

**Title 8**  
**Finance Code**

## Chapter 800

### Activity and Service Fee Monies

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- 800.1** "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** All uses of A&S Funds shall be subject to, and governed by, the Constitution and Statutes of the Student Government of the University of South Florida, and where applicable the laws of the United States of America, the State of Florida, the rules and regulations of the University of South Florida, and the University Board of Trustees.
- 800.3** The Student Government Senate will allocate A&S Funds by strictly following the purpose as set forth in statutes. Any variation from this purpose will be considered a misappropriation of funds and will not be allowed. A supermajority (vote of Senate will be required to change the purpose as set forth in statutes.
- 800.4** All additional Activity and Service Fee (A&S) monies collected which were not already allocated within the annual A&S budget bill shall be considered Unallocated Cash. Unallocated Cash may only be budgeted through the current fiscal year by the Senate Finance Committee in conjunction with a majority vote of the Senate. ASRC shall be responsible for allocating all remaining Unallocated Cash not used throughout the applicable current Fiscal Year.

## Chapter 801

### Activity and Service Fee General Regulations and Guidelines

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- 801.1** All monies deposited into A&S Fee accounts shall be subject to the rules and regulations of the USF Student Government and the State of Florida.
- 801.2** A&S Fees should be spent in accordance with a particular entity's budget allocation as approved by the Student Government Senate.
- 801.2.1** Any budget transfer request may be approved by a majority vote by the Senate Finance Committee. All Transfers shall be line-item specific and may only be transferred within the same entity. No A&S entity, excluding Student Government, may transfer monies to another entity other than its self. An individual entity shall be recognized as any Office, Department, or Organization which receives its own entity specific budget allocation.
- 801.2.1.1.** The budget transfer request shall be presented to the Senate Finance Committee within ten (10) business days of the request being submitted.
- 801.2.1.2.** If Senate is out of session when the request is received, the Senate Finance Committee Chair has ten (10) business days to approve or deny the request.
- 801.2.1.3.** Denied requests may be appealed to the Senate and shall require a supermajority in the affirmative to overturn the Committee's decision.
- 801.2.2** No student organization, excluding those under the purview of the Sports Club Council, may submit a transfer request to deviate from their original allocation.
- 801.3** Budget Allocations shall be allocated in accordance with the categories defined by the Board of Governors ICOFA accounting standards. For the purpose of all A&S Funded entities, flexible spending shall be extended between both the Food and Materials categories which shall be treated as one and the same; entities may utilize funds from either category for the purposes of both Food and Materials purchases without submitting a budget transfer request.
- 801.4** All A&S funded student organizations, except those under the purview of the Sports Club Council, may have only one budget category of food and materials.
- 801.5** All A&S funded student organizations may request the use of their allocated funds from the current fiscal year on expenses from the previous fiscal year.
- 801.5.1** The request shall be approved or denied by the Associate Director of ASBO.
- 801.5.2** Denied requests may be appealed to Senate Finance Committee. A majority vote in the affirmative is necessary to overturn the decision of the Associate Director of ASBO.

- 801.6** If any member of A&S funded student organizations merge into one student organization, the merged organization shall decide upon one of the original organizations' A&S budgets.
- 801.6.1** The merged organization shall notify the Associate Director of ASBO of the chosen budget, and the monies in the other original organization A&S budgets shall be swept into the unallocated cash account
- 801.6.2** The merged organization shall be exempt from the 14-week probationary period but shall still be subject to the other requirements set in Chapter 802.
- 801.7** The Activity and Service Fee Recommendation Committee (ASRC) or the Senate Committee on Appropriations and Audits may allocate line item specific expenditures, as deemed by the committee and reflected within their budget Allocation, to any student organization for the purpose of purchasing any Capital Outlay material(s). Organizations may not expend or transfer funds deemed as such for any expenditure other than the item(s) identified by the applicable committee. Any Capital Outlay expenditures shall be classified as Student Government University Property and shall be inventoried and stored within the Activity and Service Fee Business Office (ASBO) in accordance with their own internal proceedings.
- 801.8** All Capital Outlay purchases, not previously outlined in the A&S funded entity's respective budget, may be approved by the Senate Finance Committee, and the Chief Financial Officer (CFO).
- 801.9** All one time expenditures over twenty thousand dollars (including to, but not limited, contractual services, capital outlay, production costs or products) shall receive no less than three bids from three different vendors or sources. All entities shall purchase the bid that is the most economical, but not necessarily the least expensive.
- 801.10** All one time expenditures requiring an open bid (of over twenty thousand dollars) may be approved by the Student Body President and CFO. All bids shall be presented alongside with the expenditure request.
- 801.11** Any A&S account may be frozen by the Senate President or the Senate Finance Committee Chair in conjunction with the Student Body President or the CFO until next regularly scheduled Senate Meeting.
- 801.12** Any A&S account may be frozen for any amount of time by the Senate
- 801.12.1** Any A&S account pending freezing shall be given the option to debate the claim with the following process:
- 801.12.1.1.** The Senate President shall notify the A&S account holder no less than two (2) business days before the Senate meeting in which the account freezing is being discussed.

- 801.12.1.2.** The party that submitted the account freeze recommendation and the A&S account representative shall be given opening statements of five (5) minutes each with the A&S account representative going last for each.
  - 801.12.1.3.** The Senate shall then enter a question and answer period during which they may ask questions of all individuals with information regarding the account pending freezing.
  - 801.12.1.4.** The Senate shall then enter a discussion period in which the freezing of the account is discussed.
  - 801.12.1.5.** A vote at a Regular Meeting following debate shall result in the A&S account freeze.
  - 801.12.1.6.** The A&S account holder shall receive written notification via official USF email of the result of the vote within two (2) business days.
- 801.12.2** Any entity that has their account frozen is ineligible to apply for or receive funds from Student Government Grant(s) for the length of their abeyance.
- 801.13** Any A&S account may be unfrozen by the Senate with a majority vote) vote at a Regular Meeting.
- 801.14** A&S accounts may only be frozen for of the following reasons:
- 801.14.1** Violation of Finance Code
  - 801.14.2** Violation of ASRC proviso
  - 801.14.3** Violation of University Regulations or Policy
  - 801.14.4** Violation of Student Government Statutes or Student Body Constitution
  - 801.14.5** Violation of Florida Statutes
  - 801.14.6** Fiscal Irresponsibility as determined by definition
- 801.15** All A&S funds shall be spent for the direct benefit of the Student Body.
- 801.16** All events or services funded by A&S fees shall be opened to all students, free of admission, dues or service charge.
- 801.16.1** Only Student Government sponsored concerts may charge students. Any A&S funded entity shall receive authorization through a supermajority (2/3rds) vote of the Senate in order to charge students at a Student Government sponsored concert.
    - 801.16.1.1.** All money collected shall be used to subsidize the event. All additional funds collected shall be returned to the Unallocated Cash Account.
    - 801.16.1.2.** Requests to hold a Student Government Sponsored concert shall be submitted to the Senate President thirty (30) business days in advance.

