

Title 8
Finance Code

Chapter 800

Monies and Accounts

800.1. Purpose

800.1.1. This chapter serves to describe each of the accounts that SG manages and operates, and the monies that make up those accounts

800.2. A&S Fee Monies (A&S Funds)

800.2.1. A&S Funds are any funds that are collected through the A&S Fee.

800.2.2. The purpose of Activity & Service Fees is to provide University of South Florida students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance morale and spirit and the overall University experience.

800.2.3. A&S Fund allocations and expenditures shall be consistent with the purpose of A&S Fees and shall be subject to any regulations in the SB Constitution and SG Statutes.

800.2.4. A&S Funds shall only be spent in accordance with their allocation as approved by the Senate, unless a budget transfer is granted.

800.2.5. The Unallocated Cash Reserve Account shall hold all the A&S Funds that haven't been allocated for the fiscal year.

800.2.6. Any A&S Funds that remain unspent at the end of the fiscal year shall be swept into the Unallocated Cash Reserve Account, unless exempted.

800.3. Auxiliary Account Monies (Auxiliary Funds)

800.3.1. Auxiliary Funds are any funds collected through an SG program or event, which shall be marked with a product code specific to that program or event.

800.3.2. The purpose of Auxiliary Funds is to further the mission of Student Government with methods that are beyond the scope of A&S Funds.

800.3.3. Auxiliary Funds may only be expended on items related to their product code, unless exempted jointly by the Student Body President and Senate President.

800.4. Foundation Account Monies (Foundation Funds)

800.4.1. Foundation Funds are any funds donated to SG via the USF Foundation.

800.4.2. The purpose of Foundation Funds is to further the mission of Student Government while enhancing the relationship between SG and USF SG Foundation donors.

800.4.3. Foundation Fund expenditures shall be consistent with the purpose of Foundation Funds and in accordance with the wishes of the donor.

Chapter 801 A&S Funding Eligibility

801.1. Purpose

801.1.1. This chapter serves to outline the eligibility of entities to receive A&S Funds.

801.2. A&S Fee monies shall only be directly allocated to:

801.2.1. Entities funded via Unallocated Cash Bills

801.2.2. Entities within Student Government

801.2.3. Entities within the Division of Student Affairs

801.2.4. Funding Councils and Student Organizations

801.3. A&S Fee monies shall not be allocated to:

801.3.1. Any entity which discriminates based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law in a manner consistent with University Policy.

801.3.2. This Clause shall be consistent with University Policy.

801.3.3. Any entity which requires mandatory dues for membership.

801.3.3.1. This includes local, regional, national, and international entities; exceptions shall not be made due to the scope of the entity.

801.3.3.2. This does not include entities that charge optional dues, provided no membership privileges are restricted to members who have paid dues.

801.4. Student Organizations receiving A&S Funds:

801.4.1. Shall not withhold or deny membership privileges, including the right to vote or run for office, from any currently enrolled USF student.

801.4.2. Shall have an active membership of at least ten (10) currently-enrolled USF students. Nonstudents shall not vote, hold office, or otherwise direct the organization.

801.4.3. Shall be active and registered with the Center for Leadership and Civic Engagement (CLCE) for a minimum of fourteen (14) weeks.

801.4.4. Shall have at least one (1) financial officer to receive training from SBS and to be responsible for maintaining financial records of the Student Organization's activities.

801.4.5. Shall have a member and officer removal procedure that incorporates due process.

801.4.6. Shall complete any Constitution changes requested by the Senate Ethics Chair.

801.4.7. Shall have been reviewed, approved, and marked as eligible for A&S Funds by the Senate Ethics Chair following compliance with this Chapter.

801.5. Events expending A&S Funds shall meet all of the following, unless excepted:

801.5.1. The event and any services within it shall be open to all students free of charge.

801.5.2. The event shall be held on campus, in the absence of controlled substances.

801.6. Items expending A&S Funds shall meet all of the following, unless excepted:

801.6.1. The item shall be available to all students free of charge.

801.6.2. The purchase shall comply with purchasing standards set in Chapter 804.

801.7. Exceptions To:

801.7.1. Open to all students free of charge: SG Sponsored Concerts may receive authorization to charge students through a supermajority vote of the Senate.

801.7.1.1. An SG Sponsored Concert is an event with the explicit sponsorship of Student Government with the written approval of the Student Body President.

801.7.2. Held on Campus: Events may be held off-campus with approval from the Senate Grants Committee, which shall review the request to ensure:

801.7.2.1. That reasonable accommodations are made to assist in student transportation.

801.7.2.2. That the event is properly advertised.

801.7.2.3. That the event needs A&S Funds in order to be held.

801.7.2.4. That there are no on-campus locations that would accommodate the event.

801.7.3. No Controlled Substances: The following controlled substances are excluded:

801.7.3.1. Prescribed medication required by attendees.

801.7.3.2. Alcohol served at the MSC Beef 'O' Brady's.

801.7.3.3. Alcohol served at the Raymond James Stadium.

801.7.3.4. Alcohol served at the USF Sun Dome.

801.7.4. Available to all students: The distribution of items related to job performance may be restricted by the entity purchasing the items.

801.7.5. Other: The SG Senate may allow a deviation from any allocation or expenditure policy via a supermajority vote.

Chapter 802

Additional Policies and Procedures

802.1. A&S Budget Transfers

802.1.1. Budget transfers allow for an entity to expend A&S Funds in a manner that is not in accordance with their allocation as approved by the Senate.

