

CHAPTER 800 FINANCES GENERALLY (71-261, 76-261, 80-157, 80-223, 83-218, 90-141, 92-108 92-126, 93-123, 95-109, 96-114, 96-137, 97-131, 2001-141, 2004-107, 2005-122, 2006-107, 2006-122, 2007-139, 2008-119, 2010-119, 2011-108, 2011-118, 2012-108, 2012-114, 2014-115, 2015-115)

- 800.0 Definitions
- 800.1 Student Body Funds - the total of all moneys received from the Activity and Service Fees.
- 800.2 Activity & Service Fees – The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, veteran status or any other classification as provided by law. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the Student Government. [FL Statute 1000.24 (10)(6)].
- 800.3 Student Organization - any organized student group registered with the University of Florida Department of Student Activities and Involvement. This definition excludes consideration of Student Government and Student Government agencies and auxiliaries as being student organizations. For the purpose of these statutes, academic organizations shall follow the same guidelines as student organizations except in the case of budget classification.
- 800.4 Budget - plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means or sources for financing such.
- 800.5 Fund - a sum of money and/or other resources separated for the purpose of carrying on specific activities as approved by the Student Senate.
- 800.6 Banquet – a meal honoring a particular guest or occasion at which food is served plated to attendees.
- 800.7 Reserve Account – Student Government has an account that consists of funds left over at the end of the year and revenues collected in excess of budget. This account is of a non-recurring nature; therefore all expenditures from the account are for one time only expenditures. In order to expend these funds a specific law must be drafted and approved through the Student Senate.
- 800.8 Special Request - money requested from the Allocations Committee throughout the fiscal year by new groups or established groups for projects or travel not previously budgeted.
- 800.9 Income - Student Activity fees constitute the income for Student Government. These fees shall be collected by the Controller of the University upon registration of any student and shall be held subject to allocation by the Student Senate.
- 800.10 Disbursements - No funds shall be disbursed without the approval of the Student Body Treasurer.
- 800.11 Student Body Treasurer – The Fiduciary Agent for all organizations and the Chief Financial Officer of the Student Body in accordance with the Constitution and Finance Law.
- 800.12 Property Surveys - In accordance with policies established by Asset Management, the Student Government Business Manager shall be responsible for the inventory and control of all property purchased under Activity and Service Fees. The Business Manager shall comply with all inventory requests, state law and university policy.
- 800.13 Carry Forward Funds - At the end of each fiscal year, all monies remaining in active Special Requests, ADA, Student Government Copies line and Outside Revenue will carry forward to the next fiscal year.
- 800.14 Fiscal Year - The fiscal year of the Student Government of the University of Florida shall be from July 1 to June 30.

- 800.15 Line Item Transfer - A Line Item Transfer shall be a transaction which transfers Student Body Funds allocated to an organization by Student Senate from their original line item into another specified line item of the same Student Government Funded Organization.
- 800.16 Attendance – The total number of University of Florida students present at an event or meeting.
- 800.17 Active Members – Average number of enrolled University of Florida students that attend general student organizational meetings, including cabinet meetings, as reported in budget submission. (Normally the weekly meetings held to discuss organizational activities/event.) This does not include how many people are on a listserv or how many students attend the large events held by the student organization in question.
- 800.18 Finance Law – The rules and regulations contained in, Student Body Statutes 800 Codes, UF Policy and Procedures and the governing laws and regulations as stipulated by the State of Florida.
- 800.19 Umbrella Organizations – Any organization receiving funding from Activity and Service Fees which allocates those fees to sub-organizations.
- 800.20 Sub-Organization – Any student group receiving funding from an umbrella organization.
- 800.21 Sponsored Organizations – Any student organization which receives direct support from another University entity. This includes, but is not limited to space, direct guidance from paid university staff and/or faculty, resources, funding, etc. These may not be funded by SG.
- 800.22 Fundraising – Any activity considered to be a form of solicitation, including but not limited to letters of solicitation, alumni newsletters, or direct appeals for donations. Any efforts to raise money or donations for charitable causes.
- 800.23 Travel – being reimbursed for expenses related to travel beyond UF’s campus. This does not include programming events held off campus. Travel can be classified into the following five (5) categories. Determination of category as to which proposed travel shall be categorized will be at the discretion of the Student Senate Budget and Appropriations Committee, Student Senate Allocations Committee, or BOCC Special Request Committee as appropriate. These five (5) categories are:
1. Competitive
 2. Conference/Convention
 3. Developmental
 4. Relief
 5. Retreat
- 800.24 Competitive Travel – Representing the University of Florida at competitions where awards are given for performance.
- 800.25 Conference/Convention Travel – Going to national or regional meeting to gather best practices or current issues that impact the student organization.
- 800.251 Conference/Convention Travel does not include travel that is solely for personal growth/development. The conference must be primarily for the gathering of information that can be shared with other UF students and cannot be simply a personal experience for one individual or a representative group. Conference/Convention Travel can be used for attendance at professional meetings that disseminate information for a given professional student organization.
- 800.26 Developmental Travel – Travel with no registration fee. Travel is for a student organization or individual representing that student organization to learn from their experience. Most often, this entails group travel for the purpose of obtaining hands on experience regarding a subject matter that pertains to the skillset of the attendee(s).
- 800.27 Relief Travel – Travel where an individual or a student organization does community service or performs services to disenfranchised/economically oppressed people from around the world. Provides aid and/or charitable services to residents of a community.

- 800.28 Retreat Travel – Travel off-campus for the purpose of furthering a student organization or an individual members’ goals. This includes travel for a experiences that cannot be shared with others. Examples include, but are not limited to, religious spiritual retreats; spiritual development, personal growth retreats.
- 800.29 Dual- Use Specialized Equipment – One-time purchases (non-recurring) of specialized equipment that supports more than just the student organization making the purchase. This includes, but is not limited to, equipment for the support of academic studies, auxiliary use, or research (even though student organization usage can be justified).
- 800.30 Exclusive-Use Durable Goods – One-time purchases (non-recurring) that are used exclusively by student organizations. Normally the item will either cost more than \$1,000 with a service life of three or more years or be considered pilfer-able and thus must be inventoried per UF regulations.
- 800.31 Consumable Goods – Items that are consumed in support of the process for which they were bought.
- 800.32 Promotional Items – Advertising items given to a person for the purpose of promoting an event or organization. If funded by Student Government, these items must have SG logo on them, or the phrase “funded by Student Government”. Further, no group may charge any monetary amount in exchange for a promo item.
- 800.33 Off-Campus Recreational Activities – Any activity that requires a fee (entrance, usage, rental) for a person to participate not located on UF property. This includes but is not limited to rock climbing, camping, tubing, paintball, bowling, laser tag, etc.
- 800.34 Travel Grants – those funds that are allocated to an organization as a lump sum travel amount to pay for travel expenses. Only three Student Government Funded Organizations hold this type of travel funding. These are the Graduate Student Council, Health Outreach Assembly, and Board of College Council Special Travel Request Fund. All other funded travel is set by the Budget and/or Allocations Committee on a per trip basis.
- 800.35 Teaching Supplies – Supplies or aides required to demonstrate and provide experience in the training of an individual with regards to an academic endeavor.
- 800.36 Annual Report – Effective expenditure rate of a given organization over a Fiscal Year time period.
- 800.37 Student Government Sponsored Concerts –Only those concerts produced or co-sponsored by Student Government Productions.
- 800.38 Personal-Use Consumable Items – Material that is inherently used by only one (1) person and cannot be re-used by someone else.
- 800.39 Sport-Focused Organization – A student organization whose primary goal is to pursue a physical recreational activity that includes, but is not limited to, organized or competitive sporting events, any activity requiring physical conditioning, or physical activity.
- 800.40 Culinary-Focused Organization – A student organization whose primary goal is to pursue educational activities within the culinary arts including, but not limited to, cooking classes and event planning in the culinary industry.
- 800.41 Food Ingredients – Any food item that is combined with other food items to create a specific meal or dish; these shall be considered a part of the programs line.
- 800.42 Restrictive Activity – Any activity by a student organization that is meant to primarily serve a particular segment of campus and would intrinsically limit all students from participation.

CHAPTER 801 ADMINISTRATIVE REGULATIONS FOR ENSURING FISCAL ACCOUNTABILITY (95-109, 98-128, 2006-122, 2008-119, 2010-119, 2011-118, 2013-115, 2014-115, 2015-115).