- 801.17** All A&S events should be held on campus or reasonable accommodations should be made to assist in the transportation of students to off-campus events. No Student Organization may hold an A&S funded event off-campus unless receiving explicit permission from the Senate Grants Committee.
- 801.18** No Activity and Service fee funded event may have the presence of any controlled substance.
- 801.18.1** Excluding any prescribed medication required by the attendant.
- 801.18.2** Excluding the alcohol served at Beef O’Brady’s located in the Marshall Student Center.
- 801.19** All events or services provided by A&S funded departments, shall display the Student Government Logo on all Promotional Items.
- 801.19.1** If an A&S funded department desires an exception to this statute, they may request an exception through the Senate Grants Committee.
- 801.19.1.1.** The form shall be posted to the Student Government website and shall be turned in to the Senate Grants Chair.
- 801.19.1.2.** The committee may then, by a majority vote, approve the exception. If the Senate is not in session within ten (10) business days of the request, the Chair shall make the decision.
- 801.19.1.2.1.** If no action is taken within ten (10) business days of the request, the request shall be automatically approved.
- 801.19.1.3.** Denied requests may be appealed to the Senate and shall require a supermajority in the affirmative to overturn the committee’s decision.
- 801.20** All Student Organizations shall have at least one (1), but no more than two (2) Financial Officers.
- 801.20.1** All Financial Officers of Student Organizations shall be registered students at the University of South Florida.
- 801.20.2** All Financial Officers shall be certified by ASBO.
- 801.20.3** All Financial Officers are responsible for maintaining their own financial records of their respective Student Organization’s activities.
- 801.21** All A&S property shall be accounted for by ASBO and be housed in a location on campus. All property purchased by A&S funds are the sole property of Student Government, University of South Florida, and the State of Florida.
- 801.21.1** The use of all A&S property shall be in accordance with Student Government Statutes and ASBO policy and procedure.

**801.22** ASRC shall establish a single Critical Reserve Account as a part of the Annual Budget Allocation. The account allocation shall be reflected in the Annual ASRC Allocation Bill.

**801.22.1** The funds may only be used in the event of a catastrophic situation.

**801.22.2** Requests for Critical Reserve funds shall be submitted to the Associate Director of the ASBO. Funds may only be allocated or expended with the joint approval of the Student Body President and the Senate President.

**801.22.2.1.** In the case that the Student Body President cannot be reached within two (2) business days of the initial request, the Vice President shall be contacted on the President's behalf.

**801.22.2.2.** In the case that the Senate President cannot be reached within two (2) business days of the initial request, the Senate President Pro Tempore shall be contacted on the Senate President's behalf.

**801.23** All revenue from the Our Shirt program shall be used for the Our Shirt program next year.

## Chapter 802 Funding Eligibility

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**802.1** A&S Fee monies shall only be directly allocated to:

**802.1.1** Entities within the Division of Student Affairs

**802.1.2** Entities funded via Unallocated Cash Bills

**802.1.3** Entities within Student Government

**802.1.4** Student Organizations and Funding Councils

**802.1.4.1.** This includes the Sports Club Council, the College of Medicine Allocation Committee, and the Engineering Funding Council.

**802.2** A&S Fee monies shall not be allocated to:

**802.2.1** Any entity which discriminates based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law.

**802.2.1.1.** This Clause shall be consistent with University Policy.

**802.2.2** Any entity which requires any kind of loyalty oath for membership.

**802.2.2.1.** Entities listed in the Student Body Constitution as requiring loyalty oaths are exempt from this clause.

**802.2.3** Any entity which requires mandatory dues for membership.

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

**802.2.3.2.** This does not include entities that charge optional dues, provided no membership benefits and/or privileges are restricted to members who have paid dues.

**802.3** Student Organization A&S Funding Eligibility

**802.3.1** Any Student Organization seeking A&S funding:

**802.3.1.1.** Shall be active.

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

**802.3.1.3.** Shall not withhold or deny membership privileges for any student enrolled at the University of South Florida.

**802.3.1.3.1.** This includes having any additional requirements for students to hold an officer position.

- 802.3.1.4.** Shall have a member and officer removal procedure that incorporates due process.
  - 802.3.1.5.** Shall complete any required Constitution changes as requested by the Senate Ethics Chair.
  - 802.3.1.6.** Shall have been reviewed and approved by the Senate Ethics Chair for compliance with this Chapter.
- 802.3.2** To be registered as active with CLCE, all A&S fund seeking student organizations:
- 802.3.2.1.** Shall submit an officer listing to CLCE. This list shall contain the names of:
    - 802.3.2.1.1.** The organization's President
    - 802.3.2.1.2.** The organization's Vice President
    - 802.3.2.1.3.** The organization's Treasurer
    - 802.3.2.1.4.** Seven (7) additional members of the organization
    - 802.3.2.1.5.** The organization's Advisor
  - 802.3.2.2.** Shall have an active membership of currently USF students.
    - 802.3.2.2.1.** Persons who are not students currently enrolled at the University of South Florida shall not be considered part of the active membership, and as such cannot vote, hold office, or direct the activities of the organization.
  - 802.3.2.3.** Shall pass the CLCE Constitution Checklist Review.
    - 802.3.2.3.1.** Any organization seeking to request A&S funding shall complete any required Constitution changes as requested by CLCE.

## Chapter 803

### The Annual Application and Funding Procedure

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- 803.1** A budget request will only be made available to organizations that meet the eligibility requirements as defined in Title VIII.
- 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** Student Government 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 15<sup>th</sup> 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 VIII, except as follows:
- 803.3.1** Organizations which gain A&S funding eligibility (new organizations) after January 15<sup>th</sup> of each fiscal year shall not be subject to the penalties specified in Title VIII 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 VIII 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 ASBO, 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** ASBO 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. ASBO 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.