802.1.2. Budget transfer requests are subject to the approval of the Senate Finance Committee, which shall ensure that:

802.1.2.1. The budget transfer is line-item specific.

802.1.2.2. The budget transfer is within the same A&S Funded entity (SG excepted).

802.1.3. Budget transfer requests shall go through the following procedures:

802.1.3.1. The Senate Finance Committee shall review the request.

802.1.3.1.1. If the Senate is out of session, the Senate Finance Chair may approve or deny the request on behalf of the Committee.

802.1.3.1.2. Failure to act within ten (10) business days shall be deemed approval.

802.1.3.2. Denied requests may be overturned by a supermajority vote of the Senate.

802.2. Rollover Spending

802.2.1. A&S funded student organizations may request to use allocated A&S Funds from the current fiscal year on similar nonperishable expenses for the previous or the next fiscal year.

802.2.1.1. The request shall be approved or denied by SBS.

802.2.1.2. Denied requests may be appealed to Senate Finance Committee and overturned via a majority vote.

802.3. Freezing A&S Accounts

802.3.1. Any A&S account may be frozen for up to four (4) weeks by either of the following:

802.3.1.1. The CFO in conjunction with the Senate Finance Chair.

802.3.1.2. The Student Body President in conjunction with the Senate President.

802.3.2. Any A&S account may be frozen for any amount of time by a Senate majority vote.

802.3.2.1. Any frozen A&S account may be unfrozen by the Senate with a majority vote.

802.3.2.2. Any A&S account under review for freezing by the Senate shall be provided the option to debate the freezing in a process that mimics the Senate VOC procedures.

802.3.3. Any entity that has their A&S account frozen is ineligible to apply for or receive additional A&S Funds.

802.3.4. A&S accounts may only be frozen for one or more of the following reasons:

- 802.3.4.1.** Violation of allocation provision(s)
- 802.3.4.2.** Violation of SG Statutes or the Student Body Constitution
- 802.3.4.3.** Violation of University Regulations or Policies
- 802.3.4.4.** Violation of Florida Statutes
- 802.3.4.5.** Fiscal irresponsibility as determined by the Senate

802.4. Inventory

802.4.1. Policies and Procedures

- 802.4.1.1.** Any items purchased using A&S Funds shall be considered A&S Property.
- 802.4.1.2.** A&S Property shall be the property of Student Government, the University of South Florida, and the State of Florida.
- 802.4.1.3.** A&S Property shall be subject to SG Statutes in its usage and storage, and with policies in the SBS Inventory Manual.
- 802.4.1.4.** A&S Property may also be subject to additional regulations if it falls into any of the other applicable inventory categories.
- 802.4.1.5.** The misuse of any A&S Property may be associated with a fine or sanction.
- 802.4.1.6.** SBS shall publish an Inventory Manual on an annual basis that outlines property expectations and the inventory process.

802.4.2. Capital Assets

- 802.4.2.1.** Capital Assets shall be any A&S Property that is non-consumable and has a value greater than \$100.
- 802.4.2.2.** Capital Assets shall be stored on-campus, unless exempted by the CFO.
- 802.4.2.3.** Capital Assets shall be inventoried annually by SBS.

802.4.3. High-Risk Assets

- 802.4.3.1.** High-Risk Assets shall be any Capital Assets that carry a high risk of damage or loss as determined by SBS.
- 802.4.3.2.** High Risk Assets are subject to additional inventories at the discretion of SBS, or at the request of the Student Body President or Senate President.

802.4.4. High-Value Assets

- 802.4.4.1.** High-Value Assets shall be any Capital Assets with a value greater than \$5000.
- 802.4.4.2.** High-Value Assets shall be subject to additional policies and procedures as outlined in the SBS Inventory Manual.

802.4.5. SG Property

802.4.5.1. SG Property shall be any A&S Property that is purchased by and designated for the use of SG, including any of its Agencies or Bureaus.

802.5. Critical Reserve Fund

802.5.1. The Senate shall allocate A&S Funds to a Critical Reserve Fund, which may only be accessed in catastrophic situations and only via the joint approval of the Student Body President and the Senate President.

802.5.1.1. If either party cannot be reached within two (2) business days, the next person in the applicable order of succession shall be contacted on their behalf.

802.6. Additional Approval Policies

802.6.1. Any one-time expenditure over \$20,000 of allocated A&S Funds is subject to the joint approval of the Student Body President and the CFO, who shall ensure:

802.6.1.1. No less than three (3) bids are provided from different vendors.

802.6.1.2. The most fiscally responsible bid is chosen.

802.6.2. Any recurring expenditure of less than \$50,000 a year of SG Account Funds shall be subject to the joint approval of the Student Body President and Senate President.

802.6.3. Any recurring expenditure of over \$50,000 a year of SG Account Funds shall be subject to the joint approval of the Senate and the Student Body President.

802.6.4. Any one-time expenditure less than \$1,000 from the SG Auxiliary or SG Foundation Account is subject to the approval of the CFO.

802.6.5. Any one-time expenditure of over \$1,000 from the SG Auxiliary or SG Foundation Accounts is subject to the joint approval of the Student Body President and Senate President.

802.6.6. Any recurring expenditure from the SG Auxiliary or SG Foundation Accounts is subject to the joint approval of the Student Body President and Senate President.

802.6.7. Any deviation from the objective of any line item in the Special Projects account is subject to the joint approval of the Student Body President and Senate President.

802.6.8. Any nonmonetary contracts shall be subject to the joint approval of the Student Body President and Senate President.

802.7. A&S Sweep Exemptions

802.7.1. All A&S Funds shall be 100% swept at the end of the fiscal year.

802.7.2. Any A&S funded entity may request for some or all of the A&S Funds remaining in its account to be exempt from the sweep by completing a sweep exemption form and submitting it to the Senate Finance Committee by the last Friday in May.

