselytize their religion. Religious topics or lectures may be offered during travel or events; however, if requested by a participant, an alternate activity must be arranged.

#### 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
  - 4. On either the front or the back of t-shirts or tank tops.

- 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) 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 56<sup>th</sup> Senate Bill 72. Revised by the 59<sup>th</sup> Senate Bills 16, 44, 54, 71, 94 and 103. Revised by the 60<sup>th</sup> Senate Bill 65. Revised by the 61<sup>st</sup> Senate Bill 21. Revised by the 62<sup>nd</sup> Senate Bills 39, 40 and 41. Revised by the 62<sup>nd</sup> Senate Bill 94. Revised by the 64<sup>th</sup> Senate Bill 7. Revised by the 66<sup>th</sup> 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.

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 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, prior to the bill being heard in the Senate Standing Committee hearings.
- ~~F. Once an Allocation Committee Chair is determined that person 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 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 61<sup>st</sup> Senate Bills 21 and 45. Revised by the 62<sup>nd</sup> Senate Bill 39. Revised by the 62<sup>nd</sup> Senate Bill 93. Revised by the 62<sup>nd</sup> Senate Bill 94. Revised by the 63<sup>rd</sup> Senate Bill 77. Revised by the 64<sup>th</sup> Senate Bills 6 and 7. Revised by the 65<sup>th</sup> Senate Bill 95. Revised by the 66<sup>th</sup> Senate Bill 5.*

### 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

### 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:

#### A. Contractual Services

#### B. Food

#### C. 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 (10) students registered for six (6) or more credit hours in the Fall/Spring Semesters.

- B. Students shall apply to be committee members through the online SGA Application Senate President's Office. SOAR Board must forward two (2) members to be on each committee. The Union Board must also forward 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 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 SAC are not selected, the new candidates must be forwarded.
1. Committee member's terms will last approximately one (1) fiscal year.
  2. No committee member may vote on funds for an organization that 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.
    - 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 of 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 ~~both~~ each committees shall be elected during ~~the first Senate~~ the first week following the Spring Innaugurationmeeting of the month of April.
  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 Chairs 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 ~~or Vice Chair~~ of either ~~the Resources for Travel Allocation Committee or the Program Allocation 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 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 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 PACT, 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 Finance 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 may request before the end of the Spring semester.~~
- ~~6. 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 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 the funding hearing.~~
9. ~~All submissions must be made prior to 12:00 p.m. 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 the Friday before the hearing.~~
10. ~~PAC will meet on the first Monday or Tuesday of each month during the Fall and Spring semesters.~~
  - a. ~~If PAC should need to meet any additional times during the year, it shall be at the discretion of the Chair. Should the Chair decide to hold any additional hearings, notice of the meeting must be provided at least twenty four (24) hours prior to all PAC members and requesting organizations.~~
11. ~~RSOs can only request for funds that will be used within 90 days. A two-thirds (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 more than \$20.00.~~
15. ~~Nametags require a two-thirds (2/3) vote of PAC and no more than 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 Chair. This resolution will be presented at the next possible Finance 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 Association Webmaster. If no objections are entertained, the resolution shall be forwarded to the Student 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 Finance 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 Student Senate is not reached after an objection to the Consent Calendar, then the resolution shall pass as presented.~~
19. ~~PAC 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 member.~~
- a. ~~For an absence to be excused, the PAC member must email the Chair at least twenty-four (24) hours prior to the meeting providing information as to why they will not be present. The request shall be approved by a majority vote of PAC at the next meeting.~~
- b. ~~Any notification less than twenty-four (24) hours prior to the meeting shall be determined excused or unexcused at the discretion of the Chair.~~
- c. ~~Two (2) tardys shall count as an unexcused absence.~~
20. ~~Any amount over \$2,000 requires a two-thirds (2/3) vote of PAC.~~