- 801.1 For all organizational expenditures, the President and Treasurer, or designated Executive Board member of each organization shall approve all requests submitted to the Student Body Treasurer for expenditure of funds.
- 801.2 Student Organizations are encouraged to refrain from opening outside bank accounts. Outside bank accounts will have bank fees, minimum balance requirements, and check printing charges. Outside revenue held by Student Government Finance is free banking for the organization. **Only** student organizations that are generating income requiring IRS designation as a non-profit entity should consider opening an outside bank account. Examples of such situations include working concessions or any legal framework where a student organization is treated as a sub-contractor.
- 801.21 New sources of income that becomes available to organizations throughout the fiscal year shall be reported to the Treasurer within 15 days after that source becomes available but excluding groups who choose to have their own outside bank.
- 801.3 No individual shall be an authorizing agent on any form in which they will receive any personal benefits.
- 801.4 All expenditures of Activity and Service Fees must have prior approval by the Student Body Treasurer.
- 801.41 If the Student Body Treasurer initiates any requisitions, the Student Body President must be the sign off authority.
- 801.411 Any violation of statute 801.4 may be considered an Offense Against the Student Body and a meeting of Student Conduct and Conflict Resolution within the Dean of Students Office may be called to determine if probable cause exists for immediate flagging of the students' records.
- 801.42 The Student Body President shall have approval authority over Student Government Administrative expenditures except for expenditures from the Vice Presidential Executive Cabinet, which shall be approved by the Student Body Vice President. If the Student Body Treasurer refuses to approve a request, a majority vote of the Student Senate shall compel the signature.
- 801.43 Any expenditure of Activity & Service Fee money that has not been approved by the Student Body Treasurer shall not be considered a liability on the part of Student Government. The payment responsibility will fall upon the individuals who made the unauthorized purchase or request for service.
- 801.44 In order for any umbrella organization to fund any sub-organization with Activity and Service Fees, the sub-organization must be properly registered with the Department of Student Activities and Involvement. Sub-organizations must comply with the same finance laws as the umbrella organization it is under.
- 801.5 Any organization or individual that violates 801.4 by a purchase without prior approval shall be required to submit a detailed written justification stating all circumstances surrounding the occurrence. The Student Body Treasurer shall then have reasonable discretion in approving the request.

- 801.51 All justification required by 801.5 must have documented acknowledgement of the following:
1. Organizational President and Treasurer,
 2. In the absence of the Organizational President or Treasurer, an organization is permitted to have another Executive Board member's signature.
- 801.52 If the Student Body Treasurer deems the circumstances unreasonable, the payment responsibility will fall upon the individuals who made the unauthorized purchase or request for service.
- 801.53 After the first submitted and approved written justification, the Student Body Treasurer shall have the discretion to accept or approve letters of justification for additional violations of 801.4 only for extreme and extenuating circumstances.
- 801.6 In the event the Student Body Treasurer deems the justification as described in 801.5 as inadequate; the student or student organization may appeal that decision to the Student Senate Budget and Appropriations Committee. The Chair of the Budget and Appropriations Committee shall preside over the appeal and may only vote in the case of a tie. If the Chair is unavailable, the Vice-Chair shall assume the role of Chair for the purposes of the appeal.
- 801.61 The aforementioned committee shall have full discretion in acceptance and approving all letters of justification and the respective payment.
- 801.62 If the committee does not approve the letter of justification, the payment responsibility will fall upon the individuals who made the unauthorized purchase or request for service.
- 801.7 Funding policy for groups structured around charitable works, religious activities and lobbying efforts:
1. SG will fund these groups nominal amounts for publicizing their existence on campus and in order for them to attract members. SG will NOT fund programming activities of these groups that directly relate to fundraising, or direct political lobbying efforts. Funding for programs that are designed to inform the Student Body of the student organization view and aimed at recruitment of new members is permitted.
 2. Groups structured around religious activities may fund programming activities as long as they are not classified as restrictive and are open to any student on campus.
 3. This policy is based on a need to prevent the use of public funds being used for fundraising, and or lobbying.
- 801.8 Prioritization of funding for any student organization event shall be decided by overall benefit to the Student Body, which shall be determined by the following factors:
1. Cost Ratio Per Person: Cost divided by anticipated attendance for an event.
 2. Alternative Sources of Funding: A&S Fees should be considered as the last resort if other funding sources are applicable
 3. Risk Management: Liability is low enough to lead to a favorable outcome
 4. Fiscal Responsibility: Appropriateness of the expenditure
- 801.81 Factors that shall not be allowed:
1. A Budget increase, not tied to the addition of sub-organizations, of over 200% will not be allowed from one fiscal year to the next.
 2. Groups that do not spend at least 50% of their budget two years in a row shall be taken

off the budget cycle and will follow new organization funding requirements as defined in Code 810.20(J).

801.9

In order to prevent excessive expenditures by student organizations at the end of the fiscal year from April 1st through June 30th, the Student Body Treasurer may exercise the power to freeze funds in excess of twenty-five (25) percent of the originally budgeted amount.

CHAPTER 802 LINE ITEM TRANSFERS (92-117, 92-142, 93-123, 95-109, 97-131, 98-128, 2006-122, 2010-119, 2011-118, 2014-115, 2015-115)

- 802.1 Line item transfers shall be subject to the following stipulations:
1. Up to fifteen hundred dollars (\$1500) in line item transfers may be approved by the Student Body Treasurer per semester and once during the summer at the written request of a student organization.
 2. Any line item transfer over the amount of fifteen hundred dollars (\$1500) or that transfers any amount of money into a travel, awards, or food line shall be treated as an authorization and must pass a two-thirds (2/3) vote of the Student Senate present and voting on one reading.
 3. All line transfers have to be approved by the Organizational President, Treasurer or designated member of the Executive Board.
- 802.2 Transfer of Activity and Service Fee funds to Outside Revenue is prohibited.
- 802.3 Minimum amount for a line item transfer is twenty-five (\$25) dollars per line item.
- 802.4 Transfer of Activity and Service Fee to Awards, Food and Travel without Budget Committee approval is prohibited.

CHAPTER 803 STUDENT GOVERNMENT COPY CENTER (92-126, 97-131, 2006-122, 2010-104, 2010-119, 2104-115, 2015-115)

- 803.1 All funds allocated to student organizations for the purpose of copies shall have a copies line item in their budgets. Money shall be transferred by the Student Government Finance Office from the organizational copies line to the Student Government copies at the beginning of the Fiscal Year. On the last day of the fiscal year (June 30), all the money left in the Student Government Copy Center Account will roll over into the next fiscal year's copy center account.
- 803.2 Line item transfers out of this account are prohibited.
- 803.3 Expenditures from this line item may only be made to support the copy center.
- 803.4 No Activity & Service Fee money should be spent on copies made outside the Student Government Copy Center unless the requirements exceed the capability of the Copy Center.
- 803.5 Postconsumer Content Policy: Student Government shall, whenever practicable, purchase paper supplies with postconsumer content.

CHAPTER 804 STUDENT GOVERNMENT PRINTING (71-120, 74-125, 74-177, 83-210, 90-141, 91-130, 93-123, 95-109, 95-110, 95-127, 96-114, 97-131, 98-128, 2003-114, 2005-107, 2006-122, 2007-121, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120)

- 804.1 Printed or publicity materials shall include, but not be limited to brochures, pamphlets, posters, advertisements, programs, handbills, and stationery.
- 804.11 All student organizations receiving Student Body funds or otherwise benefiting from Student Government sponsorship must credit said sponsorship/funding in publication of any and all printed or publicity materials by inclusion of the SG logo or a phrase similar to “funded by Student Government.”
- 804.12 Publication of any and all printed or publicity materials bearing the Student Government logo do NOT necessarily reflect the views of Student Government or the Student Body.
- 804.13 Permission to invoke the endorsement of the Student Body and or Student Government by any group must have written authorization by the Student Body President.
- 804.14 Any student organization not receiving funds from SG/Student Government that wishes to invoke the Student Government logo, or a statement invoking the support or endorsement of Student Government, on any printed or publicity materials must have written authorization from the Student Body President.
- 804.15 A copy of all printed material shall be submitted to the Student Government Office upon request.
- 804.2 Upon the first violation of 804.11 and/or 804.15, the Student Government Finance Office will notify the Organizational President and the Student Body Treasurer. Upon the first violation in a fiscal year, the student organization's funds may be frozen for fifteen (15) days under the authority and action of the Student Body Treasurer. Upon the second violation in a fiscal year, funds may be frozen for thirty (30) days. Upon the third violation in a fiscal year, Student Body funds may be closed to the student organization for the remainder of the fiscal year. All notifications regarding violations and actions toward the student organization's account must be made in writing and kept on file in the Student Body Treasurer's office.
- 804.3 All Student Government Organizations shall provide copies of printed materials in accordance with UF Americans with Disability Act policy/rules and regulations upon request.