802.7.2.1. Any pertinent information and justification shall be provided with the form.

802.7.3. The Senate Finance Committee shall review submitted requests, and may fail them or recommend some or all of the requested amount to the Senate as a fiscal bill.

802.7.4. If the fiscal bill passes through the Senate and Student Body President, it shall be subject to the approval of the University President.

802.7.5. If the approved sweep exemption amount is greater than the amount remaining at the end of the fiscal year, only the remaining A&S Funds shall be exempted.

802.8. Audits

802.8.1. SBS shall, on a biweekly basis, send a list of A&S Funded events to the Senate President for distribution to Senators in the fall and spring semesters.

802.8.2. Any SG Official may submit an audit via the following procedures:

802.8.2.1. The audit shall be submitted to the Senate Finance Chair.

802.8.2.2. The Chair shall review the audit for any violation of Statutes.

802.8.2.2.1. If no violation is found, then the audit shall be archived.

802.8.2.2.2. If a violation is found, the Chair shall submit an official grievance and alert SBS and the CFO.

Chapter 803

A&S Annual Budget Procedure

- 803.1.** A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title 8.
- 803.2.** There will be three separate submission deadlines for budget requests as shown below:
- 803.2.1.** Student Affairs Entities - Third Friday in December
 - 803.2.2.** Student Government Entities - Third Friday in December
 - 803.2.3.** Funding Councils and Student Organizations - last Friday in January
- 803.3.** The budget requests shall only be submitted once and are due no later than 4:59:59 PM on the respective date. Any organization that received A&S funding before January 15th of the current fiscal year shall meet the deadline. Any budget submitted after the 4:59:59 PM deadline will be considered late and not be accepted for the Annual Funding Procedure. Any budget submitted after the 4:59:59 PM deadline up to the end of the next fiscal year shall be recommended to seek funding through the Interim Funding Process. Any organization that submitted a budget request after the 4:59:59 PM deadline and previously funded through the Annual Funding Procedure will be subject to penalties addressed in Title 8, except as follows:
- 803.3.1.** Organizations which gain A&S funding eligibility (new organizations) after January 15th of each fiscal year shall not be subject to the penalties specified in Title 8 for the following year's funding.
 - 803.3.2.** Organizations which were not funded in the current fiscal year are not required to adhere to the deadline and shall not be subject to the penalties specified in Title 8 for the following year's funding.
 - 803.3.3.** Technical issues with the budget program which prevent organizations from submitting their budget in a timely manner and which are the responsibility of the university or SG (i.e. excessive web server outages) can be taken into account by SBS, and the budget deadline may be extended for extraordinary circumstances.
- 803.4.** All student organizations are required to submit a performance report as part of their budget request. The performance report shall include, but is not limited to:
- 803.4.1.** The organization profile (mission, officer listing, and membership).
 - 803.4.2.** Individual descriptions of projects, programs, and services.
 - 803.4.3.** Information on meetings conducted during the past fiscal year.
 - 803.4.4.** Additional items may be requested by a majority vote of the Senate Finance Committee or ASRC.

803.5. SBS will be responsible for the following procedures:

803.5.1. Provide an automated budget request system (budget program) that encompasses, at a minimum, the following:

803.5.1.1. Updated proviso limits and rules

803.5.1.2. Training module for budget submission

803.5.1.3. Technical support for budget program

803.5.2. Ensure that each eligible organization has appropriate access to the budget program.

803.5.3. Verify Organization Eligibility for A&S funding.

803.5.4. Verify Budget Workshop attendance/ video equivalent/ website equivalent.

803.5.5. During ASRC deliberations, provide committee members with the appropriate information about the organizations' financial histories, overall budget status, and other pertinent information.

803.5.6. Prepare the A&S budget for submission to the Senate, Student Body President, and University President.

803.6. ASRC shall review the budgets in a four-step process:

803.6.1. Read through each budget request, noting any exceptions to Proviso.

803.6.2. Contact all and meet with organizations to discuss their budget requests prior to making recommendations concerning their budget using a standardized budget request questionnaire.

803.6.3. Review each budget request as a committee and amend the request according to Proviso and standards, taking into consideration the organization's performance in the past year and the funds available for allocation during the next fiscal year.

803.6.4. Allocate a period of time for requestors to review their allocation and, if necessary, submit an appeal of any cuts to the budget (mock budget).

803.6.4.1. Appeals may be submitted after the mock budget has been sent out to the requestor.

803.6.4.2. The ASRC Chair shall allocate five (5) business days for requestors to submit and appeal to the Chair.

803.6.4.3. The Requestor may submit a request for a written or oral appeal.

803.6.4.4. Written appeals shall be sent to the ASRC Chair.

803.6.4.5. Oral appeals shall be requested and the requestor will meet with a member of ASRC to hear their appeal.

803.6.4.6. The ASRC may review appeals as they are submitted.

803.6.4.7. All appeals shall be reviewed by ASRC.

803.7. ASRC shall provide for the Senate as a whole their recommendation in the form of a bill for the next fiscal year's budget no later than the first week in April, unless a new deadline is approved by supermajority vote of the Senate. SBS will present a briefing to the Senate to present the budget recommendation and address the decision-making process.

803.7.1. If the budget is not approved by the Student Government Senate, ASRC will revise the budget taking into consideration the concerns of the Senate. ASRC will represent the revised budget in the form of a bill to the Senate. This process shall be repeated until the bill is passed by Senate.