#### **803.12 Audits**

**803.12.1** The Senate President shall distribute a list of A&S funded events every week.

**803.12.2** Any SG Official may submit an audit.

**803.12.3** All senators shall be required to complete two (2) audits per fiscal year.

**803.12.4** When an audit is submitted, it shall proceed as per the following procedures:

**803.12.4.1.** The audit shall be submitted to the Chair of the Senate Committee on Finance.

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

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

**803.12.4.2.2.** If a violation is found, the Chair shall submit an official grievance and alert ASBO and the Chief Financial Officer.

**803.12.4.3.** ASBO shall contact the applicable Student Organization(s) to alert them and request an explanation.

**803.12.4.4.** The Student Organization shall have four (4) business days to respond, with a reminder issued on the third day.

**803.12.4.5.** The Student Organization's account shall be frozen until the organization responds.

**803.12.4.6.** The Committee of Ethics is alerted if there is no response at all.

**803.12.4.7.** The Committee on Ethics may still continue investigation if the committee believes it to be necessary

**803.12.5** Penalties

**803.12.5.1.** If the Organization can demonstrate that no violation took place, then there shall be no further action.

**803.12.5.2.** If the Student Organization admits to having broken proviso, they must submit a detailed explanation with a formal apology.

**803.12.5.3.** Their account is frozen for a minimum of fifteen (15) days.

**803.12.5.4.** All funds for the event must be returned to ASBO and the Committee of Ethics must complete their investigation before their account is unfrozen.

**803.12.5.5.** In addition the Student Organization's President and Financial Officer must attend a Financial Officer training

**803.12.5.6.** Two (2) or more violations in the same fiscal year results in a frozen account for the rest of the fiscal year.

## Chapter 804

### Activity and Service Fee Proviso Language

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#### **804.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2016-2017.**

- 804.1.1** This proviso shall govern both the A&S allocation and the expenditure processes.
- 804.1.2** This amended Title 8 is valid for the current year's ASRC cycle and is valid for Interim Funding submission during the following fiscal year. The current Chapter 804 remains valid for Interim Funding submissions until the end of the current fiscal year.
- 804.1.3** The ASRC shall set aside an abeyance of projected, adjusted net revenue as determined by the Activity and Service Business Office. The abeyance must be at least 5% and no greater than 10% of projected fee collections. The abeyance account shall be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the President of the University.

#### **804.2 Rules and Regulations for all A&S funded programs, services and activities:**

- 804.2.1** 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.
- 804.2.2** All events or service funded by A&S fees must be open to all USF students, free of admission, dues or service charges.
  - 804.2.2.1.** Student Government sponsored concerts may be exempt from this clause pending the process outlined within Rules and Regulations for all A&S funded Student Affairs Departments.
- 804.2.3** All revenue collected from A&S funded events shall be swept back to the appropriate Student Government auxiliary account.
  - 804.2.3.1.** These monies may be used to subsidize the event with the proper student government approval.
- 804.2.4** A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.
  - 804.2.4.1.** A&S funded departments may deviate for items related to job performance.
- 804.2.5** A&S funded campus-wide activities need the authorized sponsorship of a SG branch or agency in order to be considered a Student Government sponsored event.
- 804.2.6** A&S funded events shall be held on campus as defined in Title I.
  - 804.2.6.1.** If there are no locations on campus available to accommodate the event, an Off-Campus request may be submitted to the Senate Grants Committee for approval.

- 804.2.7** A&S funds may be expended on speaker fees and/or honorariums if it benefits USF students.
- 804.2.8** A&S funds may be expended in recognition of USF faculty, staff, advisors, and/or coaches.
- 804.2.9** A&S funds shall not be expended on or in behalf of any direct donation to any political campaign.
- 804.2.9.1.** Direct donations shall include but shall not be limited to cash donations or any type of campaigns materials.
- 804.2.10** All T-Shirts and promotional items purchased by A&S funded departments, excluding Our Shirt and A&S department uniforms, must display the Student Government logo.
- 804.2.11** The ASRC shall establish a set of internal standards and guidelines on the Student Government website.
- 804.2.11.1.** All guidelines must be submitted to be updated onto the Student Government website at most five (5) business days after being revised.
- 804.2.12** 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.
- 804.2.13** The ASRC and the Senate Finance Committee have the authority to allocate monies lower than the maximum amount of maximum occurrence.
- 804.2.14** The ASRC and the Senate Finance Committee have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
- 804.2.15** 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 Activity and Service Fee Business Office. Grant allocations shall adhere to all restrictions as set forth by this proviso.
- 804.2.16** 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.
- 804.2.17** 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.
- 804.2.17.1.** The request must be presented at the next regularly scheduled Senate meeting.

**804.2.17.2.** 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.

**804.2.17.3.** If a party does not respond within ten (10) business days of the request that party's decision will be considered an approval.

### **804.3 Rules and Regulations for Student Government**

**804.3.1** A&S fees allocated to Student Government may be **funded** to a maximum amount or maximum occurrence:

**804.3.1.1.** Shirts: \$7.00 per t-shirt

**804.3.1.2.** Polo's: \$35.00 per polo shirt

**804.3.1.3.** Food: \$7.00 per student in attendance per event

**804.3.2** 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 the Activity & Service Fee Business Office (ASBO).

### **804.4 Rules and Regulations for all A&S funded Student Affairs Departments**

**804.4.1** Only Student Government sponsored concerts may charge students.

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

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

**804.4.1.3.** 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.

**804.4.1.4.** 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.

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

**804.4.1.4.2.** 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.

- 804.4.2 Only A&S funded departments with a focus on community service shall be funded for off campus volunteer and/or service work.
- 804.4.3 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 the Activity & Service Fee Business Office (ASBO).
- 804.4.4 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.
- 804.4.5 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%.
  - 804.4.5.1 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.
- 804.4.6 A&S fees allocated to A&S funded departments may be **funded** to a maximum amount or maximum occurrence:
  - 804.4.6.1 Shirts: \$7.00 per t-shirt
  - 804.4.6.2 Polo's: \$35.00 per polo shirt
  - 804.4.6.3 Food: \$7.00 per student in attendance per event

**804.5 Rules and Regulations for all A&S funded registered student organizations**

- 804.5.1 No Student organization shall charge for entry at any A&S funded event.
- 804.5.2 A&S fees allocated to student organizations shall not **fund** nor be **expended** on the following:
  - 804.5.2.1 Awards of cash value and scholarships.
  - 804.5.2.2 Fundraising costs
  - 804.5.2.3 Personalized clothing (i.e. individual product)
  - 804.5.2.4 Personal items, including but not limited to personal electronics, personal hygiene, toiletries, and personal groceries.
    - 804.5.2.4.1 The ASBO shall have the discretion to deny any requests for personal items not include in the above list.