CHAPTER 805 OVERSPENDING (88-140, 88-144, 90-141, 93-123, 97-131, 2010-119, 2015-115)

- 805.1 Overspending of line items is prohibited. Student organizations which receive line item budgets or special requests are solely responsible for not overspending their line item amounts as allocated by the Student Senate.
- 805.2 If overspending of any line item occurs, the organization is responsible for reimbursing Student Government that amount. The amount overspent shall be taken from the Organization's:
1. Outside Revenue.
 2. Existing line items of its:
 - a. Current fiscal year budget.
 - b. Special request.
- 805.3 If the student organization is unable to meet the obligation from the funds described in 805.2, the Organizational President and Treasurer must meet with the Student Body Treasurer to draft a payment law with a definite timetable.
- 805.4 Failure of a student organization that has overspent Student Government funds to draft a payment plan within eight weeks of the occurrence, excluding summers, will constitute misuse of Student Body funds under Chapter 806 of the Student Body Statutes.
- 805.5 Any payment plan for an organization that has overspent Student Government Funds shall be passed as a Bill of Law by the Student Senate. The Student Senate is not obligated to fund any outstanding obligations of an organization that has overspent SG funds. The only permitted retroactive funding from Student Government is for outstanding obligations of an organization which overspent SG funds and has an approved Payment Law.
- 805.51 Prior to a vote by the Student Senate ratifying a Payment Law for overspent funds, the offending organization shall submit a written explanation of the cause of the overspending to the chair of the committee that funded the organization. This explanation shall be made part of the minutes of the Senate Meeting at which the vote takes place.
- 805.6 Future funding of any organization that has overspent SG Funds will be contingent on the performance of the conditions stated in the established Payment Law. The Student Senate Budget and Appropriations Committee shall be the exclusive judge of such performance.
- 805.7 Failure of any organization to complete the conditions specified in the Payment Law shall constitute Misuse of Student Body Funds under Chapter 806 of the Student Body Statutes.

CHAPTER 806 MISUSE OF STUDENT BODY FUNDS (71-120, 83-219, 84-115, 90-141, 92-127, 95-110, 96-137, 97-131, 2004-127, 2006-122, 2010-119, 2012-108, 2014-115, 2015-115)

- 806.1 Failure to comply with the provisions of the Finance Law may result in action by the Student Body Treasurer to prevent further expenditures from the offending organization's fund.
- 806.2 Misuse of Student Body Funds or property and willful disregard of the Finance Law by the Organizational President (or equivalent), Treasurer, (or equivalent), or designated Executive Board member shall be chargeable by either the Student Body Treasurer or Student Senate acting upon recommendation of any of its members. Such individual(s) upon recommendation of the Student Body Treasurer or a simple majority vote of the membership of the Student Senate present and voting shall be tried by the Office of Student Conduct and Conflict Resolution for violation of this section with the Student Body Treasurer appearing as party plaintiff.
- 806.3 Should a group violate any law within the 800 Codes of the Student Body Statutes of the University of Florida Student Government, the Treasurer has the discretion to ask for a written explanation of the circumstances. The Treasurer will then have reasonable discretion to approve or not approve any monetary request related to the offense.
- 806.31 Should a group violate any law within the 800 Codes of the Student Body Statutes of the University of Florida Student Government twice within a fiscal year, the Treasurer will have the reasonable discretion to suspend privileges of the individual or organization making the request until Student Senate's Rules and Ethics Committee can meet to determine further course of action in the violation.
- 806.4 No Activity and Service Fee money shall be expended for any student organization that has been found responsible for misuse of Student Body Funds twice within one fiscal year, for a period of up to one (1) calendar year from the date of the last violation. This statute may be suspended by a four-fifths (4/5) vote of the membership of the Student Senate present and voting.
- 806.41 Any group suspected of violating Finance Law shall be referred to the Student Senate Rules and Ethics Committee upon vote of a simple majority of those Student Senators present and voting or by written referral from the Student Body Treasurer, for an investigation. The R&E Committee shall report to the Student Senate their findings and should the group be found responsible for a misuse of Activity and Service Fee money, the R&E Committee shall recommend a penalty. The Student Senate, by a majority vote of those Student Senators present and voting, may accept, amend, or reject the R&E Committee's findings and recommended penalty.
- 806.42 Upon an organization's first conviction in a given fiscal year, the penalty for a violation which does not exceed one hundred dollars (\$100) shall be a written reprimand. For violations equal to or in excess of one hundred dollars (\$100), the R&E Committee may make a lawful recommendation for action which they deem adequate based on the circumstances of the violation. This statute may be suspended by a four-fifths (4/5) vote of the membership of the Student Senate present and voting.

CHAPTER 807 ADMINISTRATIVE REGULATIONS -AUTHORIZED TRAVEL EXPENSES (71-120, 73-209, 77-191, 80-116, 80-223, 81-107, 81-118, 82-145, 83-223, 84-178, 84-200, 86-163, 87-168, 90-141, 95-109, 96-114, 97-131, 97-139, 98-100, 2001-118, 2005-106, 2006-122, 2006-138, 2010-119, 2011-118, 2012-108, 2013-108, 2014-115, 2015-115, 2016-120).

- 807.1 Travel Expense Regulations
- A. All travel must have prior approval of the Student Body Treasurer; under no circumstances can travel reimbursement be made for travel that did not receive prior approval. This pertains to all SG travel, despite source of funds.
 - B. All expenses authorized in this section shall be properly vouchered in accordance with procedure(s), rules and regulations of the UF Travel Department.
- 807.11 Students traveling are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.
- 807.12 All travel partially or fully funded by Activity and Service Fees must be in the performance of official duties of, or on behalf of the Student Body. A violation of this statute will constitute an Offense Against the Student Body.
- 807.2 Any travel approved through an SG funded travel grant or a registered student organization should be reimbursed based on gas receipts. However, under no circumstance can an individual be reimbursed for mileage in an amount that exceeds the statutory limit for travel in the state of Florida.
- 807.3 Bus, rail, or airfare will be paid as established by common carriers--with an emphasis on safe and efficient expenditure. Airfares shall be paid only for distances in excess of four hundred (400) miles or in special cases approved by the Student Body Treasurer. (This distance shall be calculated for this purpose for one way only).
- 807.4 The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Student Senate approved and receipted travel expenditures (excluding food costs) of the approved attendees may be refunded. The maximum amount reimbursed will not exceed three hundred fifty (\$350) per person per trip.
- 807.5 Rules for compliance with recommendations for fiscal accountability on travel include:
1. All travel must have prior written approval from the Student Body Treasurer and the Student Government Business Manager.
 2. Student Government may not be responsible for costs incurred on a trip if prior written approval is not given by the Student Body Treasurer.
 3. All travel authorization forms (TARs) must be turned in to the Student Government Finance office at least **ten (10) business days before** the trip is to take place. Refer to 807.11 for International (does not matter which type of trip is being planned) trips which have special requirements. Exceptions to this rule may only be made in extreme circumstances as detailed in a letter of justification signed by the organizational president or treasurer with the approval of the Student Body Treasurer.
 4. UF ID numbers and names of all students attending the trip shall be required for reimbursement of group travel.
 5. Receipts must be turned in to SG Finance within thirty (30) days of completion of travel.

- 807.6 If a student receives an SG funded travel grant, that student may not receive travel funding from a different SG funded student organization for the same trip.
- 807.7 Travel Requirements
- 807.71 Relief Travel
- 807.711 All student relief trips must receive funding through Health Outreach Assembly and cannot be base budgeted by a student organization.
- 807.72 Conference Travel.
- 807.721 Students going to the conference/convention as defined in Statute 800.25 are required to share the information gathered with as many other students at UF as is practically possible. This includes posting material online with regard to any research presented by the traveler or any materials permitted to be openly disseminated from a conference. Material that is protected by intellectual property data rights will not be publicly posted.
- 807.722 No student shall be funded for more than one (1) conference trip per academic year. Only four (4) students for the same conference will be funded for any given student organization. This clause may be suspended by approval of the Student Senate Allocations or Budget and Appropriations Committees in the appropriate, respective circumstance. In order for code to be suspended by the Student Senate Allocations or Budget and Appropriations Committees, the organization in question must show proof that all members of the organization had an equal chance opportunity to attend the conference in question. This must be heard by the Student Senate Budget and Appropriations or Allocations Committees during the fiscal year in which the travel will take place. *
- 807.723 Only expenses made by UF students may be reimbursed on conference trips. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be reimbursed under any circumstance.
- 807.73 Developmental Travel
- 807.731 No student shall be funded for more than one (1) developmental trip (as defined in Code 800.26) per academic year.
- 807.732 Only expenses incurred by UF students on developmental trips may be reimbursed. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be reimbursed under any circumstances.
- 807.733 Developmental Travel can only be authorized by Board of College Council's Special Travel or the Student Senate Allocations Committee request process and cannot be base budgeted for in advance by student organizations.
- 807.734 No more than \$350 per person will be spent on developmental trips.
- 807.74 Competitive Travel

- 807.741 Only expenses made by UF students may be reimbursed on competitive travel trips. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be allowed.
- 807.8 Students who use Graduate Student Council's travel grants will post information presented at the conference on a website for all UF student to access as maintained by Graduate Student Council.
- 807.81 Graduate Student Council will allow undergrads to access travel grants
- 807.82 Graduate Student Council Travel Grants are limited to one (1) trip per student per fiscal year.
- 807.9 Travel Restrictions
- 807.91 Any travel outside of continental United States must be submitted to SG Finance **NO LESS than 12 weeks (3 months)** prior to the departure date of the trip.
- 807.92 Only competitive and conference/convention travel can be base budgeted.
- 807.93 Activity and Service Fee money may not be expended on retreat travel.