803.8. The approved budget will then be forwarded to the Student Body President, who shall approve or veto the budget within ten (10) business days.

803.9. The Senate shall have the power to override a Student Body Presidential veto by supermajority vote.

803.10. The approved budget shall be submitted to the President of the University through the Division of Student Affairs within ten (10) business days.

803.11. The President of the University shall approve or veto the budget within fifteen (15) business days after presentation.

803.11.1. If the President of the University returns the budget for any reason, the Senate President will call a special ASRC meeting to act upon any areas of disagreement. A new budget recommendation shall be submitted within fifteen (15) business days after being returned by the President of the University.

Chapter 804

A&S Fee Proviso Language

804.1. Purpose

804.1.1. This chapter serves to outline the funding conditions for the allocation and expenditure of A&S Fees in the 2017-2018 fiscal year.

804.1.2. This chapter shall replace the 2016-2017 A&S Fee Proviso, which shall be archived and used for the remainder of the 2016-2017 fiscal year.

804.2. Presidential Reserve Allocation

804.2.1. The ASRC shall set aside an amount between 5% and 10% of the projected revenue to be used if fee collections are fewer than projected or in case of unforeseen circumstances as approved by the University President or designee.

804.3. Rules and Regulations for all A&S funded programs, services and activities:

804.3.1. All A&S funded programs, services, and activities that benefit the Student Body must be submitted with a detailed explanation and justification for each item.

804.3.2. Any event or service funded fully or partially by A&S fees shall be open to all USF students, free of any kind of charges unless specified otherwise within SG Statutes. .

804.3.3. Any revenue collected from any A&S funded events shall be placed in an auxiliary account with a product code specific to that event.

804.3.3.1. .

804.3.4. A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.

804.3.4.1. A&S funded departments may deviate for items related to job performance.

804.3.5. A&S funds may be expended on speaker fees and/or honorariums if it benefits USF students.

804.3.6. A&S funds may be expended in recognition of USF faculty, staff, advisors, and/or coaches.

804.3.7. A&S funds shall not be expended on or in behalf of any direct donation to any political campaign.

804.3.7.1. Direct donations shall include, but shall not be limited to cash donations or any type of campaigns materials.

804.3.8. The ASRC shall establish a set of internal standards and guidelines on the Student Government website.

- 804.3.8.1. All guidelines must be submitted to be updated onto the Student Government website at most five (5) business days after being revised.
- 804.3.9. The ASRC may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the USF Print Shop partnership or its equivalent.
- 804.3.10. The ASRC and the Senate Finance Committee have the authority to allocate monies lower than the maximum amount of maximum occurrence.
- 804.3.11. The ASRC and the Senate Finance Committee have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
- 804.3.12. The Senate shall delegate allocation authority, when appropriate, to the Senate Grants Committee on for the purposes of allocating grants, with the exception of Conference Presentation Grant which shall be delegated to SBS. Grant allocations shall adhere to all restrictions as set forth by this proviso.
- 804.3.13. Any request to deviate from Proviso by ASRC must be presented by the ASRC chair with the committee's justification for deviations from Proviso during the first reading of the ASRC Bill to Senate.
- 804.3.14. Any request to deviate from Proviso from Student Government, Student Government Sponsored events, student affairs departments and student organizations must include a detailed justification. The request to deviate Proviso must be approved jointly by a supermajority vote of the Senate and Student Body President.
 - 804.3.14.1. The request must be presented at the next regularly scheduled Senate meeting.
 - 804.3.14.2. In the event that the Senate is out of session, the Senate President shall have the authority to approve or deny the deviation on behalf of the Senate. In the event that this happens, the Senate President shall inform the Senate of the decision at the next regularly scheduled Senate meeting.
 - 804.3.14.3. If a party does not respond within ten (10) business days of the request that party's decision will be considered an approval.
- 804.4. Rules and Regulations for Student Government
 - 804.4.1. A&S fees allocated to Student Government may be **funded** to a maximum amount or maximum occurrence:
 - 804.4.1.1. Shirts: \$7.00 per t-shirt
 - 804.4.1.2. Polo's: \$35.00 per polo shirt
 - 804.4.1.3. Food: \$7.00 per student in attendance per event
 - 804.4.2. Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by SBS.

804.5. Rules and Regulations for all A&S funded Student Affairs Departments

804.5.1. Only Student Government sponsored concerts may charge students.

804.5.1.1. Requests to hold a Student Government sponsored concert that charges students can be submitted by any A&S funded student affairs department.

804.5.1.2. Requests must be submitted to the Senate President and Student Body President at minimum thirty-five (35) business days prior to the scheduled concert.

804.5.1.3. In order for the request to move forward, a Senator must sponsor a Joint Resolution granting the department to charge students. The Joint Resolution, shall be presented by the sponsoring Senator as well as the department Director, or designee, at the next regularly scheduled Senate meeting.

804.5.1.4. If the request is passed by the Senate with a majority vote, and approved by the Student Body President, a memorandum of agreement shall be created requiring that all revenues be swept back into the appropriate Student Government Auxiliary Account.

804.5.1.4.1. Revenue generated from the Student Government sponsored concert may be used to offset the cost of the concert.

804.5.1.4.2. The memorandum must be agreed upon at a minimum of twenty (20) business days prior to the scheduled concert, between the Student Body President, Senate President, and the Director of the requesting department.

804.5.2. Only A&S funded departments with a focus on community service shall be funded for off campus volunteer and/or service work.

804.5.3. Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by SBS.

804.5.4. Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions' funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.

804.5.5. A&S funded departments may be exempt from placing the Student Government logo on their promotional items where the imprint area for the product is smaller than 2 inches and/or logo placement increases the cost of the product more than 15%.

