

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)

800.0 Definitions

800.01 Student Body Funds - the total of all moneys received by those activities, organizations, agencies, and auxiliaries which derive income from Student Activity Fees.

800.02 Activity & Service Fees – the fees collected as a component of tuition which are to 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, ethnicity, creed, sex, sexual orientation, gender identity and expression, national origin, age, religion, disability, 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.

800.03 Organization - any organized student group registered with the University of Florida Center for Student Involvement. This definition excludes consideration of Student Government and Student Government agencies and auxiliaries as being organizations.

800.04 Performance Funding Organization (PFO) – An organization which coordinates the legalities of bringing speakers, performers, or entertainers to the University of Florida. These include ACCENT, the Center for Student Involvement, and Student Government Productions.

800.05 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.

800.06 Fund - a sum of money and/or other resources separated for the purpose of carrying on specific activities under charter from the Student Senate.

800.07 Banquet – a meal honoring a particular guest or occasion at which food is served plated to attendees.

800.08 Reserve - an account or fund established to indicate a specific surplus necessary to meet contingent liabilities upon directions from the Student Senate.

800.09 Special Request - money requested throughout the fiscal year by groups or organizations for events or projects not previously budgeted.

800.10 Capital Improvements - Any permanent physical change or improvement benefiting the Student Body.

- 800.11 Supplementary Appropriations Bill - bill containing a budget or budget line item removed by a line item veto. Considered by Senate as a separate bill of law, with money being allocated out of reserves.
- 800.12 Income - The Student Activity fees shall be collected by the Cashier of the University upon registration of any student and shall be held subject only to requisition by the Student Senate through the Treasurer of the Student Body.
- 800.13 Disbursements - No funds shall be disbursed with out approval of the Treasurer of the Student Body except for telephone, telegraph, collect freight, postage, and like charges which out of necessity must be paid for when incurred.
- 800.14 Student Body Treasurer – The Fiduciary Agent for all organizations and the Chief Financial Officer of the Student Body in accordance with the Constitution, Finance Law, and Finance Manual.
- 800.15 Property Surveys - In accordance with policies established by University Property Services, the Student Government Business Manager acting under the authority of the Student Body Treasurer shall be responsible for the inventory and control of all property purchased under Activity and Service Fees. The Business Manager shall assist the Senior Property Manager in compliance with all inventory requests, state law and university policy.
- 800.16 Surplus 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.
- 800.17 Fiscal Year - The fiscal year of the Student Government of the University of Florida shall be from July 1 to June 30.
- 800.18 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.
- 800.19 Attendance – The total number of University of Florida students present at an event or meeting.
- 800.20 Finance Law – The rules and regulations contained in the Finance Manual, Student Body Statutes 800 Codes, UF Policy and Procedures and the governing laws and regulations as stipulated by the State of Florida.
- 800.21 Umbrella organizations – Any organization receiving funding from Activity and Service Fees which allocates those fees to sub-organizations.

800.22 Sub-organization – Any student group receiving funding from an umbrella organization.

CHAPTER 801 ADMINISTRATIVE REGULATIONS FOR ENSURING FISCAL ACCOUNTABILITY (95-109, 98-128, 2006-122, 2008-119)

- 801.1 For all organizational expenditures, the President and Treasurer, or the President or Treasurer and one other Executive Board member of each organization shall sign off on all forms submitted to the Student Body Treasurer for approval to verify that the expenditures are for official organizational use.
- 801.2 The signature of a College Council President and Treasurer is required on any form that is submitted by any organization that falls under that College Council umbrella, except for requisition forms of Outside Revenue funds.
A. In the absence of the President and Treasurer, an organization is permitted to have another Executive Board member's signature.
- 801.21 An organization must close all outside bank accounts within 30 days of receiving Activity and Service Fee funding. If an organization fails to comply, their Student Government funding will freeze until proof of compliance is provided by the organization.
- 801.22 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.
- 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.
- 801.42 The Student Body President shall have sign off authority over Student Government Administrative and Operating Budget expenditures. If the Student Body Treasurer refuses to sign off on the 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 Center for Student Activities and Involvement.