- 804.5.2.5. Individual membership (except as defined for the Sports Club Council)
- 804.5.2.6. Video rental
- 804.5.2.7. Any controlled substances
- 804.5.2.8. Food for general business/body meetings as defined in Title I of SG Statutes.
- 804.5.2.9. Services and materials that could be provided by the USF Print Shop Partnership or its equivalent.
- 804.5.2.10. Services and materials that could be provided by Bulls Radio.
- 804.5.2.11. Door Prizes
- 804.5.2.12. Travel for volunteer or service work with an out of State or International destination
- 804.5.2.13. Media Advertising (with the exception of The Oracle)
- 804.5.2.14. Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library
- 804.5.2.15. Sports equipment that can be borrowed from the Campus Recreation Center at no cost.

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

- 804.5.3.1. Costume Rental/Purchase: \$500.00 per fiscal year
- 804.5.3.2. Shirts: \$7.00 per shirt
- 804.5.3.3. Food: \$7.00 per student in attendance per event
- 804.5.3.4. An event to recruit or welcome students: once per academic term
- 804.5.3.5. End of semester banquet: once per academic term
- 804.5.3.6. Banners: \$200.00 per fiscal year
- 804.5.3.7. Oracle ads: \$200.00 per fiscal year
- 804.5.3.8. Shipping: no more than standard shipping costs. Any shipping cost above standard must be approved by the Chair of the Senate Finance Committee and the Chief Financial Officer.

804.5.4 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.

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

804.6.1 A&S fees will not **fund** not be **expended** on the following items:

- 804.6.1.1. T-shirts
- 804.6.1.2. Food

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

**804.6.2.1.** Personal equipment items

**804.6.2.2.** Membership dues only if required for the organization or individual to participate in a competition or conference

**804.6.2.3.** Coach/Instruction Fees: \$5,000 total per club

**804.6.3** A&S funds may be expended to a maximum amount for travel per year listed below (“least cost” method will be used)

**804.6.3.1.** Total travel expenses: Maximum of \$10,000.00 per year

**804.6.3.2.** Airline tickets: \$5,000.00 maximum per trip

**804.7** Additional Rules and Regulations for the New Tradition Grant Program:

**804.7.1** To receive New Tradition Grant Funds, student organizations (including organizations funded through Councils) may apply for a Student Government New Tradition Grant. The Senate Grants Committee shall decide the amount allocated per request in compliance with these Statutes.

**804.7.1.1.** No grant shall exceed \$2,000.

**804.7.1.2.** Organizations are not allowed to submit more than one (1) New Tradition Grant per semester.

**804.7.1.3.** A New Tradition Grant should not be allocated for more than one (1) event per organization.

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

**804.8.1** To receive Travel funds, student organizations, with the exception of sports clubs and Sports Club Council, shall request a SG Travel Grant. The Senate Grants Committee shall decide the amount allocated per request in compliance with the following:

**804.8.2** A&S fees may **funded** and **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.

**804.9 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 on Special Funding 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

### Activity and Service Fee Interim Funding

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- 805.1** The ASRC shall determine the annual allocation of the Interim Funding account.
- 805.2** The interim funding account shall be used as a provisional source of funding for student organizations that meet the required criteria in this Chapter.
- 805.3** The Executive Branch is eligible for interim funding in accordance with the rules and regulations set forth in Chapter 808.
- 805.4** All interim allocations from the interim funding account shall be limited by the following percentages:
- 805.4.1** No more than 60% of the interim funding account may be used for the time period July 1st – December 31st.
  - 805.4.2** The remainder of the account may be used for the time period January 1st – June 30th.
- 805.5** Student Organizations that receive an annual allocation greater than zero (0) dollars through the Annual Application and Funding procedure through ASRC 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 to request or receive additional interim funds in the same fiscal year.
- 805.7** Student Organizations that received annual funding in the current fiscal year shall only be eligible for Interim Funding of emergency expenditures. Emergency expenditures are defined as those expenditures that result from a natural disaster, theft, vandalism, or unexpected equipment failure and would be extraordinarily detrimental to the organization if not funded. Insufficient funding received by organizations through the annual or interim funding process does not constitute grounds for Interim Funding under emergency conditions.
- 805.7.1** Any student organization requesting emergency expenditures shall submit their request to the Senate Committee on Appropriations and Audits Chair and Chief Financial Officer. The request shall be forwarded to the ASBO to review purchase history.
  - 805.7.2** Any student organization requesting emergency expenditures shall provide documentation of the natural disaster, theft, vandalism, or unexpected equipment failure. In the case of theft or vandalism, the student organization shall provide documentation of the incident from University Police or an appropriate law enforcement entity.

- 805.7.3** The Senate Committee on Appropriations and Audits shall review the request and accept or deny the request with a majority (50%+1) vote as an emergency expenditure.
- 805.7.4** Emergency expenditures not specified in statutes shall be determined and recorded by the Senate Committee on Appropriations and Audits.
- 805.8** A student organization may be eligible for interim funding if it has met all of the requirements with CSI, Chapter 802, and if at least one (1) of the following criteria is met:
- 805.8.1** Organization is requesting funds for the first time.
- 805.8.2** Organization was deactivated in a previous fiscal year and reactivated in the current fiscal year after the annual budget deadline.
- 805.8.3** Organization was funded in the previous fiscal year through the ASRC cycle and did not submit a budget for this fiscal year's ASRC cycle.
- 805.8.4** Organization was funded in the previous fiscal year through the ASRC cycle and submitted a budget after the deadline for this fiscal year's ASRC cycle.
- 805.8.5** Organization was not allocated any funds during this fiscal year's ASRC cycle.
- 805.8.6** Organization was funded after January 15th of the previous fiscal year through the interim account.
- 805.9** Student Organizations shall be subject to one or more allocation-based penalties if one of more criteria are met.
- 805.9.1** Penalties shall only apply to student organizations that were funded in the previous fiscal year through the ASRC cycle or that were funded before January 15<sup>th</sup> of the previous fiscal year.
- 805.9.2** Penalties shall only apply for the fiscal year in which the conditions are met.
- 805.9.3** If a student organization submitted a budget before the deadline for this fiscal year's ASRC cycle but was not allocated funds, it shall be subject to the following penalties should it apply for interim funding or a Student Government grant.
- 805.9.3.1.** After interim funding request is approved the Committee on Appropriations and Audits, a 25% reduction shall be applied to allocated funds.
- 805.9.3.2.** If the organization requests for and receives Student Government Grant funds (Travel, New Tradition, and Homecoming), a 25% reduction shall be applied to the allocated funds.
- 805.9.4** 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.