804.5.5.1. If the A&S department falls under this exemption, the department must present to the Senate Grants Committee ten (10) business days prior to the

anticipated purchase date. Additional rules and regulations may be found in the Senate Grants Committee Standard Operating Procedures.

804.5.6. A&S fees allocated to A&S funded departments may be **funded** to a maximum amount or maximum occurrence:

804.5.6.1. Shirts: \$7.00 per t-shirt

804.5.6.2. Polo's: \$35.00 per polo shirt

804.5.6.3. Food: \$7.00 per student in attendance per event

804.6. Rules and Regulations for all A&S funded registered student organizations

804.6.1. No Student organization shall charge for entry at any A&S funded event.

804.6.2. A&S fees allocated to student organizations shall not **fund** nor be **expended** on the following:

804.6.2.1. Awards of cash value and scholarships.

804.6.2.2. Fundraising costs

804.6.2.3. Personalized clothing (i.e. individual product)

804.6.2.4. Personal items, including but not limited to personal electronics, personal hygiene, toiletries, and personal groceries.

804.6.2.4.1. SBS shall have the discretion to deny any requests for personal items not include in the above list.

804.6.2.5. Individual membership (except as defined for the Sports Club Council)

804.6.2.6. Video rental

804.6.2.7. Any controlled substances

804.6.2.8. Food for general business/body meetings as defined in Title 1 of SG Statutes.

804.6.2.9. Services and materials that could be provided by the USF Print Shop Partnership or its equivalent.

804.6.2.10. Services and materials that could be provided by Bulls Radio.

804.6.2.11. Door Prizes

804.6.2.12. Travel for volunteer or service work with an out of State or International destination

804.6.2.13. Media Advertising (with the exception of The Oracle)

804.6.2.14. Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library

804.6.2.15. Sports equipment that can be borrowed from the Campus Recreation Center at no cost.

804.6.3. A&S fees allocated to student organizations may be **funded** and **expended** to a maximum amount or maximum occurrence as outlined below:

804.6.3.1. Costume Rental/Purchase: \$500.00 per fiscal year

- 804.6.3.2. Shirts: \$7.00 per shirt
- 804.6.3.3. Food: \$7.00 per student in attendance per event
- 804.6.3.4. An event to recruit or welcome students: once per academic term
- 804.6.3.5. End of semester banquet: once per academic term
- 804.6.3.6. Banners: \$200.00 per fiscal year
- 804.6.3.7. Oracle ads: \$200.00 per fiscal year
- 804.6.3.8. Shipping: no more than standard shipping costs. Any shipping cost above standard must be approved by the Senate Finance Chair and the CFO.

804.6.4. Organizations who do not respond by the deadline set by ASRC shall be zero funded. They may appeal with a 10% deduction from their annual budget and a 10% deduction from any grant funding allocated by the Senate Grants Committee.

804.7. Additional Rules and Regulations for Organizations under purview of the Sports Club Council (SCC):

804.7.1. A&S fees will not **fund** nor be **expended** on the following items:

- 804.7.1.1. T-shirts
- 804.7.1.2. Food

804.7.2. A&S fees may be **funded** and flexibly **expended** to a maximum amount listed below at the discretion of ASRC and/or the SCC Executive Board with the proper justification.

- 804.7.2.1. Personal equipment items
- 804.7.2.2. Membership dues only if required for the organization or individual to participate in a competition or conference
- 804.7.2.3. University Approved Coach/Instruction Fees: \$5,000 total per club

804.7.3. A&S funds may be expended to a maximum amount for travel per year listed below ("lease cost" method will be used)

- 804.7.3.1. Total travel expenses: Maximum of \$10,000.00 per year
- 804.7.3.2. Airline tickets: \$5,000.00 maximum per trip

804.8. Additional Rules and Regulations for the Travel Grant Program:

804.8.1. Student organizations seeking travel funds may request a travel grant from the Senate Grants Committee, except for organizations within Funding Councils that have not been allocated travel funds.

804.8.2. A&S fees may be **funded** and flexibly **expended** to a maximum amount for travel per year listed below ("least cost" method will be used):

- 804.8.2.1. Total travel expense: Maximum of \$7,000.00 per year

- 804.8.2.2.** Food for travel may be provided as defined by state statutes or university policy
- 804.8.2.3.** Personal Vehicles: as defined by state statute or university policy
- 804.8.3.** A&S fees may be **funded** to a maximum amount before taxes for travel per year listed below (“least cost” method will be used):
 - 804.8.3.1.** Vehicle Rental (Up to 6 passengers): \$60.00 per day, per vehicle
 - 804.8.3.2.** Vehicle Rental (7-11 passengers): \$75.00 per day, per vehicle
 - 804.8.3.3.** Vehicle Rental (12+ passengers): \$100.00 per day, per vehicle
 - 804.8.3.4.** Lodging: \$50.00 per student per night
 - 804.8.3.5.** Registration: \$250.00 per student per conference
 - 804.8.3.6.** Bus Rental: \$1,500.00 per event
- 804.8.4.** A&S funds that are allocated in an SG Travel Grant shall be equally divided among the recipients.
 - 804.8.4.1.** A&S funds allocated to recipients that do not travel shall not be expended.
 - 804.8.4.2.** Recipients who do not travel may find another member of the organization to replace them, in which case the travel grant funds shall be expended.
 - 804.8.4.3.** Students shall be physically present at conferences to be eligible to receive funding.
- 804.9.** Additional Rules and Regulations for the Homecoming Grant Program:
 - 804.9.1.** To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The Senate Grants Committee shall decide the amount allocated per request in compliance with these Statutes.
 - 804.9.1.1.** No grant shall exceed \$1,550
 - 804.9.2.** Organizations are not allowed to submit more than one (1) Homecoming Grant per year.
 - 804.9.3.** A Homecoming Grant should not be allocated for more than one (1) event per organization.