CHAPTER 808 ADMINISTRATIVE REGULATIONS - EXTERNAL CONTROL (71-120, 73-139, 80-223, 82-145, 87-152, 88-106, 88-125, 90-141, 92-123, 93-123, 95-110, 96-114, 97-103, 97-131, 97-139, 98-128, 2002-140, 2004-119, 2004-107, 2005-101, 2005-106, 2005-122, 2005-142, 2006-106, 2006-107, 2006-122, 2007-113, 2008-150, Ballot Initiative 2009, 2009-113, 2009-128, 2010-119, 2011-118, 2012-108, 2014-115, 2015-115, 2016-120)

808.1 External Control

All proposed expenditures shall be in compliance with the approved budget and shall be in accordance with the University Finance Services payment procedures, rules and regulations.

808.11 Student organizations can only receive student body funds if they are registered with the University of Florida Department of Student Activities and Involvement and adhere to Student Body Laws.

808.12 No Activity and Service Fee funds allocated to Student Government funded organizations are to be expended on any of the following purchases:

1. Plated food for events except when specified in a contract of Student Government or any of its agencies (see 800.07 for definition)
2. Tips/Gratuities
3. Prizes and prize Moneys/Scholarships
4. Clothing that exceeds \$15 per item.
 - i Clothing must be for promotional purposes.
 - ii Groups may not charge recipient of the clothing.
5. Expenditures in support of or against a political party at any level.
6. Expenditures intended to enhance a philanthropic organization that's main purpose is not serving the students at the University of Florida. Such items include but not limited to promotional materials and copies.
7. Expenditures intended to directly influence federal, state and local legislation, executive actions or judicial decisions. All lobbying efforts must be conducted through the External Affairs Director's Office.
8. Expenditures to subsidize in whole or in part any private corporation.
9. Rental of or expenditures towards functions hosted in private residences.
10. Postage.
11. Production of materials intended for mass mailing: mass mailings defined as identical mail exceeding 10 pieces. Rather, email is highly encouraged.
12. Any Activity considered to be a form of solicitation, including but not limited to, letters of solicitation, alumni newsletters, or resume mailings to potential employers. A&S fees may not be used to raise additional money.
13. Any materials given to or donated to, or used exclusively by non-UF students.
14. Any member of a student organization or its sub-organizations is prohibited from earning income paid from Activity and Service Fees for activities associated with the group. If compensation is pursued, only Outside Revenue may be used.
15. Graduation Parties/Socials/Ceremonies: social gatherings that, as the primary purpose, celebrate the accomplishment(s) of graduating students.
16. Personal use consumable items – material that is inherently used by only one (1) person and cannot be re-used by someone else.
17. Line 16 Awards may not be used to pay speakers or performers.

18. Bar rental, which the State of Florida deems to be a venue that earns more than 50% of their profit from the sale of alcoholic drinks, Student Activities and Involvement shall determine the proper contractual arrangements for any venue that normally serves alcohol during the hours of any student organization program.
19. No purchase or reimbursement for Gift Cards.
20. PCARD purchases made by UF departments are NOT allowed.
21. Wet labs cannot exceed \$200 each.
22. Can only purchase one banner every two years at a max price of \$200
23. Cost of DJ's cannot exceed \$200.

- 808.121 The decision as to whether or not an event is to be considered a banquet as defined in 800.6 is at the sole discretion of the committee hearing the request.
- 808.13 No Activity and Service Fee moneys are to fund awards, recognition keys, etc. unless expressly allocated in the Annual Budget. If approved in a student organization's annual budget, no more than five (5) percent of an organization's budget or one hundred dollars, whichever is greater, can be used for awards, recognition keys, etc.
- 808.14 No Activity and Service Fee moneys shall be allocated to areas that fall under the obvious responsibility of University agencies. The Student Senate Budget and Appropriations Committee or the Student Senate Allocations Committee (whoever hears the request) must vote in favor on the validity of the request upon query by one of the committee members by two-thirds (2/3) of the members present and voting.
- 808.141 In the event a committee votes to not fund a group based on 808.14, that group has the right to appeal the decision to the full Student Senate. If no Student Senator is willing to sponsor an amendment or bill regarding the denial, the student group shall be informed by the chairman of the committee that denied the request that have the right to present their complaint during Public Debate.
- 808.15 No Activity and Service Fee moneys shall be issued to a student organization until their constitution is passed favorably by a majority of the Student Senate Judiciary Committee.
- 808.16 Any organization funded by Student Government realizing revenue from ticket sales shall use pre-numbered tickets and shall file a report accompanied by the unsold tickets with the Student Government Finance Office.
- 808.17 All activities that include spending on programs or food must be publicly advertised in order to ensure foreknowledge by the student body.
- 808.2 Student Government Productions will have all ticket revenue money reverted to program line items prior to the end of the fiscal year. If ticket revenue money is not used within the fiscal year it is generated, the money will revert to SG reserves.
- 808.3 Organizations Funding Co-Sponsored Events.
- 808.31 In order for any Student Government funded organization to request a speaker, performer, or entertainer of any kind, costing over \$1,500.00, the group should consult with ACCENT or Student Government Productions (SGP).

- 808.4 Control of Food Expenditures
- 808.41 All food expenditures shall be in compliance with the approved budget and shall be properly encumbered in accordance with the University Financial Services.
- 808.42 Only the following entities, and the entities contained within each budget, will have the authority to spend Activity and Service Fee funds on food or food related items:
- 1) Student Government Administration – Account 602
 - 2) Student Government Operating – Account 626
 - 3) ACCENT – Account 601
 - 4) Student Government Productions – Account 627
 - 5) Student Government Special Requests – Account 641
 - 6) Student Government Funded Organizational Budget – SBS Chapter 822
 - 7) Student Government Academic Organizations Budget – SBS 824
- 808.43 The organizations that may spend money on food must create a line in their organizational budget detailing the amount of money to be allocated for food.
- 808.44 Organizations permitted to spend money on food may only spend a maximum of 15% of their total budget (less travel portion of budget), or six hundred dollars \$600, whichever is greater. This may be overridden with approval by the Student Senate Budget and Appropriations or Allocations Committee, respectively.
- 808.441 Organizations meeting the definition of 800.40 shall be permitted to maintain fifteen percent (15%) of their budget as food and include the expenditure for food ingredients under programs.
- 808.442 A maximum of three dollars and fifty cents (\$3.50) per head based on anticipated enrolled University of Florida student attendance for event will be budgeted for food for a given event.
- 808.443 Travel may only comprise a maximum of forty-nine (49%) of an organizations total budget except for those organizations that give Travel Grants as defined in code 800.37. ***
- 808.45 Food expenditures incurred on travel activities will not be funded.
- 808.46 Legislative Intent: This legislation is intended to allow student organizations to spend Activity and Service Fee monies on food, while maintaining a system of control that ensures responsible spending activities. The use of food is intended for public activities. Food should be served in a public manner, such as a buffet style, and used to attract participants to an organizational event.
- 808.5 Requirements on Lobbying Contracts. All contracts for the services of any lobbyist or lobbying firm shall include the following requirements:
1. All lobbyists or lobbying firms receiving Student Body Funds shall submit to the Student Senate by email, standard post or other method a written report of all activities carried out in fulfillment of the contract no less than once in the combined summer term, no less than once in the fall semester, no less than once in the spring semester while the Florida Legislature is in session, and once following the adjournment sine die of the Florida Legislature regardless of what semester that occurs. Such written reports shall be included as a discussion item on the agenda of the next meeting of the Student Senate after the report is submitted.

- 808.51 Definitions.
1. Lobbyist— shall be any person registered on the Registered Legislative Lobbyist Directory pursuant to Florida Statute 11.045 or Registered Executive Lobbyist Directory pursuant to Florida Statute 112.3215.
 2. Lobbying Firm— means a business entity, including an individual contract lobbyist that receives or becomes entitled to receive any compensation for the purpose of lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist.
- 808.52 Florida Student Association exception. Nothing in this section shall be construed to restrict the allocation, disbursement, or expenditure of Student Body Funds for dues and other payments to the Florida Student Association, Inc.
- 808.7 ONLY students of the University of Florida enrolled at time of encumbrance may be reimbursed.
- 808.8 Maximum dollar amount that may be spent on homecoming parade events is three hundred per independent student organization. If organizations wish to combine float decoration money they may have a maximum of eight hundred dollars (\$800) provided AT LEAST four (4) groups are in the cooperative effort. Maximum amount for a cooperative homecoming parade event venture is two thousand five hundred dollars (\$2,500) provided ten (10) or more organizations are represented by the parade event. Maximum amount an umbrella organization can spend on a homecoming parade event is two thousand five hundred dollars (\$2,500) as long as at least ten (10) or more sub-organizations are represented. Student organizations cannot be funded for being represented on more than one (1) homecoming parade event.
- 808.9 All off campus recreational activities, as defined in 800.33, will only be half (1/2) funded under the Programming Line. Student organizations should be encouraged to use on campus facilities for these activities.
- 808.91 Performance contracts may only be paid as earned income. SG will not reimburse performers for travel and travel expenses.
- 808.92 Student organizations meeting the definition of 800.39, as determined by Student Senate Allocations Committee may only seek Activity and Service Fee funding by application to Recreational Sport as a sport-focused organization.
- 808.93 Student Organizational promotional items will be limited to \$1.50 per item including setup and design charges (including having the SG logo or “funded by Student Government”), but excluding shipping/delivery/freight charges.
- 808.94 Any fees for late cancellation of room reservations or no-shows must be paid from outside revenues.
- 808.95 Alterations in the amount of a project contained in an approved budget may not alter the total budget number for the affected organization. If the BOCC Special Request Committee or the Student Senate Allocations Committee wants to increase total budget of an organization by increasing funding for a given project, they may do so but only by 200% of original budgeted amount. Any increase in excess of 200% per given project must be approved by the Student Senate Budget and Appropriations Committee.