- 801.5 Any organization or individual that violates 801.4 by a purchase without prior approval shall be required to submit a detailed letter of justification stating all circumstances surrounding the occurrence. The Student Body Treasurer shall then have reasonable discretion in approving the request.
- 801.51 All letters of justification required by 801.5 must have the signature of the following:
- A. Organizational President and Treasurer,
 - 1. in the absence of the President or Treasurer, an organization is permitted to have another Executive Board member's signature.
 - B. Faculty Advisor
- 801.52 The Student Body Treasurer shall have the discretion to accept and approve a letter of justification and the respective requests for payment for a violation of 801.4 if circumstances are deemed reasonable.
- 801.53 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.
- 801.54 After the first submitted and approved letter of 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 Any violations of 801.4 beyond those stated in 801.5 shall be referred to a committee of the following individuals:
- A. The Student Body Treasurer
 - B. Student Government Business Manager
 - C. The Senate Budget and Appropriations Chair
 - 1. If the Senate Budget and Appropriations Chair is officially unavailable, the Senate Allocations Chair shall substitute.
- 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 Any violation of statute 801.41 shall be considered an offense against the Student Body and a meeting of the Student Honor Court will be called to determine if probable cause exists for immediate flagging of the students' records.
- 801.8 The Student Body Treasurer will review all published annual reports and make recommendations to the Student Senate Rules and Ethics Committee if necessary.

801.9 During the period of April 1st through June 30th of each fiscal year, the Student Body President and Student Body Treasurer together may exercise the powers of either freezing or reverting unused funds remaining in student organizational accounts in order to prevent excessive expenditures by student organizations at the end of the fiscal year. If both the President and the Treasurer of the Student Body deem it appropriate, they may revert excess funds over the twenty-five (25) percent limit immediately.

CHAPTER 802 LINE ITEM TRANSFERS (92-117, 92-142, 93-123, 95-109, 97-131, 98-128, 2006-122)

- 802.1 Line item transfers shall be subject to the following stipulations:
- A. Up to fifteen hundred dollars in line item transfers may be approved by the Student Body Treasurer per semester at the written request of an organization.
 - B. Any line item transfer over the amount of Fifteen Hundred Dollars (\$1500) or that transfers any amount of money into a travel, awards, or off-campus 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.
- 802.2 Line Item Transfers Governing the Board of College Councils
- 802.21 Any transfer involving any organization falling under a College Council umbrella must receive approval of the College Council President and Treasurer or the President or Treasurer and one other Executive Board member prior to receiving approval by the Student Body Treasurer or Senate.
- 802.3 Transfer of Activity and Service Fee funds to outside revenue accounts or lines are prohibited.

CHAPTER 803 STUDENT GOVERNMENT COPY CENTER (92-126, 97-131, 2006-122)

- 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 line upon expenditure by the organization. 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 from this account are prohibited.
- 803.3 Expenditures from this line item may be made for only the following items:
1. Paper
 2. Toner
 3. Copying Equipment
 4. Other items directly related to copying.
- 803.4 No Activity & Service Fee money shall be spent on copies made outside the Student Government Copy Center unless they fall outside the capability of the Copy Center.

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)

- 804.1 Printed or publicity materials shall include, but not be limited to brochures, pamphlets, posters, advertisements, programs, handbills, stationery, and letters.
- 804.12 All 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 following statement: "This publication is funded by [name of any and all groups financially responsible for this publication] using funds dispersed by SG/Student Government." Said material must also include the official Student Government logo.
- 804.13 Publication of any and all printed or publicity materials bearing the SG/Student Government logo do not necessarily reflect the views of Student Government or the Student Body.
- 804.14 Permission to invoke the endorsement of the Student Body by any group must have written authorization by the Student Body President.
- 804.15 Any organization not receiving funds from SG/Student Government that wishes to invoke the SG/Student Government logo, or a statement invoking the support or endorsement of SG/Student Government, on any printed or publicity materials must have written authorization from the Student Body President.
- 804.16 A copy of all printed material shall be submitted to the Student Government Office upon request.
- 804.2 Upon the first violation of 804.12 and/or 804.16, the Student Government Office will notify the organizational president, faculty advisor, and the Student Body Treasurer, Student Senate President, Budget and Appropriations Committee, Allocations Committee and the Rules and Ethics Committee of the violation. Upon the second violation in a fiscal year, the organization's funds may be frozen for thirty (30) days under the authority and action of the Student Body Treasurer. Upon the third violation in a fiscal year, funds may be frozen for seventy-five (75) days. Upon the fourth violation in a fiscal year, Student Body funds may be closed to the organization for the remainder of the fiscal year. All notifications regarding violations and actions toward the 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 enlarged letters and in audio format upon request.
- 804.31 All publications shall state the following:

"For individuals with print related disabilities, this publication is available in alternate format. Contact Student Government."

804.32 All advertising for events shall state the following:

"For special accommodations, contact Student Government seventy two (72) hours in advance."