- 805.9.4.1.** After the interim funding request is approved by the Committee on Appropriations and Audits, a 25% reduction shall be applied to allocated funds.
- 805.9.4.2.** The organization shall be eligible to request and receive any Student Government Grant funds (Travel, New Traditions, and Homecoming).
- 805.10** The Senate Committee on Appropriations and Audits shall make a recommendation to the Student Government Senate in the form of an interim funding appropriations bill. The recommendation shall be presented by a Senator with an explanation of the recommended allocation, if different from the requested amount.
- 805.11** If the interim funding appropriations bill is approved by the Senate and signed by both the Senate President and Student Body President, the Chair of the Committee on Appropriations and Audits shall notify the entity by email.
- 805.11.1** If the bill is denied, the Chair of the Committee on Appropriations and Audits shall notify the entity by email.
- 805.12** Upon signature of the Senate President and Student Body President, the interim funding appropriations bill becomes an allocation.
- 805.13** In order to allow the Senate Committee on Appropriations and Audits 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.
- 805.14** Additional rules and regulations for interim funding shall be outline in the Appropriations and Audits Standard Operating Procedures.

## Chapter 806

### Contracts

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#### 806.1 Purpose

**806.1.1** This chapter serves to outline procedures for contract based expenses.

#### 806.2 Contracts with Nonrecurring Expenses

**806.2.1** All nonrecurring expenses shall require the authorization of the Chief Financial Officer, who shall send out public notice forty-eight (48) hours in advance.

**806.2.1.1.** If the contract requires action to be taken in less than forty-eight (48) hours, the Chief Financial Officer shall send out public notice immediately.

#### 806.3 Contracts with Recurring Expenses

**806.3.1** All recurring expenses of less than \$50,000 a year shall require the joint consent of Student Body President and the Senate President, who shall send out public notice forty-eight (48) hours in advance.

**806.3.1.1.** If the contract requires action to be taken in less than forty-eight (48) hours, the Student Body President and Senate President shall send out public notice immediately.

**806.3.2** All contracts and agreements which mandate a reoccurring expense of more than \$50,000 a year shall require the approval of the Senate via a majority vote.

**806.3.2.1.** The Senate President shall send out public notice at most forty-eight (48) hours after the approval.

#### 806.4 Nonmonetary Contracts

**806.4.1** All nonmonetary contracts shall require the joint consent of the Senate President and Student Body President. The Senate President shall notify the Senate of all such agreements at the next regularly scheduled meeting.

**806.4.2** The Student Body President and the Senate President shall be required to inform SGATO, and ASBO.

## Chapter 807 Sports Club Council

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- 807.1** The USF Sports Club Council (SCC) is the governing body for all competitive clubs that are formed to promote physical sport activities. This can include organizations that compete on an intercollegiate or sport club level but are not part of the University's Athletics Department. It does not include organizations which are recreational in nature but do not promote physical sport activities.
- 807.2** Sports Clubs shall meet all Activity & Service fee eligibility guidelines in order to apply for funding.
- 807.3** Clubs which are eligible for both A&S funding and membership in the SCC shall not apply for funding directly from Student Government.
- 807.4** All budgets which fall within the purview of the SCC will follow the funding procedures outlined in this chapter.
- 807.5** Sports Club Council/Sports Club 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.
- 807.5.1** Sports Club Council/Sports Clubs cannot be reimbursed for insurance for vehicle rentals.
- 807.6** Travel reimbursement shall only be provided for USF students. Funds may not be expended for non-student coaches (including hotel, food, etc.).
- 807.7** SCC may adopt its own Standard Operating Procedures which shall not conflict with the Student Government Constitution or Statutes. The Standard Operating Procedures shall require the approval of the Senate Committee on Rules prior to its enactment.
- 807.8** Sports Clubs may submit a Budget Transfer request to the SCC for the purpose of transferring funds across any funding categories, including Travel.
- 807.8.1** SCC shall review all transfer requests from Sports Clubs and notify Student Government and ASBO of their decision. The Senate Finance Committee can veto any transfer if deemed inappropriate, by majority vote.
- 807.9** Annual Funding:
- 807.9.1** Sport Clubs shall submit their budget request no later than 4:59pm on the third Monday in November to the Sport Club Coordinator. A copy of each club's budget request shall be forwarded to the SCC Executive Board for review.
- 807.9.2** The SCC will compile all Sports Club budget requests, along with the Council's request for administrative/operating funds and Interim Funding for new clubs, and

submit a consolidated request to Student Government by the organization deadline specified in Student Government Statutes Title VIII.

- 807.9.3** ASRC will review the SCC request in its entirety. Cuts will not be made to individual club requests, but the SCC will be allocated line items for administrative/operating funds and Interim Funding. An overall amount will be allocated for Sports Club funding.
- 807.9.4** After receiving its initial allocations from ASRC, the SCC may appeal for additional funding for the sports clubs' lump-sum allocation and/or the SCC's budget allocation.
- 807.9.5** After the ASRC mock budget process, the SCC will convene to review individual budget requests and allocate funds according to Proviso and its overall budget.
- 807.9.6** Once all allocations are complete and the SCC budget is finalized, the SCC will send a report to Student Government, which will include funding by budget category for all clubs. The SCC will also recommend changes to the funding procedure and Proviso for the following year.

#### **807.10 Interim Funding**

- 807.10.1** Sports Clubs which have been recognized by the SCC but have not previously applied for funding within a current fiscal year may apply for Interim Funding.
- 807.10.2** Sports Clubs that received annual funding for a fiscal year shall only be eligible for Interim Funding of emergency expenditures, or through non-emergency conditions as outlined in the SCC SOPs.
  - 807.10.2.1.** Applications for Interim Funding are available on the Sports Club website and shall be turned into the Sports Club Office.
- 807.10.3** The SCC will review Interim Funding requests according to its internal procedures.
- 807.10.4** Individual club allocations will be made from the SCC interim funding account.
- 807.10.5** Organizations that submit late or incomplete annual budget requests will be subject to the following penalties:
  - 807.10.5.1.** No travel money will be allocated.
  - 807.10.5.2.** After the Interim Funding request is approved by the SCC, a 25% reduction penalty will be applied to allocated funds.