Chapter 805

A&S Fee Interim Funding

- 805.1.** The interim funding account shall be used as a provisional source of funding for student organizations that meet the required criteria in this Chapter.
- 805.2.** The ASRC shall determine the annual allocation of the Interim Funding account.
- 805.3.** The Executive Branch shall be eligible for interim funding via a request made by the incoming Student Body President upon their ascension to office.
- 805.3.1.** No more than 20% of the interim funding account shall be allocated to the Executive Branch.
- 805.4.** No more than 60% of the interim funding account may be used before December 31st.
- 805.4.1.** The remainder of the account may be used for the remainder of the fiscal year.
- 805.5.** Student Organizations that receive an allocation greater than \$0 through the Annual Budget Procedure shall not be eligible for interim funding.
- 805.6.** Student Organizations that receive an interim allocation through the interim funding procedure shall not be eligible for additional interim funds in the same fiscal year.
- 805.7.** A student organization may be eligible for interim funding if it has met all of the A&S Funding Eligibility requirements in addition to at least one (1) of the following:
- 805.7.1.** The organization is requesting funds for the first time.
- 805.7.2.** The organization was deactivated in a previous fiscal year and reactivated in the current fiscal year after the annual budget deadline.
- 805.7.3.** The organization was funded in the previous fiscal year through the Annual Budget Procedure and did not submit an annual budget for this fiscal year.
- 805.7.4.** The organization was funded in the previous fiscal year through the Annual Budget Process and submitted an annual budget after the deadline for this fiscal year's ASRC cycle.
- 805.7.5.** The organization was allocated \$0 during this fiscal year's Annual Budget Procedure.
- 805.7.6.** The organization received an interim allocation after January 15th of the previous fiscal year.
- 805.8.** A student organization shall only be subject to one or more allocation-based penalties for the year in which it meets one of more of these criteria:
- 805.8.1.** The organization was funded in the previous fiscal year through the Annual Budget Procedure or was funded before January 15th of the previous fiscal year.

- 805.9.** If a student organization submitted a budget before the deadline for this fiscal year's Annual Funding Procedure but was not allocated funds, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.
- 805.9.1.** After interim funding request is approved the Senate Finance Committee, a 25% reduction shall be applied to allocated funds.
- 805.9.2.** If the organization requests for and receives Student Government Grant funds (Travel and Homecoming), a 25% reduction shall be applied to the allocated funds.
- 805.10.** If a student organization did not submit a budget before the deadline for this year's ASRC cycle, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.
- 805.10.1.** After the interim funding request is approved by the Senate Finance Committee, a 25% reduction shall be applied to allocated funds.
- 805.10.2.** The organization shall be eligible to request and receive any Student Government Grant funds (Travel and Homecoming).
- 805.11.** The Senate Finance Committee shall make a recommendation to the Student Government Senate in the form of an interim funding fiscal bill. The recommendation shall be presented by a Senator with an explanation of the recommended allocation, if different from the requested amount.
- 805.12.** If the interim funding fiscal bill is approved by the Senate and signed by both the Senate President and Student Body President, the Senate Finance Chair shall notify the entity by email.
- 805.12.1.** If the bill is denied, the Senate Finance Chair shall notify the requestor by email.
- 805.13.** Upon signature of the Senate President and Student Body President, the interim funding fiscal bill becomes an allocation.
- 805.14.** In order to allow the Senate Finance Committee and Senate adequate time for review, no applications for Interim Funding in the current fiscal year will be accepted after the first Friday of April each year.
- 805.15.** Additional rules and regulations for interim funding shall be outline in the Senate Finance Committee Standard Operating Procedures.
- 805.16.**

Chapter 806

SG Grant Programs

- 806.1.** The Student Government Senate shall sponsor the grant programs outlined in this chapter. The grant programs shall be here for the purpose of funding programs not funded by the Activity and Service Fee Recommendation Committee and the Senate Finance Committee.
- 806.2.** Grants in this section (with the exception of the Conference Presentation Grant) are only available to A&S funded student organizations (including Sports Club Council and College of Medicine Allocation Committee, and Engineering Funding Council organizations).
- 806.2.1.** Sports Club Council is not eligible for the Travel Grant.
- 806.3.** There shall be one Grants Account for the Travel Grant and the Homecoming Grant.
- 806.3.1.** The grants shall be allocated in accordance with the ASRC allocation for each grant.
- 806.3.2.** The Homecoming Grant can be swept into the Travel Grant account as needed by a supermajority vote of the Senate Grants Committee.
- 806.3.2.1.** The Senate Grants Chair shall notify Senate and the CFO by the end of the next regularly scheduled Senate Meeting.
- 806.4.** For the purposes of this document, the following terms shall be defined as:
- 806.4.1.** University Entity – Any funding source through the University of South Florida other than the Student Government at the University of South Florida Tampa Campus.
- 806.5.** Conference Presentation Grant
- 806.5.1.** The Senate shall sponsor a grant program for the purpose of funding student presentations at conferences called the Conference Presentation Grant Program (CPGP).
- 806.5.2.** ASRC shall determine the total budget for the Conference Presentation Grant Program. The budget shall be funded as its own separate line item.
- 806.5.3.** Conference Presentation Grant funds can only be dispersed via reimbursement after the fact and cannot be prepaid.
- 806.5.3.1.** Organizations cannot be reimbursed for insurance for vehicle rentals.
- 806.5.4.** The expenditure of the Conference Presentation Grant Program shall be determined by SBS.
- 806.5.4.1.** No more than 50% of the CPGP account may be used for the time period of July 1st – December 31st.