CHAPTER 809 ADMINISTRATIVE REGULATIONS – SALARIES, SECRETARIAL AND HIRING (71-120, 71-184, 74-140, 86-170, 87-171, 89-107, 90-141, 91-127, 2001-146, 2004-116, 2004-127, 2006-122, 2006-138, 2007-137, 2008-120, 2008-121, 2008-122, 2008-123, 2010-119, 2015-115)

- 809.1 Remuneration for salaried students within student organizations shall be established annually by Student Senate as a part of the budget allocation. Student Body Funds not specifically designated for Student Salaries will only be allocated through regular procedures of the Student Senate with the approval of the Student Body President and Student Body Treasurer. The exception being that no Student Government official, either elected or appointed, shall be remunerated unless so established in the current operating budget. This is not intended to prohibit the hiring of personnel through the office of student employment and financial aid.
- 809.2 As the single exception of Section 809.1, the following officials shall be remunerated:
- A. Student Body President
 - B. Student Body Vice-President
 - C. Student Body Treasurer
 - D. Senate President
 - E. Senate President Pro-Tempore
 - F. Student Government Productions Chairperson
 - G. Accent Chairperson
- 809.21 Remuneration for these officials shall be established as per Section 809.1. Salaries for Student Government officials shall not be changed for a current term of office.
- 809.22 All remunerated officers listed above must spend a monthly average of ten (10) hours per week, Monday through Friday, during the Department of Student Activities and Involvement hours, in their respective office areas. The Student Body President, Student Body Vice President, Student Body Treasurer and Senate President must spend a monthly average of two (2) of the ten (10) hours per week that must be devoted to access to the Student Body between the hours of 8:00 AM and 4:30 PM.
- 809.23 The above officials may decline their remuneration in writing by filing a letter with the Senate Secretary within thirty (30) days of being sworn into office. In this case, their salaries shall be diverted to the SG reserve fund.
- 809.231 Officials may revoke the decision to decline their remuneration by submitting a second letter to the Senate Secretary at any time during their tenure. Remuneration will not be paid retroactively. Remuneration will restart based on the date of the second letter.

CHAPTER 810 ADMINISTRATIVE PROVISIONS – ACTIVITY AND SERVICE FEE
USAGE REGULATIONS (96-114, 97-139, 2006-122, 2010-119, 2011-118, 2014-115, 2015-115)

810.0 As per Florida Statute and Student Body Law:

The Student Activity and Service Fee shall be expended for lawful purposes to benefit the Student Body in general.

810.1 Pursuant to Florida Statute 1009, the Student Senate Budget and Appropriations Committee shall recommend to the Student Senate the allocation of the Activity and Service Fees for lawful purposes to benefit the Student Body in general, including but not limited to grants to duly recognized student organizations, the membership of which is open to all University students without regard to race, ethnicity, creed, sex, sexual orientation, national origin, age, religion, disability, or any other classification as provided by law. Such recommendations should be presented to the Student Senate as a Bill of Law.

810.2 In order for an organization to receive funds the following guidelines must be followed:

1. The organization must be officially registered with the Department of Student Activities and Involvement.
2. Organizations must re-register each year with the Department of Student Activities and Involvement to complete eligibility requirements.
3. Organizations must allow **EIGHT WEEKS** before receiving funds from the Special Request process.
4. All signature authorities receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
5. Student organizations may not charge membership fees.
6. A new organization may not apply for funding until they have been registered with the Department of Student Activities and Involvement and in existence for at least one (1) academic year [Consecutive Fall and Spring semester].
7. Organizations must have twenty (20) active members in order to receive SG funding. Groups may be required to provide verification by means of a separate list of member UFID's and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status. A report shall be given to the Allocations Committee stating confirmation of twenty UF students having affirmatively responding that they are active members of the group.
8. New student organizations will not receive funding for travel until they have been placed on the regular budget cycle.
9. New organizations must receive their first funding from Allocations Committee. They must remain under Allocations for a minimum of one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive].

10. If a group drops off of the budget cycle for whatever reason, they will be treated as a new organization. They must complete one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] with no funding as a registered organization under SAI and then receive their first funding for at least one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] from the Allocations Committee and then be allowed be on the budget cycle the following fiscal year.

11. A new organization funded through the special request process must spend more than fifty percent (50%) of their funds in an academic year [a Fall and a Spring semester in any order but must be consecutive] in order to be considered eligible for the budget cycle. If fifty percent (50%) or less of the funds are spent, the organization must remain under the Student Senate Allocations Committee for another full academic year. Upon a majority vote by the Student Senate Allocations Committee, this clause may be suspended.

CHAPTER 811 ADMINISTRATIVE PROVISIONS – TRAINING REGULATIONS (98-128, 2006-126, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120)

- 811.1 The Student Body Treasurer’s office will create a Finance Training course. The course will adequately cover expenditure transactions, SG Finance Law, good business policies and procedures. The course will be available throughout the entire year. Upon receiving a 90% score on an online exam, proof of acceptable completion will be sent to SG Finance.
- 811.11 If a new group is funded through the Allocations special request process, the organization must complete finance training provided by either the Student Senate Allocations Committee or Student Government Finance office within two (2) weeks of receiving final approval of their request.
- 811.12 All signature authorities having approval of financial transactions must complete annual Finance Training. Violation of this rule will result in organizational funds being frozen until the organization comes into compliance.
- 811.13 Student organizations that conduct their executive board elections during the Spring must ensure the completion of financial training prior to budget hearings taking place.

CHAPTER 820 STUDENT GOVERNMENT RESERVES (92-142, 93-123, 95-109, 2000-101, 2002-110, 2006-136, 2007-133, 2008-106, 2008-132, 2010-119, 2011-118, 2012-108, 2014-115, 2015-115)

- 820.1 Any transfer of funding from Student Government Reserves shall be passed by the Student Government Executive Committee and then submitted to and passed by the Senate Budget and Appropriations Committee before being sent to the Student Senate for final approval. This bill shall be passed by a majority approval on two (2) readings and shall be subject to the Student Body Treasurer's approval or veto. If the bill is vetoed, it shall be placed on third reading and passed by a two-thirds (2/3rds) vote of the Student Senate, to override a veto.
- 820.2 A reasonable summary estimate and explanation of what is to be procured must be contained in the bill. The bill will be supported by a breakdown of each item to be purchased, including the estimated cost per item. This breakdown will also be made available upon request. The sum total of each line item must equal the total amount requested. Any money not spent will remain reserves.
- 820.3 SG Reserve transfers for the purpose of construction projects are for a construction contract amount as a whole. While a breakdown of expenses for the project will be made available upon request, sent out over the senate list-serve, and posted on the Student Government website, it is an estimate of each cost and not binding to the actual totals for each individual expense, so long as the total does not exceed the budgeted amount for the construction contract. An estimated completion date should be included in the attachment to the bill.
- 820.4 Following completion of a project details, including completion date and expenditures, will be made available to the Student Senate Budget and Appropriations Committee and will be made available to any student upon request.

CHAPTER 821 BIG FOUR BUDGET PREPARATION LAW (69-156, 70-100, 73-106, 79-180, 80-223, 81-118, 82-113, 82-145, 83-210, 86-164, 87-127, 88-125, 89-142, 90-141, 92-108, 94-111, 95-108, 95-110, 96-129, 96-137, 97-103, 97-131, 98-128, 2000-135, 2000-147, 2004-127, 2005-107, 2005-125, 2005-136, 2006-100, 2006-126, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120)