#### **807.11 Interim Allocations shall be limited by the following percentages:**

- 807.11.1** No more than 50% of the interim funding account may be used for the time period July 1 – December 31.
- 807.11.2** The remainder of the account may be used for the time period January 1 – June 30.

**807.11.3** No sport club may receive more than 20% of the interim budget per fiscal year, unless appealed to and approved by the Senate Finance Committee.

**807.12** In order to allow the SCC 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.

**807.13** The SCC will report all sports clubs' interim allocations to the Senate and to ASBO on a monthly basis.

## Chapter 808

### The College of Medicine Allocation Council

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- 808.1** The College of Medicine Allocation Council (COMAC) shall be responsible for allocating the Annual Budgets of all College of Medicine Student Organizations.
- 808.2** The COMAC's membership shall be established in accordance with their established Constitution. COMAC membership shall remain open to all College of Medicine Students. Non-College of Medicine Students may not serve as voting members of the Council.
- 808.3** College of Medicine Student Organizations shall meet all A&S Fee eligibility guidelines and conform to all Student Government laws and procedures in order to be eligible for funding.
- 808.4** Organizations shall be eligible for funding through COMAC according to COMAC's Rules of Procedure.
- 808.5** Student Organizations which are eligible for funding from both Student Government and the COMAC shall only apply for funding from the COMAC.
- 808.6** All Student Organizations which fall within the purview of COMAC will follow the funding process as outlined within this chapter. A catalog of these eligible organizations shall be generated and maintained by ASBO.
- 808.7** College of Medicine Student Organizations shall continue to abide by all Student Government processes and procedures outlined within Statutes.
- 808.8** COMAC shall review all transfer requests from the College of Medicine and notify Student Government and ASBO of their decision. The Finance Committee can veto any transfer if deemed inappropriate by a supermajority vote.
- 808.9** Annual Funding:
- 808.9.1** College of Medicine Student Organizations will submit their budget requests no later than the third Friday of December to the ASBO. A copy of the budget requests shall be forwarded to the Chair of COMAC.
  - 808.9.2** COMAC will then review and compile all the Student Organization budget requests. COMAC shall submit a consolidated request to Student Government no later than the submission deadline established by Student Government for the applicable fiscal year. The request shall include all budget requests from the College of Medicine Student Organizations.
  - 808.9.3** The Activity and Service Fee Recommendation Committee (ASRC) shall review COMAC's request in its entirety. Reductions shall not be made to individual club requests. An overall amount will be allocated for College of Medicine Student Organization budgets.

- 808.9.4** After the funds have been allocated by ASRC, COMAC shall convene to allocate the funds in accordance with both the individual organization's budget request and Student Government Proviso.
- 808.9.5** After concluding its initial allocation request, COMAC will have the opportunity to participate in the mock budget process with other organizations and request additional funding items for specific clubs.
- 808.9.6** Upon concluding its allocation process, COMAC shall submit a report to ASBO listing the funding, by line item, for all organizations. COMAC may also include recommended changes to the funding procedure and the upcoming year's Proviso.
- 808.10** COMAC may adopt its own Standard Operating Procedures which shall not conflict with the Student Government Constitution or Statutes. The Standard Operating Procedures shall require the approval of the Senate Policy Committee prior to its enactment.
- 808.11** COMAC shall establish a method by which Student Organizations may appeal their allocations. COMAC shall report any appeals, and the action taken, to ASBO.
- 808.12** The College of Medicine Student Affairs office shall designate an individual responsible for coordinating the financial operations of all College of Medicine Student Organizations, including but not limited to, purchase orders and budget transfer requests, with Student Government and the ASBO.
- 808.13** In the event that COMAC fails to initiate the budget request process by the second Friday of November of the applicable year or is in a condition which prevents it from operating within the schedule prescribed by this chapter, the duties of this council and the process outlined within this chapter shall be suspended for the applicable fiscal year and the effected Student Organizations shall follow the same conditions prescribed for all remaining general Student Organization requests at no penalty to their own request.

## Chapter 809

### Engineering Funding Council

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- 809.1** The USF Engineering Council is the governing body for all engineering clubs that are formed to promote interest in various engineering areas.
- 809.2** The USF Engineering Council includes organizations which meet the following requirements:
- 809.2.1** Promotes interest in various engineering areas
  - 809.2.2** Has an advisor who is a faculty or staff member in the USF College of Engineering
- 809.3** The USF Engineering Funding Council is the body formed up of the following representatives:
- 809.3.1** The Engineering Council Executive Board
  - 809.3.2** The Engineering Council Advisor as an ex-officio non-voting member
  - 809.3.3** The Senate President or designee as an ex-officio non-voting member
- 809.4** Engineering Council Clubs must meet all Activity & Service fee eligibility guidelines in order to apply for funding.
- 809.5** Clubs which are eligible for both A&S funding and membership in the Engineering Council shall not apply for funding directly from Student Government
- 809.6** All budgets which fall within the purview of the Engineering Funding Council will follow the funding procedures outlined in this chapter.
- 809.7** Engineering Funding Council may adopt its own Standard Operating Procedures which shall not conflict with the Student Government Constitution or Statutes. The Standard Operating Procedures shall require the majority approval of the Senate Policy Committee prior to its enactment.
- 809.8** Annual Funding:
- 809.8.1** Engineering Council Clubs shall submit their budget request no later than 4:59pm on the third Friday in December to the Engineering Council Advisor. A copy of each club's budget request shall be forwarded to the Engineering Funding Council for review.
  - 809.8.2** The Engineering Funding Council will compile all Engineering Club budget requests and submit a consolidated request to Student Government by the organization deadline specified in Student Government Statutes Title VIII.