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 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 two-thirds (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 three (3) weeks of the event to the RTAC box in the SGA Accounting Office.~~
4. ~~The Finance 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 two-thirds (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 said funds before the end of the Spring semester.~~
8. ~~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 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 the 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 ninety (90) days. A two-thirds (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 that 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 Chair. This resolution will be presented at the next possible Finance 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 Association Webmaster. If no objections are entertained, the resolution shall be forwarded to the Senate and placed on the Consent Calendar.~~
16. ~~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 Finance Committee or Senate, there must be a two-thirds (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 the Student Senate is not reached after an objection to the Consent Calendar, then the resolution shall pass as presented.~~
17. ~~RTAC members will be allowed two (2) unexcused absences. After two (2) unexcused absences, the Chair may remove that member. If the member is from Union Board or SOAR Board, the respective board must forward another member.~~
- a. ~~For an absence to be excused, the RTAC member must email the Chair at least 24 hours prior to the meeting providing information as to why they will not be present. The request shall be approved by a majority vote of RTAC at the next meeting.~~
- b. ~~Any notification less than twenty four (24) hours prior to the meeting shall be determined excused or unexcused at the discretion of the Chair.~~
- 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 two notices of meeting time and location to RSOs via email. 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. within 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 the Friday before the hearing.

1. 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.
  2. 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.
  3. RSOs can only request for funds that will be used within 90 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. Organizations may only request t-shirt from PAC 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 \$8 per shirt. Polo shirts may not be purchased. Tank tops may be purchased.
  2. Organizations may not request money from RTAC to travel more than per fiscal year. This may be waved by a two-thirds (2/3) vote of RTAC, and a two-thirds (2/3) vote of Senate.
- 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.
- 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) 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 msut 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.
- 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 f or 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 56<sup>th</sup> Senate Bills 30 and 106. Revised by the 59<sup>th</sup> Senate Bills 16 and 94. Revised by the 61<sup>st</sup> Senate Bill 21 (and moved to Chapter 808 from 807). Revised by the 62<sup>nd</sup> Student Senate Bills 39 and 41. Revised by the 65<sup>th</sup> 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 62<sup>nd</sup> 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 54<sup>th</sup> Senate Bills 125 and 126. Revised by the 59<sup>th</sup> 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 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.
4. Be responsible for all official correspondence.
5. 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.
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 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.

10. Be responsible for timely advertisement of allocation hearings for all respective RSOs.
11. Shall not serve as a Chair of any other Funding Board or Allocation Committee.

a. 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) 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 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 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 51<sup>st</sup> Senate Bill 62. Revised by the 54<sup>th</sup> Senate Bill 64. Revised by 58<sup>th</sup> Senate Bill 13. Revised by the 61<sup>st</sup> Student Senate. Revised by the 62<sup>nd</sup> Student Senate Bill 80. Revised by the 65<sup>th</sup> 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 51<sup>st</sup> Senate Bill 117. Revised by the 56<sup>th</sup> Senate Bill 57. Revised by the 65<sup>th</sup> Senate Bill 28. Revised by the 66<sup>th</sup> Senate Bill 1. Revised by the 67<sup>th</sup> 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.

#### 811.4 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 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.

- A. Each Senate seat 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 to return 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.
- B. Penalties
1. The Senator shall lose their voting privileges until the iClicker is returned or replaced.
  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.

**THE SIXTY-EIGHTH STUDENT SENATE**

**RESOLUTION 27**

**SPONSOR:** Pro Tempore Charles

**Subject:** Senate Seat Apportionment

**WHEREAS:** Student Body Statute 704.5 states:

- A. Each division shall be entitled to at least one (1) representative in the Student Senate.
- B. The number of seats allocated to the Student Senate shall be eighty (80). Each elected member shall serve a one year term.
- C. Using the Student Data Base, the seats shall be apportioned each fall based on the percentages of students in each representative division. All students will be classified by their division and will be eligible to vote and run for seats in their respective division. All graduate and professional students shall be eligible to be a candidate for as well as vote for all seats in the Graduate Studies division. All Special Students shall be eligible to be candidates for as well as vote for all seats in the Special Students division.
- D. The Student Senate shall, after consultation with the Supervisor of Elections Office, in the form of a resolution, establish which seats shall be designated as Fall and Spring seats, respectively.
  - 1. No division shall have a difference in allocated seats greater than one from one semester to another.
  - 2. In the event that a division contains an odd number of seats, the greater number of seats shall be up for election in the Fall.
  - 3. Fall seats shall be designated with odd numbers, and Spring seats shall be designated with even numbers

**BE IT RESOLVED BY THE SIXTY EIGHTH STUDENT SENATE AT FLORIDA STATE UNIVERSITY THAT:**

The 2016-2017 Senate Seat Apportionment is as follows:



<b>2016-2017 Senate Seat Apportionment</b>			
<b>College</b>	<b>Fall</b>	<b>Spring</b>	<b>Total Seats</b>
Undergraduate Studies	12	12	24
Applied Studies	1	0	1
Arts & Sciences	6	5	11
Business	4	3	7
Communication & Information	1	1	2
Criminology	1	1	2
Education	1	0	1
Engineering	1	1	2
Graduate Studies	8	7	5
Human Sciences	2	1	3
Film School	1	0	1
Music	1	0	1
Nursing	1	0	1
Social Sciences	3	3	6
Social Work	1	0	1
Special Students	1	0	1
Fine Arts: Visual Arts/Theatre/Dance	1	0	1
<b>Total</b>	<b>46</b>	<b>34</b>	<b>80</b>

**BE IT FURTHER RESOLVED THAT:**

A copy of this Resolution be provided to:

\_\_\_\_\_, *Supervisor of Elections*

Nathan Molina, *Student Body President*

Danielle Morgan Acosta, *Director of Student Affairs*

Dr. Mary Coburn, *Vice President for Student Affairs*

**The Sixty Eighth Student Senate**

**Consent Resolution 32**

**Sponsored by: Senator Hughes**

**WHEREAS:** The Programming Allocations Committee met on Monday, September 26<sup>th</sup> at 6:30pm in the Legislative Conference Room, and

**WHEREAS:** The Programming Allocations Committee was petitioned by Indian Student Association, RAW FSU, Coping Through College, and

<b>Group</b>	<b>Program</b>	<b>Contractual Services</b>	<b>Expense</b>	<b>Food</b>	<b>Clothing</b>	<b>Total</b>
<b>Indian Student Association</b>	Diwali October 16th	<b>\$0</b>	<b>\$0</b>	<b>\$1800</b>		<b>\$1800</b>
<b>RAW FSU</b>	GBM October 13			<b>\$75.23</b>	<b>\$540</b>	<b>\$615.23</b>
<b>Coping Through College</b>	Puppy Spooktacular – October 20  Event – November 7  Countdown to Finals – December 6			<b>\$1300</b>	<b>\$635</b>	<b>\$1935</b>
<b>TOTAL</b>				<b>\$3175.23</b>	<b>\$1175</b>	<b>\$4350.23</b>

**WHEREAS:** These amounts are subject to the approval of the Finance Committee

**BE IT RESOLVED BY THE SIXTY EIGHTH STUDENT SENATE AT THE FLORIDA STATE UNIVERSITY THAT:** The Student Senate approves the allocation and expenditures of all organizations listed above in the following manner, and,

**BE IT FURTHER RESOLVED THAT:** a copy of this document be sent to the following  
Erin Lusaka, Student Senate President  
Erica Charles, Student Senate Pro-Tempore  
Lee Gibson, Student Body Treasurer  
Wilkerson Joseph, RTAC Chair

The Sixty Eighth Student Senate

Consent Resolution 33

Sponsored by: Senator Joseph

**WHEREAS:** The Resources and Travel Allocations Committee did meet on Monday, September 26<sup>th</sup> in the Legislative Conference Room at 5:00 PM, and

**WHEREAS:** The Resources and Travel Allocations Committee was petitioned by FSU Army ROTC, and Society of Women Engineers,

Group	Travel Date	Number of Travelers	Airfare	Rental Car	Lodging	Registration Fee	Total
FSU Army ROTC	10/06/2016	8	\$0	\$600	\$209.75	\$647.25	\$1,457
Society of Women Engineers	10/27/2016	21	\$1,479.50	\$0	\$0	\$495.00	\$1,974.50
<b>TOTAL</b>		29	\$1,479.50	\$600	209.75	\$1,142.25	\$3,431.50

**WHEREAS:** These amounts are subject to the approval of the finance committee

**BE IT RESOLVED BY THE SIXTY EIGHTH STUDENT SENATE AT THE FLORIDA STATE UNIVERSITY THAT:** The Student Senate approves the allocation and expenditures of all organizations listed above in the following manner, and,

**BE IT FURTHER RESOLVED THAT:** a copy of this document be sent to the following  
Erin Lusaka, Student Senate President  
Erica Charles, Student Senate Pro-Tempore  
Lee Gibson, Student Body Treasurer  
Megan Huges, PAC Chair