- 821.0 The Activity and Service Fee Budget Act
- 821.1 The areas that comprise the Activity and Service Fee Budget—Recreational Sports, J. Wayne Reitz Union, Student Activities and Involvement, and Student Government--shall submit their yearly budget request to the Senate Budget and Appropriations Chairperson as directed by written notification signed by the Chairperson. Tape recordings will be made of the hearings for future references, and shall be kept for one year after the A&S Fee Budget Act passes a second reading in the Student Senate.
- 821.21 The A&S Fee Budget hearings will begin Summer B term and end prior to Fall term elections.
- 821.22 The Big Four entities will, upon request of the Budget and Appropriations Committee, submit their budget request(s). The requests will be based on:
1. Percentage of the current budget OR;
 2. Expenditure rate average of last three (3) years of expenditure rate history.
 3. The percentage and base are to be determined by the Student Senate Budget and Appropriations Committee in consultation with the Student Body President and Student Body Treasurer.
- 821.23 Big Four budget hearing process Annual Budget Hearings
- a. The Budget and Appropriations Committee shall hold annual hearings to determine the Big 4 and Student and Academic Organization budgets.
 - i. The Big 4 consists of the J. Wayne Reitz Student Union, Student Government, Student Activities and Involvement, and Recreational Sports.
 - ii. Prior to the determination of the succeeding Big 4 budget, the prior budget shall be amended in a separate hearing.
 - iii. All organizational hearings shall be held pursuant to the terms of Chapters 821, 822, and 824 in the 800 codes of the Student Body Statutes
 - b. The Budget and Appropriations Chairperson shall call the meeting to order. In the Chair's absence, the Vice-Chairperson shall assume this responsibility.
 - i. The Chairperson shall begin introductions for the committee and may ask for the introduction of any official in the room for public record.
 - c. The Treasurer or designated fiscal representative of any student or academic organization shall present their budget for the next fiscal year to the Budget & Appropriations Committee.
 - d. Following presentation, the Budget and Appropriations Committee shall hold up to five (5) minutes of discussion with the Treasurer or designated fiscal representative.
 - i. Ex-officio members of the Budget and Appropriations may speak during this time.
 - e. Pro/Con debate shall proceed discussion, consisting of three (3) rounds of three (3) minutes each.
 - i. There shall be a fourth and final round consisting of con and final privilege at four (4) minutes each.
 - f. The following shall serve as a template for a motion prior to a vote on a budget: "Motion to move (student/academic organization or Big 4 entity) request to (2nd or 3rd) hearings in the amount of _____"
 - g. During 3rd hearings, the template shall be adjusted as follows: "Motion to approve (student/academic organization or Big 4 entity) for the (fiscal year) in the amount of _____"

- i. Ex-officio members may not vote. Following the vote, the Chair shall call for the hearing's adjournment.
2. A Big Four entity may request a supplemental budget in excess of the percentage limits set by the committee, but it MUST submit the base request in accordance with 821.22. The supplemental budget request must include a detailed explanation for the additional funding requested.
- 821.3 The proposed Activity and Service Fee (A&S) Budget shall be submitted to the Student Senate for review at least six (6) calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Student Senate Secretary and Budget and Appropriations Committee Chairperson no later than six (6) calendar days after the affected legislation has been submitted to the Student Senate. After this date, amendments to the bill of legislation may not be adopted; however, amendments to the amendments may be made from the Senate floor.
- 821.4 The Student Senate Budget and Appropriations Committee shall submit the proposed A&S Fee Budget request with a line item breakdown, to the Senate Secretary no later than ninety-six (96) hours after the final passage of the budget during third hearings by the Student Senate Budget and Appropriations Committee.
- 821.41 The executive board members of the Board of College Councils, the executive board members of the Graduate Student Council, and the Gator Times will be notified by email about the Big 4 budget. A press release will also be sent regarding the Big 4 budget to local newspapers with significant campus distribution. This notification will be sent twenty-four (24) hours preceding Senate presentation. Students wanting changes to the bill must work with a Senator and submit said changes in the form of a written amendment.
- 821.42 The language of the email described in section 821.41 shall be to the effect that: —The following is the link to the SG website where you can view the (insert fiscal year) Big 4 Budget: (insert appropriate website link). If you have any questions concerning this budget please contact the Student Senate office at 392-1665.
- 821.43 In the Activity and Service Fee Budget Act the passage of such a bill requires the bill to be passed by majority vote of those Senators present and voting in identical form at two (2) separate meetings of the Student Senate no closer than twenty four hours of each other.
- 821.5 The Activity and Service Fee Budget must pass on final reading seven (7) calendar days prior to the initial balloting of the fall election.
- 821.6 The Student Senate Budget and Appropriations Committee shall submit the proposed Activity and Service Fee Budget to the Local Fee Committee.
- 821.7 Each budget or line item removed from the Activity and Service Fee Budget by the Student Body President or Student Body Treasurer by line item veto shall recur on the floor of the Student Senate no later than fifteen (15) calendar days after the last veto message has been submitted to the Senate President.
- 821.71 Any budget or line item failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Student Senate Budget and Appropriations Committee no later than fifteen (15) calendar days after the override vote is taken on the Senate floor.

- 821.8 The Budget Act shall reflect all organizations requesting money even in the event that none is granted.
- 821.9 The Special Request Fund will be allocated as a line item under the Student Government Budget.

CHAPTER 822 The Student Government Funded Organizational Budget (92-126, 95-110, 97-103, 98-128, 99-120, 2000-135, 2000-136, 2001-116, 2004-103 2004-107, 2004-127, 2005-102, 2005-106, 2005-107, 2005-136, 2006-126, 2009-129, 2011-118, 2012-108, 2014-115, 2015-115, 2016-120)

- 822.1 The Student Government Organizational Budget, and the Academic Organizations Budget shall be administrated by the Student Senate Budget and Appropriations Committee, and shall be presented as a separate bill of law for Student Senate consideration. Audio recordings will be made of the hearings for future references, and shall be kept for one (1) year after the Student Government Organizational Budget passes a second reading in the Student Senate.
- 822.11 The Organizational Budget hearings will begin at the beginning of the Spring term and end by the conclusion of the Spring semester. No hearings shall take place one (1) week prior to spring elections. Hearings will resume after spring elections.
- 822.12 No budget hearings will be held during finals week of any term.
- 822.13 All Organizational Budgets will be compiled using computer software, which will be chosen by the SG Finance Office.
- 822.14 Organizations will have an annual budget goal as determined by the Student Senate Budget and Appropriations Committee.
- 822.15 Any student organization may submit a budget request in excess of the prescribed goal as determined by the Student Senate Budget and Appropriations Committee. The submitting organization must submit any amount exceeding the prescribed budget in the form of a supplemental budget to help prioritize funding. The excess budget request must include a detailed explanation for the additional funding requested.
- 822.16 The previous year's attendance and proof thereof from each of the organization's meetings shall be submitted within the organization's proposed budget.
- 822.17 The previous year's actual attendance, or if impossible to attain or if there was no corresponding program, then the estimated attendance of all proposed programs shall be submitted within the organization's proposed budget.
- 822.2 All requests by organizations for funds are to be submitted to the Student Senate Budget and Appropriations Chairperson in the Spring semester of the fiscal year by a date and time specified by his/her office after advertisement of the deadline at least thirty (30) days in advance over Docutraq and Gator Connect listservs.
- 822.21 The Student Government Finance Office will be responsible for notifying all relevant organizations as to forthcoming deadlines by campus advertisement and by e-mail. Organizations who have submitted budgets to be reviewed by the committee will be notified of their hearings by either electronic mail and/or phone at least forty-eight (48) hours before their hearing. Electronic notification is to be sent to the Organizational President and Treasurer e-mail address listed on the Department of Student Activities and Involvement website listing of organizations.
- 822.3 The proposed Student Government Funded Organizational Budget shall be submitted to the

Student Senate for review at least six (6) calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Senate Secretary no later than six (6) calendar days after the affected legislation has been submitted to the Student Senate. After this date, amendments to the bill of legislation may not be adopted, however, amendments to the amendments may be made from the Senate floor.

- 822.31 The Student Senate Budget and Appropriations Committee shall submit the proposed Student Government Funded Organizational Budget with a line item breakdown to the Senate Secretary no later than two (2) business days prior to presentation of the budget to the full Student Senate.
- 822.311 The President and Treasurer of each funded organization will be notified by email using Docutraq listserv. This notification will be sent a minimum of two (2) business days prior to Senate presentation. Organizations wanting changes to the bill must work with a Senator and submit said changes in the form of a written amendment.
- 822.312 The language of the email described in section 822.311 shall be to the effect that: —The following is the proposed (insert fiscal year) Student Government Funded Organizational Budget: (insert the summary of the budget line items). If you have any questions concerning this budget, or to reach your Student senator, please contact the Student Senate office at 392-1665. The deadline to submit amendments to the Senate Office, Room 3000 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full Student Senate on the first reading on (insert date, time and place).
- 822.32 The Student Government Funded Organizational Budget must be passed in identical forms by majority vote of those Senators present and voting at two (2) separate Senate meetings no closer than twenty-four (24) hours together.
- 822.33 The Student Government Funded Organizational Budget must pass on final reading before the last day of the Spring semester.
- 822.4 Any budget or line item removed from the Student Government Funded Organizational Budget Act by the Student Body President or Student Body Treasurer by line item veto shall recur on the floor of the Student Senate no later than fifteen (15) days after the last veto message has been submitted to the Senate President.
- 822.41 Any budget failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Student Senate Budget and Appropriations Committee no later than fifteen (15) calendar days after the override vote is taken on the Senate Floor.
- 822.5 The Budget Act shall reflect all organizations requesting money even in the event that none is granted.
- 822.61 Best use practice of Advertising dollars is considered to be Social Networking sites (especially Facebook advertising, events, and groups) followed by listservs and flyering.
- 822.62 No Organizational budget will contain funding for website design that exceeds five hundred dollars (\$500). Websites for a student organization can only be overhauled every eighteen (18) months. Money for website creation will only be given if website complies with SG Networking technical requirements.
- 822.63 Student organizations wanting to create a website using A&S fee monies must first go to SG

Networking and make sure that it complies with their technical requirements. Additionally, all websites must comply with UF's Web Standards and UF's Acceptable Use Policy for content. SG Networking can host student organizations' websites for free.