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

- 805.1 Overspending of line items is prohibited. 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:
- A. Outside Revenue.
 - B. Existing line items of its:
 - 1. Current fiscal year budget.
 - 2. Special request.
- 805.3 If the organization is unable to meet the obligation from the funds described in 805.2, the organization's President and Financial Officer must meet with the Student Body Treasurer to draft a payment law and a definite timetable.
- 805.4 Failure of an 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.
- 805.6 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 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)

- 806.1 Failure to comply with the provisions of the Finance Law or procedures of the Finance Manual 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 President (or equivalent), Fiscal agent, (or equivalent), or any other individual either a member of a specific organization or individual student at large 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 Senate shall be tried by the Student Honor Court for violation of this section with Student Body appearing as party plaintiff.
- 806.31 Should a group violate any law within the statutes of the University of Florida Student Government or Finance Manual, 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 the money request.
- 806.32 Should a group violate any law within the statutes of the University of Florida Student Government or Finance Manual 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 appropriated for any 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 violation. This statute may be suspended by a four-fifths vote of the Student Senate, vacant seats notwithstanding.
- 806.41 Any group suspected of violating Finance Law shall be referred to the Senate Rules and Ethics Committee upon vote of a simple majority of those 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 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 (100) dollars shall be a written reprimand. For violations equal to or in excess of one hundred (100) dollars, 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 vote of the Student Senate, vacant seats notwithstanding.

- 806.43 An organization shall not be found responsible for misuse of Activity and Service Fee money by the R&E Committee or the Student Senate when exceptional circumstances or conditions exist. These shall include, but are not limited to, the violation of the Finance Law or any provision of the Finance Manual as the result of incorrect information on the Law received through formal proceedings with any of the following: the Office of the Student Body Treasurer, the Senate Budget and Appropriations Committee, or the Senate Allocations Committee.
- 806.44 No exceptional circumstances or conditions shall exist when any statute(s) in question contains well-defined provisions which are clearly absent of language which necessitates interpretation.

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)

- 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 outlined in the Finance Manual.
 - C. All travel expenses will not violate the rules, regulations, and procedures of The University of Florida Purchasing and Disbursements 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 Mileage for vehicles may be funded up to an amount mandated by the Florida Statutes for travel.
- 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 Treasurer. (This distance shall be calculated for this purpose for one way only).
- 807.4 Remuneration for special requested Travel expenses shall not exceed 50 percent of the per-person amount. The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Senate approved and receipted travel expenditures of the approved attendees may be refunded on the 50 percent basis.
- 807.5 Rules for compliance with recommendations for fiscal accountability on travel by the Board of Governors and Office of the Chief Inspector General.
- A. All travel must have prior written approval from the Student Body Treasurer and the Student Government Business Manager.
 - B. Student Government may not be responsible for costs incurred on a trip if prior written approval is not given by the Student Body Treasurer.
 - C. All travel authorization forms (TARs) must be turned in and date stamped by the Student Government Finance office at least three days before the trip is to take

place. 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 and the organizational advisor with the approval of the Student Body Treasurer. Official Student Government Lobbying efforts shall be exempt from this rule, provided that the travel form is turned in and date stamped prior to the occurrence of the travel.

- D. Receipts for conferences and competitions must include a pamphlet, agenda, brochure, or the like to be valid for reimbursement unless exempted under special circumstances by the Student Body Treasurer.

- E. UF ID numbers and names of all students attending the trip shall be required for reimbursement of travel. Official Student Government Lobbying efforts shall be permitted to submit lists after the trip provided that a letter explaining the circumstances for the list after the fact is presented.

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)

808.1 External Control

All proposed expenditures shall be in compliance with the approved budget and shall be properly encumbered in accordance with the University Business Office.

808.11 Student organizations can only receive student body funds if they are registered with the University of Florida Center for Student 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:

- A. Banquet, Banquet Related Items except when specified in a contract of Student Government or any of its agencies (see 800.07 for definition)
- B. Tips/Gratuities
- C. Prize Moneys/Scholarships
- D. Clothing, except for uniforms, awards, or promotional items approved by the Student Body Treasurer.
- E. Expenditures in support of or against a candidate seeking an elected office at any level.
- F. Expenditures in support of or against a political party at any level.
- G. 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.
- H. Expenditures to subsidize in whole or in part any private corporation.
- I. Rental of or expenditures towards functions hosted in private residences.
- J. Postage.
- K. Production of materials intended for mass mailing: mass mailings defined as identical mail exceeding 10 pieces. Rather, email is highly encouraged.
- L. 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.
- M. Any materials given to or donated to, or used exclusively by non-UF students.