- 809.8.3** The Engineering Funding Council may submit a request for administrative/operating funds and Interim Funding for new clubs to Student Government by the organization deadline specified in Student Government Statutes Title VIII.
- 809.8.4** ASRC will review the Engineering Funding Council request in its entirety. Cuts will not be made to individual club requests, but the Engineering Funding Council will be allocated line items for administrative/operating funds and Interim Funding. An overall amount will be allocated for Engineering Club funding.
- 809.8.5** After receiving its initial allocations from ASRC, the Engineering Funding Council may appeal for additional funding for the Engineering club's lump-sum allocation and/or the Engineering Funding Council's budget allocation.
- 809.8.6** After the ASRC mock budget process, the Engineering Funding Council will convene to review individual budget requests and allocate funds according to Proviso and its overall budget.
- 809.8.7** Once all allocations are complete and the Engineering Funding Council budget is finalized, the Engineering Funding Council will send a report to the ASRC Chair, which will include funding by budget category for all clubs. The Engineering Funding Council will also recommend changes to the funding procedure and Proviso for the following year.

## **809.9** Interim Funding

- 809.9.1** Engineering Clubs which have been recognized by the Engineering Funding Council but have not previously applied for funding within a current fiscal year may apply for Interim Funding.
- 809.9.2** Engineering Clubs that received annual funding for a fiscal year shall only be eligible for Interim Funding of emergency expenditures, or through non-emergency conditions as outlined in the Engineering Funding Council SOPs.
- 809.9.2.1.** Applications for Interim Funding are available on the Engineering Club website and shall be turned into the Engineering Funding Council Advisor.
- 809.9.3** Engineering Funding Council will review Interim Funding requests according to its internal procedures.
- 809.9.4** Individual club allocations will be made from the Engineering Funding Council interim funding account.
- 809.9.5** Organizations that submit late or incomplete annual budget requests will be subject to the following penalties:
- 809.9.5.1.** After the Interim Funding request is approved by the Engineering Funding Council, a 25% reduction penalty will be applied to allocated funds.

**809.10** Interim Allocations shall be limited by the following percentages:

**809.10.1** No more than 50% of the interim funding account may be used for the time period July 1 – December 31.

**809.10.2** The remainder of the account may be used for the time period January 1 – June 30.

**809.10.3** No engineering club may receive more than 20% of the interim budget per fiscal year, unless appealed to and approved by a majority vote of the Senate Finance Committee.

**809.11** In order to allow the Engineering Funding Council 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.

**809.12** The Engineering Funding Council will report all engineering club's interim allocations to the Student Government Senate Finance Committee and to ASBO on a monthly basis.

## Chapter 810

### Executive Branch Budget

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- 810.1** The Executive Branch of Student Government shall be funded by the Activity and Service Fee Recommendation Committee as prescribed by ASRC Proviso.
- 810.1.1** The incoming Student Body President shall have the opportunity to request further funding, through the means of Interim Funding, upon their accession to office.
- 810.2** The following items shall be eligible for funding per ASRC Proviso by Interim Funding:
- 810.2.1** Payroll for all paid positions, in accordance with Chapter 305
- 810.2.2** Operating expenses
- 810.2.3** Travel
- 810.2.4** All programming as outlined by ASRC Proviso
- 810.2.5** Any Operating Capital Outlay (OCO)
- 810.2.6** Anything else that can statutorily be funded
- 810.2.7** Executive Branch travel
- 810.3** The Interim Funding request by the Executive Branch shall be submitted to the Senate President by the second Senate meeting of the Summer Session.
- 810.3.1** If the branch submits their interim budget request after the call to order of the second Senate Meeting of the Summer Session, a 25% penalty shall be assessed to said budget.
- 810.4** The Senate Finance Committee shall review the recommended budget and shall submit it to the Senate for final approval. The Committee's allocation recommendation shall not be amended on the Senate floor.
- 810.5** Should the Student Body President veto the Executive Branch budget bill, the Senate may overturn it with a supermajority vote. Should the Senate not overturn the veto, the budget process shall repeat itself as prescribed in this statute. A final budget shall be ratified before July 1<sup>st</sup> of the same fiscal year.
- 810.5.1** If no budget is approved by the Senate, the Executive Branch shall receive only the total amount allocated by the ASRC to the Executive Branch.
- 810.5.2** This additional Interim Funding request shall include all applicable payroll and operating expenses for the remainder of the year.
- 810.6** All budgetary items shall follow ASRC proviso.

**810.6.1** No more than 20% of the interim funding account shall be allocated to the Executive Branch.

## Chapter 811

### Sweep Exemptions

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- 811.1** A sweep exemption is the process by which any A&S funded entity may request that funds remaining at the end of the current fiscal year be kept and utilized (rolled over) in the next fiscal year.
- 811.2** All monies remaining in any Student Government, College Council, and Student Organizations A&S account will be 100% swept at the end of the fiscal year, excluding; encumbrances, generated revenue, the Fixed Asset Replacement Fund, Strategic Planning Fund, and the next year's Homecoming Account (for the next fiscal year). Student Affairs A&S accounts will be 100% swept at the end of the fiscal year unless a sweep exemption form is completed and submitted to the Senate Finance Committee by 4:59:59 PM on the last Friday in May. Written justification with all pertinent information is required for sweep exemption consideration. The exemption amount will depend upon justification and account balances. Outstanding encumbrances shall also be provided to include Purchase Order number and item descriptions.
- 811.3** The Senate Finance Committee will review sweep exemption applications and submit a recommendation to the Senate in the form of a bill.
- 811.4** Once the sweep exemption bill is approved by the Senate and signed by the Senate President, Student Body President, and President of the University, the bill will be forwarded to the University Budget Office.
- 811.5** If the University Budget Office determines that any individual entity's sweep exemption amount is greater than the amount remaining at the end of the fiscal year, the entity will receive that which is remaining.

## Chapter 812

### Student Government Grant Programs

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- 812.1** 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.
- 812.2** 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).
- 812.2.1** Sports Club Council is not eligible for the Travel Grant.
- 812.3** There shall be one Grants Account for the Travel Grant, Homecoming Grant, and New Tradition Grant.
- 812.3.1** The grants shall be allocated in accordance with the ASRC allocation for each grant.
- 812.3.2** The Homecoming Grant and the New Tradition Grant can be swept into the Travel Grant account as needed by a supermajority vote of the Senate Grants Committee.
- 812.3.2.1.** The Senate Grants Chair shall notify Senate and the Chief Financial Officer by the end of the next regularly scheduled Senate Meeting.
- 812.4** For the purposes of this document, the following terms shall be defined as:
- 812.4.1** University Entity – Any funding source through the University of South Florida other than the Student Government at the University of South Florida Tampa Campus.
- 812.5 New Tradition Grant**
- 812.5.1** The Senate shall sponsor a grant entitled New Tradition Grant.
- 812.5.2** The purpose of New Tradition Grant is to encourage diverse groups of students to collaborate in the creation of new USF traditions.
- 812.5.3** 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 New Tradition Grant, not to exceed \$20,000. The budget shall be funded as a line item in the Grants Account.
- 812.5.3.1.** No more than 50% of the money allocated may be spent before December 31<sup>st</sup> and the remainder may be spent during the remainder of the fiscal year.
- 812.5.4** The New Tradition Grant allocations shall be determined by the Senate Grants Committee.