- 822.6 No Organizational budget can be for less than one thousand (\$1,000) dollars. In the event a student organization cannot justify a budget over one thousand (\$1,000), they will be given guidance on joining an umbrella group, pointed to other sources of funding on campus (departments, DSO, etc) or inclusion under SG Administration as deemed appropriate.
- 822.7 Additional Provisions
- 822.81 No student organization can buy software with A&S fee money unless it is owned by and purchased through Student Government and installed on a University of Florida owned asset.
- 822.92 All Student Organization Budgets will be compiled using computer software, which will be chosen and approved by the SG Finance Office.
- 822.93 Both academic and student organizations will follow the same set of rules and guidelines for budgeting and expenditure of A&S fee monies.
- 822.94 BOCC must follow the same set of rules and guidelines for special requests and special request travel as used by the Student Senate Allocations Committee.
- 822.95 The goal of Student Government is for student organizations to achieve an effective expenditure rate of at least 90%. The Student Senate Budget and Appropriations Committee must consider the effective expenditure rate of an organization during subsequent budget hearing deliberations.

CHAPTER 823 CHARITABLE DONATIONS (2012-108, 2015-115)

823.10 Student Government makes payments on behalf of student organizations to charitable entities. In order to discharge this agency function in a responsible manner, the following guidelines are to be applied:

1. Charitable donation must go directly to the charitable organization, which must have 501(c)3 status from the Internal Revenue Service. Charitable donations/payments to individuals will not be allowed for the following reasons:
 - a. The funds become taxable income when paid to the individual, as it is tied to their social security number. UF is not a charitable entity and payment from UF does not mitigate the tax situation. Accordingly, the funds are no longer a charitable donation when dispensed to the individual and that individual would receive the benefit of making the charitable donation, not the student organization giving it.
 - b. UF has no established criteria or basis for making the decision with regards to which individuals should receive charitable donations.
 - c. UF does not have an established decision making process based on specified criteria/requirement to make a payment to an individual and the decision would be an arbitrary one. Accordingly, that decision would not follow guidelines of good practice with financial records as required by UF Finance and Accounting and would be subject to challenge to the payment by members within the group that raised the funds.
 - d. Finally, UF is at risk if the payments are later determined to be inappropriate or in violation of our IRS status as an educational institution.
2. Payments to charitable organizations must meet the following criteria;
 - a. The recipient organization has been established for at least three (3) years; and
 - b. The recipient organization is listed on Charity Navigator; and
 - c. Not be listed on the Charity Navigator as —10 Charities in Deep Financial Trouble or —10 Charities Routinely in the Red.¶

CHAPTER 824 THE ACADEMIC ORGANIZATIONS BUDGET (2000-135, 2001-117, 2001-148, 2004-103 2004-107, 2004-127, 2005-104, 2005-136, 2006-126, 2010-119, 2011-118, 2012-114, 2014-115, 2015-115)

- 824.1 The Academic Organizations Budget will consist of the following organizations:
1. Board of College Councils
 2. Graduate Student Council
 3. Any Satellite Campus governing body
- 824.11 The Academic Organizations budget hearings will begin at the beginning of the Spring term and end by the conclusion of the Spring semester. No hearings shall take place two (2) weeks prior to Spring elections. Hearings will resume after Spring elections.
- 824.12 The BOCC budget hearing will review the BOCC budgets to the same degree as the organizational hearings. Each college council will be considered as an umbrella group and must present for the entire college before the Student Senate Budget and Appropriations Committee.
- 824.13 No budget hearings will be held during dead week or finals week of any term.
- 824.14 All Academic Organizations budgets will be compiled using computer software, which will be chosen by the SG Finance Office.
- 824.15 Academic Organizations will have an annual budget goal as determined by the Budget and Appropriations Committee.
- 824.16 Any organization may submit a budget request in excess of the prescribed goal as determined by the Student Senate Budget and Appropriations Committee. The submitting organization must submit any amount exceeding the prescribed budget in the form of a supplemental budget to help prioritize funding. The excess budget request must include a detailed explanation for the additional funding requested.
- 824.17 The previous year's attendance and proof thereof from each of the academic organization's meetings shall be submitted within the academic organization's proposed budget.
- 824.18 The previous year's actual attendance, or if impossible to attain or if there was no corresponding program, then the estimated attendance of all proposed programs shall be submitted within the academic organization's proposed budget.
- 824.2 All requests by academic organizations for funds are to be submitted to the Student Senate Budget and Appropriations Chairperson in the Spring semester of the fiscal year by a date and time specified by his or her office after advertisement of the deadline at least thirty (30) days over Docutraq and Gator Connect listserves.
- 824.21 The Student Senate Budget and Appropriations Committee will be responsible for notifying all relevant organizations as to forthcoming deadlines, providing each organization with any materials pertinent to the hearing process and answering any questions from the organizations about the hearing process by electronic mail, phone, and/or in-person meetings. Organizations who have submitted budgets to be reviewed by the committee will be notified of their hearings by either electronic mail and/or phone at least forty-eight (48) hours before their hearing. Electronic notification is to be sent to the President and Treasurer e-mail address listed on the Department of Student Activities and Involvement website listing or organizations.

- 824.3 The proposed Academic Organizations Budget shall be submitted to the Student Senate for review at least six (6) calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Senate Secretary no later than six (6) calendar days after the affected legislation may not be adopted, however, amendments to the amendments may be made from the Senate floor.
- 824.31 The Senate Budget and Appropriations Committee shall submit the proposed Academic Organizations Budget with a line item breakdown to the Senate Secretary no later than forty-eight (48) hours after the final passage of the budget at the reconciliation meeting by the Student Senate Budget and Appropriations Committee.
- 824.311 The President and Treasurer of each college council and Graduate Student Council will be notified by email using DocuTraq listserv. This notification will be sent a minimum of two (2) business days prior to Senate presentation. Organizations wanting changes to the bill must work with a Student Senator and submit said changes in the form of a written amendment.
- 824.312 The language of the email described in section 824.311 shall be to the effect that: —The following is the proposed (insert fiscal year) Student Government Funded Organizational Budget: (insert the summary of the budget line items). If you have any questions concerning this budget, or to reach your senator, please contact the Student Senate office at 392-1665. The deadline to submit amendments to the Senate Office, Room 305 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full Student Senate on the first reading on (insert date, time and place).
- 824.32 The Academic Organizations Budget must be passed in identical forms by majority vote of those Senators present and voting at two (2) separate Student Senate meetings no closer than twenty-four (24) hours together.
- 824.33 The Academic Organizations Budget must pass on final reading by the last Student Senate meeting of the Spring semester.
- 824.6 Any budget or line item thereof removed from the Academic Organizations Budget Act by the Student Body President or Student Body Treasurer by line item veto shall recur on the floor of the Student Senate no later than fifteen (15) days after the last veto message has been submitted to the Senate President.
- 824.61 Any budget failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Student Senate Budget and Appropriations Committee no later than fifteen (15) calendar days after the override vote is taken on the Senate Floor.
- 824.62 The Budget Act shall reflect all organizations requesting money even in the event that none is granted.
- 824.7 The BOCC is considered a single organization for the purpose of this chapter. However, any of its subsidiary college councils and organizations may, at the reasonable discretion of the Student Senate Budget and Appropriations Committee, be requested to appear during BOCC's budget hearings.
- 824.8 If a graduate student receives a Graduate Student Council travel grant, that student may not receive funding from the group travel funding of a student organization for the same trip

pursuant to 807.6.

824.9 Additional Provisions

824.91 No academic organization budget will contain funding for Alligator ads that are not a minimum of ¼ page in size.

824.92 All academic organizations must adhere to the same website rules as student organizations

824.93 Both academic and student organizations will follow the same set of rules and guidelines for budgeting and expenditure of A&S fee monies.

824.94 All academic organization budgets will be compiled using computer software, which will be chosen and approved by the SG Finance Office.

CHAPTER 825 COLLEGE COUNCIL ANNUAL BUDGET PREPARATION (90-141, 97-131, 98-128, 2000-135, 2001-148, 2003-119, 2004-106, 2004-137, 2005-147, 2006-126, 2007-134, 2010-119, 2015-115, 2016-120)

825.1 Board of College Council (BOCC) Funding

The BOCC is responsible for annually coordinating the budget requests of each college council.

825.2 The BOCC Finance Committee will consist of the following BOCC officers as voting members:

- 1) Treasurer, as chair
- 2) President, as vice chair
- 3) Administrative Vice-President
- 4) Operational Vice-President
- 5) Secretary
- 6) The five elected executives at large

No more than two (2) students from any one (1) college may serve on the BOCC Finance Committee.

825.21 Ex-officio members of the BOCC Finance Committee include, but are not limited to:

- 1) A member of the Student Senate Budget and Appropriations Committee, as determined by the Chair of the Student Senate Budget and Appropriations Committee.

825.22 Quorum to conduct business at Finance Committee hearings is a majority of the voting members, provided that the ex-officio member from the Student Senate Budget and Appropriations Committee is present. If the ex-officio member from the Student Senate Budget and Appropriations Committee is not present, quorum is three-fourths (3/4) of the voting members.