808.121 The decision as to whether or not an event is to be considered a banquet as defined in 800.07 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 Senate Budget and Appropriations Committee or the 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.
- 808.15 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 subsidiary to Student Government realizing revenue from ticket sales shall use prenumbered tickets and shall file a report accompanied by the unsold tickets with the auditor, sending a copy of the report to the Treasurer's Office in accordance with the Finance Manual. Any other revenues received by such organizations must be reported in the same manner.
- 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.
- 808.21 Any organization subsidiary to Student Government realizing revenues from ticket sales shall use pre-numbered tickets and shall file a report accompanied by the unsold tickets to the Student Government Finance Office in accordance with the Finance Manual. Any other revenues received by such organizations must be reported in the same manner.
- 808.3.1 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 \$600.00 in a Senate special request, the group must approach a Performance Funding Organization (PFO) and provide an approved Co-Sponsorship Agreement Form to the Senate Allocations Committee Chair at the time of the special request. All approved requests must be allocated to the PFO's budget, not the requesting organization's budget.
- 808.32 In order for any Student Government funded organization to request a speaker, performer, or entertainer of any kind, costing over \$600.00 in their annual budget, the group must approach a Performance Funding Organization (PFO) and provide an approved Cost Estimate Form to the Senate Budget Committee Chair at the time of he budget hearing.
- 808.4 External Control of food and food related expenditures

All proposed expenditures shall be in compliance with the approved budget and shall be properly encumbered in accordance with the University Business Office.

- 808.41 Food related expenditures include napkins, utensils, plates, cups and other such items related to the consumption of food.
- 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 Special Events Budget – SBS Chapter 823
 - 8) 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 and food related items.
- 808.44 Organizations permitted to spend money on food and food related items may only spend a maximum of 8% of their total budget or \$600, whichever is greater, for food and food related items each fiscal year.
- 808.45 All activities that include expenditures on food must be publicly advertised. In the event of a special request, plans for public advertisements must be presented and approved by the committee hearing the request.
- 808.46 Food expenditures incurred on travel activities will not be funded.
- 808.47 Documentation of food and food related expenditures must be submitted to the Treasurer's office within thirty business days of the event.
- 808.48 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 No Student Body Funds shall be allocated to or expended for the operation or maintenance of any facility or event which requires as a condition for use or entry the input, acquisition, or storage of any biometric data, including, but not limited to, any

data collected by a device that is used to authenticate a user through any scan of the geometric configuration of any body part.

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)

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 President and Treasurer of the Student Body. 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. President of the Student Body
- B. Vice-President of the Student Body
- C. Treasurer of the Student Body
- D. President of the Student Senate
- E. President Pro-Tempore of the Student Senate
- F. Chief Justice of the Traffic Court
- G. Student Government Productions Chairperson
- H. Accent Chairperson

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.

All remunerated officers listed above, except the Chief Justice of the Traffic Court, must spend a monthly average of ten hours per week, Monday through Friday, during the Center for Student Involvement hours, in their respective office areas. The Chief Justice of the Traffic Court must spend a monthly average of ten hours per week Monday-Friday, during the Student Traffic Court hours. The Student Body President, Student Body Vice President, Student Body Treasurer, Student Senate President, and the Chief Defense Counsel of the Student Honor Court must spend a monthly average of two of the ten hours per week that must be devoted to access to the Student Body between the hours of 8:00 AM and 4:30 PM. The total remuneration hours shall be established in the budget process and each remunerated officer listed above must fill out and sign a time sheet verifying access to the Student Body. These sheets will be periodically reviewed by the Senate Rules and Ethics Committee or on a per request basis. Failure to comply with this stipulation may result in suspension of remuneration and/or impeachment and expulsion from office.

809.3 All secretarial positions shall be filled only after interviews and deliberations by a committee established specifically for that purpose of which at least the Treasurer of the Student Body and the President of the Student Body or his/her representative are

members. This is equally applicable to full or part-time positions. Dual payment is authorized for a reasonable training period for personnel replacement.

CHAPTER 810 ADMINISTRATIVE PROVISIONS – ACTIVITY AND SERVICE FEE
USAGE REGULATIONS (96-114, 97-139, 2006-122)

810.10 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.

810.11 Pursuant to Florida Statute 1009, the 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.

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

- A. The organization must be officially registered with the Center for Student Involvement.
- B. Organizations must re-register each fall semester to complete eligibility requirements.
- C. The President and Treasurer of each Student Organization are required to sign the Statement of Understanding.
- D. New organizations must be registered for eight weeks before receiving funds. This does not preclude a new organization from requesting funds under the Budget or Special Request process.
- E. 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.

In direct compliance with Florida Statute 240.235:

- F. Student organizations may not charge membership fees.

