

STUDENT SENATE BILL 2022-1036

TITLE: ADMINISTRATIVE REGULATIONS – EXTERNAL CONTROL – 800 CODES REVISIONS

AUTHOR(S): Budget and Appropriations Chairwoman Catherine Giordano

SPONSORS: Budget and Appropriations Committee

CHAPTER 808 ADMINISTRATIVE REGULATIONS - EXTERNAL CONTROL (71-120, 73-139, 80-223, 82-145, 87-152, 88-106, 88-125, 90-141, 92-123, 93-123, 95-110, 96-114, 97-103, 97-131, 97-139, 98-128, 2002-140, 2004-119, 2004-107, 2005-101, 2005-106, 2005-122, 2005-142, 2006-106, 2006-107, 2006-122, 2007-113, 2008-150, Ballot Initiative 2009, 2009-113, 2009-128, 2010-119, 2011-118, 2012-108, 2014-115, 2015-115, 2016-120, 2017-109, 2018-111, 2018-114, 2018-115, 2019-102, 2020-1052)

- 808.0 All student organizations that act in accordance to code 810.3 will be eligible for a base funding up to five hundred dollars (\$500) per fiscal semester. This amount will be allocated by the Budget and Appropriations committee before the regular hearing cycle begins.
1. The base funding of five hundred dollars (\$500) will be in a separate line item in the organizations account.
 2. Funds in other line items cannot be transferred into the base funding line.
 3. These funds can be used for technology, general body meetings, advertising, or events.
 4. To apply for the base funding, an organizational treasurer must submit a request through a process outlined and advertised by the active Budget and Appropriations Chair. This application process will not be on a first come first serve basis.
 5. These requests will not require a Bill of Law, however the Budget and Appropriations committee shall make the Student Senate aware of any approved requests within seventy-two (72) hours.
 6. The expenditure rate policy outlined in 801.7 does not apply to the base funding line item.
- 808.01 In the event the total amount of base funding requested exceeds the amount available during the Budget cycle, each student organization will receive a prorated base funding amount. The prorated base funding amount will be equal for all student organizations.
- 808.1 External Control.

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

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

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

1. Plated food for events except when specified in a contract of Student Government or any of its agencies.
2. Tips/Gratuities.
3. Prizes, prize money, and scholarships.
4. Expenditures in support of or against a political party at any level.
5. Expenditures intended to enhance a philanthropic organization that's main purpose is not serving the students at the University of Florida. Such items include but not limited to promotional materials and copies.
6. Expenditures intended to directly influence federal, state and local legislation, executive actions or judicial decisions.
7. Expenditures to subsidize in whole or in part any private corporation.
8. Rental of or expenditures towards functions hosted in private residences.
9. Postage.
10. Production of materials intended for mass mailing (see code 800.27 for definition).
 - i. Email is highly encouraged.
11. Any Activity considered to be a form of solicitation, including but not limited to, letters of solicitation, alumni newsletters, or resume mailings to potential employers.
 - i. A&S fees may not be used to raise additional money.
12. Any materials given to, or donated to be used exclusively by non-UF students.
13. Payment to a member of a student organization for services rendered to the same student organization.
 - i. If compensation is pursued, only Outside Revenue may be used.
14. Graduation Parties/Socials/Ceremonies/Items:
 - i. Social gatherings that, as the primary purpose, celebrate the accomplishment(s) of graduating students.
 - ii. Graduation items include, but are not limited to, stoles, cords, etc.

- iii. Any graduation Parties/Socials/Ceremonies/Items may be funded by outside revenue.
- 15. Personal use consumable items – material that is inherently used by only one person and cannot be reused by someone else— including, but not limited to custom nametags with a student’s name engraved.
- 16. Awards for speakers or performers.
- 17. Bar rental, which the State of Florida deems to be a venue that earns more than fifty percent (50%) of their profit from the sale of alcoholic drinks.
 - i. Student Activities and Involvement shall determine the proper contractual arrangements for any venue that normally serves alcohol during the hours of any student organization program.
- 18. Purchase or reimbursement for Gift Cards.
- 19. PCard purchases made by non-Student Government UF departments.
- 20. Teaching/School Supplies (see 800.430 for definition).
- 21. Food expenditures incurred on travel activities.
- 22. Relief Travel.
- 23. Retreat Travel.
- 24. Purchase or reimbursement for any products outside of the University of Florida Beverage Contract.
- 25. Dues paid to National Organizations.
- 26. Items that the University of Florida does not authorize for P-Card purchases.
- 27. Fines.
- 28. Late Fees.
- 29. Off Campus Storage.