825.3 The BOCC Finance Committee will recommend to the BOCC the annual budget proposal. The BOCC will then adopt or amend the proposed budget and submit it to the Student Senate Budget and Appropriations Committee for inclusion in the Academic Organizations Budget pursuant to 824.1

825.31 Moneys given to BOCC or a college council must be spent in accordance with Student Body Law. College councils will be given complete financial jurisdiction over any and all professional/academic/ honor/social organizations related to their college or colleges. The organizations in their jurisdiction will not be eligible for separate funding, or special requests, from Student Government.

825.32 The BOCC Treasurer will work with the Student Senate Budget and Appropriations Committee and with the Student Body Treasurer, to insure that proper financial procedures are followed. This must include providing reasonable notice for all BOCC Finance Committee hearings to the Student Senate Budget and Appropriations Chair.

- 825.33 The BOCC Finance Committee in accordance with the guidelines determined by the University and Chapter 810 of the Student Body Statutes is responsible for the organizations classified under BOCC, in accordance with Student Body Law.
- 825.4 The BOCC's internal budget may include a special request line for programs and a special request line for travel pursuant to section 831.6 of the Student Body Statutes. No college council or any of its subsidiary groups may have lines in their budget for this purpose.
- 825.5 BOCC has the right to revert funds from College Councils who are not expending the funds allocated to them at any time during the fiscal year. This reversion should first be attempted on a voluntary basis decided by a discussion between BOCC and the affected College Council. The agreement between affected Councils is then forwarded to the SG Finance Manager. In the event no agreement can be reached, BOCC has the authority to revert funds back to the BOCC internal budget, pending approval from the Student Body Treasurer and the SG Finance Manager.

CHAPTER 826 STUDENT GOVERNMENT BUDGETS ONLINE (2010-107, 2010-119, 2011-118)

826.1 Student Government Budgets Placed Online. The Student Body Treasurer shall ensure that the Activity and Service Fee Budget, Student Government-Funded Organizational Budget, and Academic Organizations Budget, as defined in chapters 821, 822, 823, and 824 of the Student Body Statutes, are placed online. These posted budgets shall include all budgets used for the current fiscal year, and all budgets adopted by the Senate for the following fiscal year, which shall be posted within two weeks of their adoption. A link to the page containing these budgets shall be placed on the Student Government website.

CHAPTER 831 SPECIAL REQUESTS (69-155, 74-170, 77-185, 77-190, 78-220, 80-223, 81-118, 81-145, 82-145, 83-210, 84-115, 87-152, 88-125, 88-137, 90-141, 93-123, 95-109, 97-131, 98-128, 2001-125, 2001-152, 2002-109, 2004-127, 2005-107, 2005-142, 2005-150, 2006-104, 2006-105, 2006-126, 2007-136, 2007-138, 2010-119, 2011-118, 2012-108, 2014-115, 2015-115)

- 831.1 All Student Senate Allocations Committee Special Requests shall be introduced by filing such requests with the Student Senate Allocations Committee Chairperson no later than five (5) days prior to the committee meeting at which it will be reviewed. The amount and purpose of the request and the group's constitution shall be submitted to the committee by the Organizational President or designated financial officer.
- 831.11 The Student Senate Allocations Committee shall hear all special requests. The recommendations of the Student Senate Allocations Committee shall go to the Senate floor upon Student Senate Allocations Committee approval; if the Student Senate Allocations Committee Chairperson deems that the request of an existing budgeted organization is too large for the Special Request Fund, he or she must pass the request to the Student Senate Budget and Appropriations Committee for a special request from Student Government Reserves.
- 831.12 New student groups seeking to get on the budget cycle must remain under the Student Senate Allocations Committee for an entire academic year. The appearance may be once for an entire year or for two consecutive semesters. Refer to Code 810.2 for additional information.
- 831.121 New student organizations seeking less than one hundred dollars (\$100) in funding must seek alternative funding. Referral to SG Cabinet or an umbrella organization is recommended.
- 831.122 Requests generated by non-student groups such as SG Cabinet or SG Administration are not eligible for the Allocations Special Request Process.
- 831.2 A Special Request submitted to the Student Senate Allocations Committee from a registered student organization should be received eight (8) weeks before the planned event. New organizations shall not be funded until their constitution has been approved by the Student Senate Judiciary Committee. Additionally, no Activity and Service Fee funds will be expended for services already under contract by a student organization who has not received Student Government approval prior to such an undertaking. There will be no retroactive funding.
- 831.21 All requesting groups must exhaust all other external potential funding sources before seeking student body funds. The committee hearing the request must approve by two-thirds (2/3) of the members present and voting that this requirement has been met before said committee can approve the request.
- 831.3 All special requests shall be given a positive or neutral recommendation by a majority of the appropriate financial committee shall be placed on the Senate agenda by the Student Senate Replacement and Agenda Committee. If a request received a negative recommendation, the chairperson of the appropriate committee shall be responsible for posting the request in the Student Senate office for not less than one week. This posting will include the nature of the request, the reason for negative recommendation, and the vote on the request. The reason for negative recommendation will be stated in the opinion of the chairperson based on debate within the committee.
- 831.4 On-campus housing projects shall fall under the jurisdiction of IRHA and/or Mayor's Council. Organizations deriving constituency participation in areas of academic professionalism and/or

honoraries shall fall under the financial jurisdiction of the Board of College Councils (BOCC) and shall not be eligible to special request student body funds directly from Student Government unless approved by a majority vote of BOCC General. Organizations classified under the Board of College Councils Charter shall not be permitted to receive direct funding from Student Senate. Only with the umbrella organization requesting the money on behalf of the subsidiary organization can the subsidiary organization receive special request funds.

- 831.5 Any subsidiary organization disassociating from its umbrella organization is not explicitly entitled to any specific amount of money, regardless of its previous budgets. In appropriating funds, the Student Senate Allocations Committee will fund the organization as with the Student Senate's approval.
- 831.6 Funding Eligibility
- 831.61 Events which receive Special Request funding for two (2) consecutive fiscal years shall thereafter be ineligible to receive Student Body Funds through the special request process, and shall only be eligible for funding through the budget process except for educational trip requests, which are unlimited.
- 831.62 The only eligible expenses to be requested for travel are those that are directly related to an organization's travel activity. This shall include, but not be limited to, registration fees, hotel expenses, and transportation expenses. Requests for student body funds to pay for travel expenses related to bringing performers or speakers to campus shall be deemed part of honorarium expenses.
- 831.63 No food costs incurred in connection with travel shall be reimbursed. The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Student Senate approved and receipted travel expenditures of the approved attendees shall be refunded up to maximum of three hundred fifty dollars (\$350) per traveler.
- 831.64 The Student Senate Allocations Committee must make the determination that the requesting organization is student run, which means it functions without the direction or financial support of an entity outside of the organization. Indications that the organization fails to meet this task include: paid staff directing the organization, financial resources that cannot be transferred to Student Government Finance, and any other financial connections that dictate how the organization will function. Further indications include: operations housed in a facility off campus and selection of organizational officers if not done solely by UF students.
- 831.7 Special Request Fund
- 831.71 All requests submitted to the Student Senate Allocations Committee must include an itemized breakdown as defined by on-line Allocations Request form. The sum total of each line item must equal the total amount requested.
- 831.72 All proper requests shall be heard by the Student Senate Allocations Committee and submitted to the Student Senate for approval.
- 831.73 Pursuant to Article III, Section 7 of the Constitution of the University of Florida Student Body, no special request account shall remain open past six (6) months of second reading in Student Senate unless a waiver is obtained from the Student Body Treasurer.

- 831.8 New Special Events or new Activity and Service Fee entities will comply with training requirements comparable with other similar entities. All new Organizational Presidents and Treasurers must complete the annual Finance Training Class. Violation of this rule will result in entity funds being frozen until the individual(s) completes the training.
- 831.9 The Allocations committee will be the only place for student government funded organizations to purchase exclusive-use durable goods and dual-use specialized equipment. These purchases must be highly scrutinized.
- 831.91 Dual-use specialized equipment, or any academic equipment, shall be funded at the discretion of the committee. Funding should not exceed without full disclosure of extenuating circumstances that would justify greater than fifty percent (50%).
- 831.92 Student organizations requesting dual-use specialized equipment and/or exclusive use durable goods must have a site on-campus or a Student Government rented storage unit to store the equipment or get exempted by special permission from the Student Senate Allocations Committee during the hearing. The storage required must be documented in written form and signed by the UF entity assuming custody of the material.
- 831.93 Dual-use specialized equipment and exclusive use durable goods can NOT be included in the annual operating budget of any student organization and can NOT be funded through the Student Body Treasurer's office. All one-time equipment purchases must go through the Allocations Committee and student senate before being approved by a majority vote of Student Senate.
- 831.931 Examples of dual use specialized equipment include but is not limited to:
- a. Lab equipment
 - b. Special High tech tools.
 - c. Any durable good item whose serviceable life is three or more years. See Code 800.29 and 800.30 for additional information.