CHAPTER 811 ADMINISTRATIVE PROVISIONS – TRAINING REGULATIONS (98-128, 2006-126)

- 811.1 The Student Body Treasurer's office will create and deliver an annual Finance Training Class. The classes will adequately cover expenditure transactions, SG Finance Law, good business policies and procedures. The class will be available in Fall term each year at a date announced by the Treasurer's Office.
- 811.11 All signature authorities having approval of financial transactions must complete annual Finance Training Class. Violation of this rule will result in organizational funds being frozen until the organization comes into compliance.
- 811.2 The Senate Budget and Appropriations Chair and Student Body Treasurer, in conjunction with the Student Government Finance Office, will hold a mandatory budget education session on how to create a budget. The training will adequately precede the budget request deadline to allow organizations to become familiar with the budget process. All signature authorities are required to attend the appropriate training session.

CHAPTER 820 STUDENT GOVERNMENT RESERVES (92-142, 93-123, 95-109, 2000-101, 2002-110, 2006-136, 2007-133, 2008-106, 2008-132)

- 820.1 Student Government Reserves will be classified into two separate accounts.
- 820.2 The first account will consist of one million four hundred thousand dollars (\$1,400,000) which is for emergency use only.
- 820.21 Only the Student Senate may authorize the disbursement of these monies and only after a two-thirds (2/3) vote of Senators present and voting. If the bill is vetoed, it shall be placed on third reading and by a three-fourths (3/4) vote of the Student Senate, the veto will be overridden.
- 820.3 The second account will consist of the rest of the reserves above the one million dollars (\$1,000,000) level, which is for operating reserves.
- 820.31 Only the Student Senate may authorize the disbursement of these moneys and only after a simple majority (50%+) vote of Senators present and voting. Any transfer of moneys from this line item 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 readings and shall be subject to the Treasurer's approval or veto. If the bill is vetoed, it shall be place on third reading and by a two-thirds (2/3rds) vote of the Student Senate, the veto will be overridden.
- 820.32 The Student Government Executive Committee will first conduct a simple majority vote determining the financial possibility of the transfer from reserves, meaning the account would not default should the bill pass. All transfers passing this vote shall be forwarded to the Senate Budget and Appropriations Committee for review, and the Student Government Executive Committee will then conduct a favorable/unfavorable vote on the legislation and provide this outcome to the Senate Budget and Appropriations Committee and the Student Senate.
- 820.4 A breakdown of each item to be purchased, including the estimated cost per item, must be included in any Senate bill involving the disbursement of SG Reserves. The sum total of each line item must equal the total amount requested. Any money not spent will be transferred back to reserves.

CHAPTER 821 BIG THREE 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)

The Activity and Service Fee Budget Act

- 821.2 The areas that comprise the Activity and Service Fee Budget—Rec. Sports, J. Wayne Reitz Union, and Student Government—shall submit their yearly budget request to the Senate Budget Chairperson by the Friday of the second week of the Summer B term. The Senate Budget Chairperson shall forward this request to the Student Body Treasurer within one week. The Student Body Treasurer will then have the option to send his or her recommendations to Senate Budget and Appropriations Committee no later than one week after receiving the Budget Requests from the Budget 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 Three entities will upon request of the Budget and Appropriations Committee submit budget request(s). The requests will be based on a percentage of the current budget. The percentage and number of requests are to be determined by the Budget and Appropriations Committee in consultation with the Student Body President and Student Body Treasurer.
- 821.23 A Big Three 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 821.12. The supplemental budget request must include a detailed explanation for the additional funding requested.
- 821.24 All Activity and Service Fee Budgets will be compiled using computer software, which will be prepared and approved by the SG Finance Office.
- 821.3 The proposed Activity and Service Fee (A&S) Budget shall be submitted to the Student Senate for review at least six calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Student Senate Secretary no later than six (6) calendar days after the affected legislation has been submitted to the 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 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 at the reconciliation meeting by the Senate Budget and Appropriations Committee.

- 821.401 The Senate Budget and Appropriations Committee shall prepare and submit an advertisement to the newspaper with the greatest circulation among University of Florida students which details a summary of the Activity and Service Fee Budget line items no later than forty-eight (48) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee, provided that the advertisement shall be submitted so that it runs no later than two (2) calendar days prior to the deadline for submission of amendments to the budget.
- 821.402 The language of the advertisement described in section 821.401 shall be to the effect that: “The following is the proposed (insert fiscal year) Activity and Service Fee Budget: (insert the summary of the budget line items). If you have any questions concerning this budget, please contact the Student Senate office at 392-1665. Any comments concerning this budget can be expressed to your student senator at 392-1665. Any amendment to this budget must be sponsored by a student senator. The deadline to submit amendments to the Senate Office, Room 308 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full Senate on the first reading on (insert date, time and place).”
- 821.41 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 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 calendar days prior to the initial balloting of the fall election.
- 821.71 The Senate Budget and Appropriations Committee shall submit the proposed Activity and Service Fee Budget to the Activity and Service Fee Committee no later than fourteen calendar days after being approved.
- 821.83 Each budget or line item removed from the Activity and Service Fee Budget by the President or the Treasurer of the Student Body 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.
- 821.84 Any budget or line item failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Senate Budget and Appropriations Committee no later than fifteen calendar days after the override vote is taken on the Senate floor. If approved, the Supplementary Appropriation Funds shall be taken from reserves.