808.13 No Activity and Service Fee money shall be issued to a student organization until their constitution is on file and approved by Student Activities and Involvement.

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

808.2 Any ticket revenue money generated by Student Government Productions may only be expended on Student Government Productions programs. These ticket revenue funds may roll over from year-to-year.

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

808.5 Activity and Service Fee funding shall not be used to fund lobbying activities, lobbyists, or lobbying firms as defined in 808.51.

- 808.51 Definitions:
1. Lobbyist- shall be any person registered on the Registered Legislative Lobbyist Directory pursuant to Florida Statute 11.045 or Registered Executive Lobbyist Directory pursuant to Florida Statute 112.3215.
 2. Lobbying Firm- means a business entity, including an individual contract lobbyist that receives or becomes entitled to receive any compensation for the purpose of lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist.
 3. Lobbying Activities- Means influencing or attempting to influence legislative action or nonaction through oral or written communication or an attempt to obtain the goodwill of a member or employee of the Legislature.
- 808.6 ONLY students of the University of Florida enrolled at time of encumbrance may be reimbursed.
- 808.7 All off campus activities, as defined in 800.25, will only be half (1/2) funded under the Programming Line under circumstances when there is an on-campus equivalent (or an on campus alternative that serves similar purposes). Student organizations should be encouraged to use on campus facilities for these activities.
- 808.71 Performance contracts may only be paid, in a lump sum, directly to the performer or agency as earned income. Student government will not reimburse students for any performance fees or travel.
- 808.711 General Registered Student Organizations that are using A&S fees must include the following language in all contracts they enter into that are funded by A&S Fees: “This Agreement is entered into by the student organization established by students at the University of Florida, not the University of Florida, and is funded by student fees designated to the student organization. This student organization is not an agent of the University of Florida, does not represent the University of Florida in any way and is not permitted to the act on behalf of the University of Florida. Accordingly, the student organization cannot bind or obligate the University of Florida to any contractual obligation.”
- 808.72 Student organizations meeting the definition of 800.31, as determined by Student Senate Budget and Appropriations Committee may only seek Activity and Service Fee funding by application to Recreational Sport as a sport-focused organization.

808.73 Any fees for late cancellation of room reservations or no-shows must be paid from outside revenues.

808.8 Funding Limits:

1. Student Government Funded Organization's total Event Requests for a semester budget cycle may not exceed twenty thousand dollars (\$20,000), excluding honorariums.
2. Student Government Funded Organizations may receive up to fifteen thousand dollars (\$15,000) per fiscal year for honorariums.
3. Clothing must not exceed fifteen dollars (\$15) per item.
 - a. Clothing must be used for promotional purposes.
 - b. Groups may not charge recipient of the clothing.
4. Wet labs must not exceed four hundred (\$400) each.
5. No more than one (1) banner/ personalized tablecloth each fiscal year not exceeding two hundred dollars (\$200).
6. Cost of DJ's must not exceed two hundred dollars (\$200).
7. Cost of decorations cannot exceed \$500 per event.
8. Awards shall not exceed \$40 per item and must be competition based.
9. A maximum of five dollars and zero cents (\$5.00) per head based on anticipated University of Florida student attendance will be budgeted for food for a given event.
10. Student Organizational promotional items will be limited to two dollars (\$2.00) per item including setup and design charges (including having the SG logo or "Funded by Student Government (or SG)"), but excluding shipping/delivery/freight charges.
11. The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Budget and Appropriations approved and receipted travel expenditures (excluding food costs) of the approved attendees may be refunded. The maximum amount reimbursed will not exceed five hundred dollars (\$500.00) per person per trip.
12. Maximum amount that may be spent on homecoming parade events is three hundred dollars (\$300) per student organization.
13. All off campus activities, as defined in 800.25, will only be half (1/2) funded under the Programming Line under circumstances when there is an on-campus equivalent (or an on campus alternative that serves similar purposes). Student organizations should be encouraged to use on campus facilities for these activities.

808.9

If any changes to the 800 Codes are enacted, student organizations shall be notified via the student organization listserv of the changes within thirty (30) days of the changes taking effect.