- 806.5.4.2.** The remainder of the account may be used for the time period of January 1st – June 30th.
- 806.5.5.** Any student wishing to request funding from the Conference Presentation Grant may do so as long the request meets the following requirements:
- 806.5.6.** Completed Conference Presentation Grant Program Application
- 806.5.7.** Student Government Travel Request Information Form
- 806.5.8.** Acknowledgement of Reimbursement Cap Form
- 806.5.9.** Copy of acceptance letter from conference or program (must show the student's name as a presenter)
- 806.5.10.** The student is a registered USF student when applying for the Grant Program and at the time of travel to the conference.
- 806.5.11.** Conference Presentation Grant Program applications must be received by the Student Affairs Travel Office at least fourteen (14) days prior to your departure. Applications received less than fourteen (14) days before the departure will not be considered.
- 806.5.12.** The Conference Presentation Grant Program shall be subject to the same rules and regulations set forth by Student Government, including but not limited to Chapter 804 Proviso.
- 806.5.13.** All other rules and regulations not stated in Student Government Statutes shall be outlined in the CPGP SOPs.
- 806.6.** Travel Grant
- 806.6.1.** The Senate shall sponsor a grant program for the purpose of funding travel for Student Organizations to attend a conference or educational event called the Travel Grant.
- 806.6.1.1.** The Travel Grant shall not be used for conference presentations.
- 806.6.2.** The Senate Grants Chair shall submit a recommendation for the grant amount to ASRC with an explanation. ASRC shall then determine the total budget for the Travel Grant. The budget shall be funded as a line item in the Grants Account.
- 806.6.3.** Students and/or student organizations that have or will receive full or partial funding for their travel from any University Entity shall not be eligible for the Travel Grant.
- 806.6.4.** The expenditure of the Travel Grant shall be determined by the Senate Grants Committee.

- 806.6.4.1.** No more than 50% of the Travel Grant account may be used for the time period of July 1st – December 31st.
- 806.6.4.2.** The remainder of the account may be used for the time period of January 1st – June 30th.
- 806.6.4.3.** For the fiscal year beginning in July, the committee may begin to accept applications at the start of the new Student Government term.
- 806.6.5.** Any Student Organization wishing to request a Travel Grant may do so as long as the request meets the following requirements:
 - 806.6.5.1.** Travel Grants shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.
 - 806.6.5.2.** There is no limit on the number of requests a student organization may submit, however they shall only be funded to the maximums as specified in Chapter 804 Proviso.
 - 806.6.5.3.** Travel grant funds can only prepay for registration, hotel, airfare, and/or a charter bus. All other costs shall be reimbursed including, but not limited to, vehicle rentals and rental properties.
 - 806.6.5.4.** Organizations cannot be reimbursed for insurance for vehicle rentals.
- 806.6.6.** Any A&S funded student organization who receives a Travel Grant is ineligible for a transfer request for the trip in which they received funding.
- 806.6.7.** Student Organizations that wish to request a Travel Grant shall do so no later than twenty-five (25) business days prior to the desired departure date.
- 806.6.8.** All students within an A&S funded student organization shall have an equal opportunity to be selected to go on a trip funded through the Travel Grant.
 - 806.6.8.1.** The organization shall have the discretion to select students to attend the trip and shall convey its reasoning to the Senate Grants Committee in its request for Travel Grant funds. The Senate Grants Committee shall have the discretion to deny Travel Grant funds if the selection process is deemed inappropriate.
- 806.6.9.** Upon completion of travel, all receipts shall be turned in to the Travel Office and a travel audit shall be completed.
 - 806.6.9.1.** If the travel audit is not completed within ten (10) business days of the conclusion of travel, the Student Organization will not be permitted to apply for another Travel Grant for the remainder of the fiscal year.
- 806.6.10.** Upon completion of travel any unused funds will be swept back to the Travel Grant account.

806.6.11. If an organization's trip funded through the Travel Grant fails to occur, they shall submit a report to the Senate Grants Committee stating the reason(s) for not traveling within five (5) business days of the expected trip date.

806.6.11.1. The Senate Grants Committee shall review the report within ten (10) business days and by a majority vote decide whether or not reimbursement is required.

806.6.11.2. If the organization fails to submit a report, they shall be required to fully reimburse all incurred expenses.

806.7. Homecoming Grant

806.7.1. The Senate shall sponsor a grant program for the purpose of funding homecoming events, including floats and supplies called the Homecoming Grant.

806.7.2. The Senate Grants Chair shall submit a recommendation for the grant amount to ASRC with an explanation. ASRC shall then determine the total budget for the Homecoming Grant. The budget shall be funded as a line item in the Grants Account.

806.7.3. The expenditure of the Homecoming Grant shall be determined by the Senate Grants Committee.

806.7.4. Any A&S funded entity wishing to request a Homecoming Grant may do so as long as the request meets the following requirements:

806.7.4.1. The request shall contain the budget for food and materials used for homecoming events. The allocation for homecoming food and materials may not exceed \$1,550 (with the exception of the Homecoming Committee).

806.7.4.2. The request shall contain a detailed description of why they are requesting a Homecoming Grant and how this will improve the overall Homecoming experience.