821.85 The Budget Act shall reflect all organizations requesting money even in the event that none is granted or a separated budget bill fails.

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)

- 822.1 All budget requests not included in the Activity and Service Fee Budget Act shall fall under the Student Government Organizational Budget, the Student Government Special Events Budget, or the Academic Organizations Budget, and shall be administrated by the Budget and Appropriations Committee, and shall be presented as a separate bill of law for Senate consideration. Tape recordings will be made of the hearings for future references, and shall be kept for one 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 at least three weeks prior to the first day of voting in the Spring term elections.
- 822.12 No budget hearings will be held during dead week or finals week of any term.
- 822.15 All Organizational Budgets will be compiled using computer software, which will be prepared and approved by the SG Finance Office.
- 822.16 Organizations may have an annual budget goal increase as determined by the Budget and Appropriations Committee. This goal increase may be based on either the previous year's budget or the amount of actual money spent in the previous year at the discretion of the Budget and Appropriations Committee.
- 822.17 Any organization may submit a budget request in excess of the prescribed goal as determined by the 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.
- 822.18 The previous year's attendance and proof thereof from each of the organization's meetings shall be submitted within the organization's proposed budget.
- 822.19 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 in the newspaper with the greatest circulation among University of Florida students. There shall be no exceptions to this deadline for any reason. Additionally, no organization, unless newly-chartered and not representing the same constituency as any organization in the previous year's Student Government

Funded Organizational Budget, shall be allocated an annual budget via means of a special request. Similarly, an organization receiving a budget in the current year may not submit a special request for additional administrative funds as a supplement to their annual budget. The Senate Rules and Ethics Committee will research and make determinations regarding the above issues.

- 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.
- 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 Student Senate Secretary no later than six (6) calendar days after the affected legislation has been submitted to the 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 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 forty eight (48) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee.
- 822.312 The Senate Budget and Appropriations Committee shall prepare and submit an advertisement to the newspaper with the greatest circulation among University of Florida students which details a summary of the Student Government Funded Organizational Budget line items no later than forty-eight (48) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee, provided that the advertisement shall be submitted so that it runs no later than the next publication of said newspaper after the Student Senate meeting where the Budget and Appropriations Committee provided that the advertisement shall be submitted so that it runs no later than two (2) calendar days prior to the deadline for submission of amendments to the budget.
- 822.313 The language of the advertisement 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, please contact the Student Senate office at 392-1665. Any comments concerning this budget can be expressed to your student senator at 392-1665. Any amendment to this budget must be sponsored by a student senator. The deadline to submit amendments to the Senate Office, Room 308 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full 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 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 first day of voting in the Spring term elections.
- 822.60 Any budget or line item removed from the Student Government Funded Organizational Budget Act by the President or Treasurer of the Student Body by line item veto shall recur on the floor of the Student Senate no later than fifteen days after the last veto message has been submitted to the Senate President.
- 822.61 Any budget failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Senate Budget and Appropriations Committee no later than fifteen calendar days after the override vote is taken on the Senate Floor. If approved, the Supplementary Appropriation Funds shall be taken from reserves.
- 822.70 The Budget Act shall reflect all organizations requesting money even in the event that none is granted or a separated budget bill fails.

CHAPTER 823 THE SPECIAL EVENTS BUDGET (92-126, 95-110, 96-102, 97-103, 97-131, 98-128, 99-120, 2000-100, 2000-136, 2000-150, 2001-150, 2001-151, 2004-107, 2004-127, 2005-103, 2005-125, 2005-136, 2006-126)