**812.5.5** The event shall follow the guidelines outlined in general requirements of Activity and Service Fee events.

**812.5.6** Student Government New Tradition Grants shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.

**812.5.7** It is required that an event be sponsored by at least one A&S funded student organization and a minimum of two other student organizations, offices, departments, or other university entities (other than Student Government).

**812.5.8** Student Organizations that wish to apply for a New Tradition Grant for an event shall do so at least twenty-five (25) business days before the event.

**812.5.8.1.** Applications shall be made available at least fifteen (15) business days before the First of July.

**812.5.9** Each allocation may not exceed \$2,000.

**812.5.10** Event sponsors shall use the Student Government logo and list Student Government as an official sponsor on all marketing materials, including but not limited to, all print and digital advertising.

**812.5.11** New Tradition Grant requests shall fall into at least one of the following categories:

**812.5.11.1. School Spirit-** Any event that promotes university pride and school spirit.

**812.5.11.2. Professional/Academic Development-** Any event of scholastic merit that can pertain to student fields of study or areas of career development.

**812.5.11.3. Diversity-** Any event that brings diverse populations together and provides education on one or more cultural groups including, but not limited to, a particular ethnicity, religion, sexual orientation, veteran status, etc.

**812.5.11.4. Visual/Performing Arts-** Any event that demonstrates or promotes the fine arts which may include, but is not limited to, a theatrical performance, dance instruction, collaborative mural, etc.

**812.6** Any event that does not fall into one of the categories may still be eligible to receive funding if approved by a supermajority vote of the Senate Grants Committee.

### **812.7 Conference Presentation Grant**

**812.7.1** The Senate shall sponsor a grant program for the purpose of funding student presentations at conferences called the Conference Presentation Grant Program (CPGP).

**812.7.2** ASRC shall determine the total budget for the Conference Presentation Grant Program. The budget shall be funded as its own separate line item.

**812.7.3** Conference Presentation Grant funds can only be dispersed via reimbursement after the fact and cannot be prepaid.

**812.7.3.1.** Organizations cannot be reimbursed for insurance for vehicle rentals.

**812.7.4** The expenditure of the Conference Presentation Grant Program shall be determined by ASBO.

**812.7.4.1.** No more than 50% of the CPGP account may be used for the time period of July 1<sup>st</sup> – December 31<sup>st</sup>.

**812.7.4.2.** The remainder of the account may be used for the time period of January 1<sup>st</sup> – June 30<sup>th</sup>.

**812.7.5** Any student wishing to request funding from the Conference Presentation Grant may do so as long the request meets the following requirements:

**812.7.6** Completed Conference Presentation Grant Program Application

**812.7.7** Student Government Travel Request Information Form

**812.7.8** Acknowledgement of Reimbursement Cap Form

**812.7.9** Copy of acceptance letter from conference or program (must show the student's name as a presenter)

**812.7.10** The student is a registered USF student when applying for the Grant Program and at the time of travel to the conference.

**812.7.11** 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.

**812.7.12** 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.

**812.7.13** All other rules and regulations not stated in Student Government Statutes shall be outlined in the CPGP SOPs.

## **812.8 Travel Grant**

**812.8.1** 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.

**812.8.1.1.** The Travel Grant shall not be used for conference presentations.

- 812.8.2** 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.
- 812.8.3** 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.
- 812.8.4** The expenditure of the Travel Grant shall be determined by the Senate Grants Committee.
- 812.8.4.1.** No more than 50% of the Travel Grant account may be used for the time period of July 1st – December 31st.
- 812.8.4.2.** The remainder of the account may be used for the time period of January 1st – June 30<sup>th</sup>.
- 812.8.4.3.** For the fiscal year beginning in July, the committee may begin to accept applications at the start of the new Student Government term.
- 812.8.5** Any Student Organization wishing to request a Travel Grant may do so as long as the request meets the following requirements:
- 812.8.5.1.** 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.
- 812.8.5.2.** 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.
- 812.8.5.3.** 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.
- 812.8.5.4.** Organizations cannot be reimbursed for insurance for vehicle rentals.
- 812.8.6** 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.
- 812.8.7** 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.
- 812.8.8** 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.
- 812.8.8.1.** 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.
- 812.8.9** Upon completion of travel, all receipts shall be turned in to the Travel Office and a travel audit shall be completed.

**812.8.9.1.** 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.

**812.8.10** Upon completion of travel any unused funds will be swept back to the Travel Grant account.

**812.8.11** 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.

**812.8.11.1.** 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.

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

## **812.9 Homecoming Grant**

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

**812.9.2** 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.

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

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

**812.9.4.1.** 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).

**812.9.4.2.** 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 813

### Student Government Special Accounts

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- 813.1** The Student Government Special Accounts shall consist of the following:
- 813.1.1** SG Auxiliary Account(s)
  - 813.1.2** SG Foundation Account(s)
  - 813.1.3** SG Special Projects Account
- 813.2** All one-time expenditures from the Auxiliary or Foundation Accounts of less than \$1,000 shall require the written authorization of the Chief Financial Officer.
- 813.2.1** The Chief Financial Officer shall be required to inform the Student Body President, Senate President, SGATO, ASBO, and the Senate Finance Chair of any such expenditure within two (2) business days of the action.
- 813.3** All re-occurring expenditures or one-time expenditures in excess of \$1,000 from the Auxiliary or Foundation Accounts shall require the written authorization of the Student Body President and Senate President.
- 813.3.1** The Student Body President and Senate President shall be required to inform the Chief Financial Officer, SGATO, ASBO, and the Senate Finance Committee of any such expenditure within two (2) business days of the action.
- 813.4** All allocations to the Special Projects Account are line item specific. Deviations from the stated objective of any line item may only be realized with the written authorization of the Student Body President and Senate President.
- 813.4.1** The Student Body President and Senate President shall be required to inform the Chief Financial Officer, SGATO, ASBO, and the Senate Finance Committee Chair of any such expenditure within two (2) business days of the action.