Chapter 807

Funding Councils

807.1. General Guidelines

- 807.1.1. Funding Councils shall be the allocating entities for the student organizations that they comprise, which shall be referred to as Funding Council Clubs (FCCs) throughout this chapter.
- 807.1.2. The Funding Councils as well as any FCCs shall meet all A&S Funding Eligibility standards in order to apply for or receive any A&S Funds.
- 807.1.3. Funding Councils shall adopt their own internal Standard Operating Procedures (SOPs) which shall not conflict with the SB Constitution or SG Statutes.
 - 807.1.3.1. The SOPs shall be subject to an annual review by the Senate Policy Committee, and any amendments shall be reviewed before taking effect.
- 807.1.4. FCCs shall apply to their respective Funding Council for A&S funding whenever applicable instead of directly to Student Government.

807.2. Structure and membership

- 807.2.1. Each Funding Council shall be composed of, at minimum, the following:
 - 807.2.1.1. A General Body, consisting of one (1) representative student from each FCC.
 - 807.2.1.2. An Executive Board of five (5), elected from and by the General Body.
 - 807.2.1.3. A faculty or staff nonvoting advisor appointed by the Executive Board.
 - 807.2.1.4. The Senate President or designee as a nonvoting advisor on SG Policies.

807.3. The annual funding procedure for FCCs shall proceed as follows:

- 807.3.1. FCCs shall submit their Annual Budget request to the Funding Council's Financial Officer by no later than 4:59 pm on the third Friday of December.
- 807.3.2. The Financial Officer shall forward a copy of the Annual Budget request to the Funding Council Executive Board for review.
- 807.3.3. The Funding Council shall prepare an Annual Budget request for its own administrative and operating funds and for Interim Funding for new FCCs.
- 807.3.4. The Funding Council shall compile the Annual Budget requests of its FCCs and its own request, and submit a consolidated request to the ASRC by the deadline established by ASRC for that fiscal year.
- 807.3.5. The ASRC shall then review the Funding Council request and recommend an amount in accordance with its standard allocation practices for that fiscal year.

- 807.3.6.** The Funding Council may appeal for additional funding for its FCCs and/or for its own operating budget.
- 807.3.7.** Upon receiving a mock budget from ASRC, the Funding Council shall convene to review individual eligible FCC budget requests and prepare an allocation for each.
- 807.3.8.** Upon completing these allocations, the Funding Council shall send a report to ASRC with allocations by category for all of its FCCs, as well as with recommendations for the funding procedure and Proviso for the following fiscal year.
- 807.3.9.** The Funding Council shall additionally establish a method by which FCCs may appeal their allocations. The Funding Council shall report any appeals to SBS.
- 807.3.10.** If for whatever reason the Funding Council fails to initiate its Annual Funding process for the upcoming fiscal year by second Monday of November, its activities shall be suspended for the upcoming fiscal year and its FCCs shall go through the same Annual Budget Procedure as regular, unaffiliated student organizations.
- 807.4.** The interim funding procedure for FCCs shall proceed as follows:
- 807.4.1.** If the Funding Council was allocated funds for an Interim Funding account, it shall ensure that interim funding applications are available for FCCs.
- 807.4.2.** In order to be eligible for interim funding, FCCs shall:
- 807.4.2.1.** Have been recognized as member organizations by the Funding Council.
- 807.4.2.2.** Have not received A&S Funds in the current or previous fiscal year.
- 807.4.3.** The Funding Council shall review submitted interim funding requests according to its internal procedures, which shall be consistent with SG Statutes Chapter 804.
- 807.4.3.1.** The Funding Council may approve none, some, or all of each request.
- 807.4.4.** The Funding Council shall then allocate funds from its Interim Account to the recipient FCC.
- 807.4.5.** No more than 50% of the Interim Account may be allocated before December 31st.
- 807.4.5.1.** The remainder of the account may be used for the remainder of the fiscal year.
- 807.4.6.** No single FCC may receive more than 20% of the funds in the Interim Account, unless appealed to and approved by the Senate Finance Committee.
- 807.4.7.** No applications for interim funding shall be accepted after the first Friday of April.
- 807.4.8.** The Funding Council shall prepare a report to send to the Senate President and SBS with all interim funding allocations on a monthly basis.
- 807.5.** The travel funding procedure for FCCs, if applicable, shall proceed as follows:

- 807.5.1.** If the Funding Council was allocated funds for a Travel Account, it shall ensure that travel funding requests are available for FCCs.
- 807.5.2.** The Funding Council shall ensure that prepayment is only used for registration, hotels, airfare, and/or charter busses.
- 807.5.3.** The Funding Council may use travel reimbursements to pay for vehicle rentals, rental properties, food, and other appropriate expenses.
- 807.5.4.** Travel Account funds shall NOT be allocated for or expended on non-students, including nonstudent instructors or coaches, or on insurance for vehicle rentals.

807.6. The Funding Councils

807.6.1. The Sports Club Council (SCC)

- 807.6.1.1.** The Sports Club Council is the allocating body for competitive clubs that promote physical sport activities.
- 807.6.1.2.** SCC's FCC membership shall be established in their SOPs.

807.6.2. The College of Medicine Allocation Council (COMAC)

- 807.6.2.1.** The College of Medicine Allocation Council is the allocating body for clubs that promote medical interests in alignment with the USF MCOM.
- 807.6.2.2.** COMAC's FCC membership shall be established in their SOPs.

807.6.3. Engineering Funding Council (EFC)

- 807.6.3.1.** The Engineering Funding Council is the allocating body for clubs that promote interest in fields related to engineering.
- 807.6.3.2.** EFC's FCC membership shall be established in their SOPs.