- 823.1 The Special Events Budget will consist of the following events:
1. Black History Month – Black Student Union
 2. Hispanic Heritage month – Hispanic Student Association
 3. International Month – VISA
 4. Jewish Awareness Month – Jewish Student Union
 5. Asian Kaleidoscope – Asian American Student Union
 6. Residence Hall Week – Inter-Residence Hall Association
 7. Pride Awareness Month – Pride Student Union
 8. Islam Awareness Month – Islam on Campus
- 823.11 The Special Events budget hearings will begin after Fall term elections and end by the winter break before Fall term dead week.
- 823.12 No budget hearings will be held during dead week or finals week of any term.
- 823.15 All Special Events Budgets will be compiled using computer software, which will be prepared and approved by the SG Finance Office.
- 823.16 Special Events may have an annual budget goal increase as determined by the Budget and Appropriations Committee. This goal increase may be based on either the previous year's budget or the amount of actual money spent in the previous year at the discretion of the committee.
- 823.17 Any Special Event may submit a budget request in excess of the prescribed goal as determined by the Budget and Appropriations Committee. The submitting Special Event 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.
- 823.18 The previous year's attendance and proof thereof from each of the Special Event's meetings shall be submitted within the Special Event's proposed budget.
- 823.19 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 Special Event's proposed budget.
- 823.2 All requests by organizations for funds for Special Events are to be submitted to the Student Senate Budget and Appropriations Chairperson in the Fall 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 in advance in the newspaper with the greatest circulation among University of Florida students and by letter sent to the official

address of each parent organization. There shall be no exceptions to this deadline for any reason. An organization receiving a Special Events budget in the current year may not submit a special request for additional administrative funds as a supplement to their annual budget. The Senate Rules and Ethics Committee will research and make determinations regarding the above issues.

- 823.21 The Senate Budget and Appropriations Committee will be responsible for notifying all organizations as defined in 823.1 as to forthcoming deadlines by mail, and/or campus advertisements. Organizations who have submitted budgets to be reviewed by the committee will be notified of their hearings by either electronic mail and/or phone.
- 823.3 The proposed Special Events 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 no later than six (6) calendar days after the affected legislation has been submitted to the 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.
- 823.4 The Senate Budget and Appropriations Committee shall submit the proposed Special Events Budget with a line-item breakdown, to the Senate Secretary no later than ninety-six (96) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee.
- 823.41 The Senate Budget and Appropriations Committee shall prepare and submit an advertisement to the newspaper with the greatest circulation among University of Florida students which details a summary of the Special Events Budget line items no later than forty-eight (48) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee, provided that the advertisement shall be submitted so that it runs no later than two (2) calendar days prior to the deadline for submission of amendments to the budget.
- 823.42 The language of the advertisement described in section 823.41 shall be to the effect that: “The following is the proposed (insert fiscal year) Special Events Budget: (insert the summary of the budget line items). If you have any questions concerning this budget, please contact the Student Senate office at 392-1665. Any amendment to this budget can be expressed to your student senator at 392-1665. Any amendment to this budget must be sponsored by a student senator. The deadline to submit amendments to the Senate Office, Room 308 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full Senate on first reading on (insert date, time and place).”
- 823.5 The Student Government Special Events Budget passage of such a bill requires the bill to be passed in identical form by majority vote of those Senators present and voting on two (2) readings by the Student Senate no closer than 24 hours together.

- 823.71 Each organizational budget or line item removed from either the Special Events Budget Act by the President or Treasurer of the Student Body 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.
- 823.72 Any budget or line item failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Senate Budget and Appropriations Committee no later than fifteen (15) calendar days after the override vote is taken on the Senate floor. If approved, the Supplementary Appropriation Funds shall be taken from reserves.
- 823.86 The Budget Act shall reflect all organizations requesting money even in the event that none is granted or a separate budget bill fails.

CHAPTER 824 THE ACADEMIC ORGANIZATIONS BUDGET (2000-135, 2001-117, 2001-148, 2004-103 2004-107, 2004-127, 2005-104, 2005-136, 2006-126)

- 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.
- 824.12 No budget hearings will be held during dead week or finals week of any term.
- 824.15 All Academic Organizations budgets will be compiled using computer software, which will be prepared and approved by the SG Finance Office.
- 824.16 Academic Organizations will have an annual budget goal increase as determined by the Budget and Appropriations Committee. This goal increase may be based on either the previous year's budget or the amount of actual money spent in the previous year at the discretion of the committee.
- 824.17 Any organization may submit a budget request in excess of the prescribed goal as determined by the 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.
- 824.18 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.
- 824.19 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 in advance in the newspaper with the greatest circulation among University of Florida students. There shall be no exceptions to this deadline for any reason. Additionally, no organization, unless newly-chartered and not representing the same constituency as any organization in the previous year's Academic Organizations Budget, shall be allocated an annual budget via means of a special request. Similarly, an organization receiving a budget in the current year may not submit a special request to the Senate Allocations Committee for additional

administrative funds as a supplement to their annual budget. The Senate Rules and Ethics Committee will research and make determinations regarding the above issues.

