STUDENT SENATE LAW 2016-120

TITLE: 800 Code Revisions

Author(s): Budget and Appropriations Chairman Charlie Brown, Jr.

SPONSOR(S): Budget and Appropriations Committee, Allocations Committee


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 second first violation in a fiscal year, the student organization's funds may be frozen for thirty (30) fifteen (15) days under the authority and action of the Student Body Treasurer. Upon the third second violation in a fiscal year, funds may be frozen for seventy-five (75) thirty (30) days. Upon the fourth 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.

§04.3 All Student Government Organizations shall provide copies of printed materials in
accordance with UF Americans with Disability Act policy/rules and regulations
upon request.

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 vouchedered in accordance with procedure(s), rules and regulations of the UFT 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.

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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 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 824.8.

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.
822.11 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. Banquet, Banquet Related Items 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.
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.


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 they 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.
All activities that include spending on programs or food must be publicly advertised in order to ensure foreknowledge by the student body.

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.

Organizations Funding Co-Sponsored Events.

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).

Control of Food Expenditures

All food expenditures shall be in compliance with the approved budget and shall be properly encumbered in accordance with the University Financial Services.

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

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.

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.

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.

A maximum of three dollars ($3.00) 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 organization's 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.

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. Student organizations that conduct their executive board elections during the Spring must ensure the completion of financial training prior to budget hearings taking place.

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) hearing(s) in the amount of “______”

g. During 3rd hearing(s), 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

821.24 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.

822.11 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. The Special Request Fund will be allocated as a line item under the Student Government Budget.

822.10 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. Tape 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 two (2) weeks one (1) week prior to spring elections. Hearings will resume after spring elections.

822.12 No budget hearings will be held during dead week or 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 352-392-1665. The deadline to submit amendments to the Senate Office, Room 3095 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.

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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.

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.

The Budget Act shall reflect all organizations requesting money even in the event that none is granted.

No Organizational budget will contain funding for print newspaper ads that are not a minimum of one quarter (¼) page in size.

Best use practice of Advertising dollars is considered to be Social Networking sites (especially Facebook advertising, events, and groups) followed by listservs and flyering.

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.

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.

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.

Additional Provisions

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.

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. In the event no agreement can be reached, BOCC has the authority to revert funds back to the BOCC internal budget. 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.

Jeanly Clements  
September President  
Date

Susan Webster  
Student Body President  
Date

Dr. Dave Parrott  
Vice President for Student Affairs  
Date