- 824.21 The Senate Budget and Appropriations Committee will be responsible for notifying all relevant organizations as to forthcoming deadlines by campus advertisement and by 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.
- 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 Student 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 Budget an Appropriations Committee.
- 824.311 The Senate Budget and Appropriations Committee shall prepare and submit an advertisement to the newspaper with the greatest circulation among University of Florida students which details a summary of the Academic Organizations Budget line items no later than forty-eight (48) hours after the final passage of the budget at the reconciliation meeting by the Senate Budget and Appropriations Committee, provided that the advertisement shall be submitted so that it runs no later than the next publication of said newspaper after the Student Senate meeting where the Budget and Appropriations Committee provided that the advertisement shall be submitted so that it runs no later than two (2) calendar days prior to the deadline for submission of amendments to the budget.
- 824.312 The language of the advertisement described in section 822.311 shall be to the effect that: “The following is the proposed (insert fiscal year) Academic Organizations Budget: (insert the summary of the budget line items). If you have any questions concerning this budget, please contact the Student Senate office at 392-1665. Any comments concerning this budget can be expressed to your student senator at 392-1665. Any amendment to this budget must be sponsored by a student senator. The deadline to submit amendments to the Senate Office, Room 308 J. Wayne Reitz Union, is (insert date and time). This budget will be considered by the full 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 separate Senate meetings no closer than twenty-four (24) hours together.

- 824.33 The Academic Organizations Budget must pass on final reading by the last Senate meeting of the Spring semester.
- 824.61 Any budget or line item thereof removed from the Academic Organizations Budget Act by the President or Treasurer of the Student Body by line item veto shall recur on the floor of the Student Senate no later than fifteen days after the last veto message has been submitted to the Senate President.
- 824.62 Any budget failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Senate Budget and Appropriations Committee no later than fifteen calendar days after the override vote is taken on the Senate Floor. If approved, the Supplementary Appropriation Funds shall be taken from reserves.
- 824.63 The Budget Act shall reflect all organizations requesting money even in the event that none is granted or a separated budget bill fails.
- 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 Senate Budget and Appropriations Committee, be requested to appear during BOCC's budget hearings.

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)

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 students from any one 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 Senate Budget and Appropriations Committee, as determined by the Chair of the 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 Senate Budget and Appropriations Committee is present. If the ex-officio member from the Senate Budget and Appropriations Committee is not present, quorum is three-fourths 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 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 requested, from Student Government.

825.32 The BOCC Treasurer will work with the 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 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.

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)

- 831.1 All Senate Allocations Committee Special Requests shall be introduced by filing such requests with the Allocations Committee Chairperson/Coordinator and the Senate Judiciary Chair no later than five 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 head and/or financial officer of the organization.
- 831.11 The Senate Allocations Committee shall hear all special requests. The recommendations of the Allocations Committee shall go to the Senate floor, provided that the group has had their constitution approved by the Senate Judiciary Committee; if the 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 Senate Budget and Appropriations Committee for a special request from Student Government Reserves.
- 831.2 A Special Request submitted the Senate Allocations Committee from a Student Government 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 Senate Judiciary Committee. Additionally, no Activity Fee funds will be expended for services already under contract by outside organizations who have 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 hear the request.
- 831.5 All special requests given a positive or neutral recommendation by a majority of the appropriate financial committee shall be placed on the Senate agenda by the Replacement and Agenda Committee. If a request received a negative recommendation, the chairperson of the committee shall be responsible for posting the request in the 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.
- 831.6 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.

- 831.61 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 Senate Allocations Committee will fund the organization as deemed necessary with the Senate's approval.
- 831.71 Events which receive Special Request funding for two (2) consecutive 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.
- 831.721 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.
- 831.722 Remuneration for valid Travel Fund expenses shall not exceed 50 percent of the per-person amount. The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Senate approved and receipted travel expenditures of the approved attendees shall be refunded on the 50 percent basis.
- 831.73 Special Request Fund
- The Special Request Fund will be allocated as a line item under the Student Government Budget.
- 831.731 All requests submitted to the Allocations Committee must include an itemized breakdown. The sum total of each line item must equal the total amount requested.
- 831.732 All proper requests shall be heard by the Senate Allocations Committee and submitted to the Senate for approval.
- 831.8 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 Senate unless a waiver is obtained from the Student Body Treasurer. Additionally, no Activity and Service Fee Funds obtained by special request will be spent on a program, event, or other expenditure which takes place after six (6) months of approval by the Student Body Treasurer.

831.9 Special Requests for funding of new organizations, new Special Events or new A&S Fee entities will comply with training requirements comparable with other similar entities. All new student signors 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.