

STUDENT SENATE BILL 2023-1071

**TITLE: AWARDS RECLASSIFICATION AND CONVENIENCE ACT (ARCA) – 800
CODES REVISION**

AUTHOR(S): Budget and Appropriations Chair Blake Cox

**CHAPTER 810 ADMINISTRATIVE PROVISIONS – ACTIVITY AND SERVICE FEE
USAGE REGULATIONS (96-114, 97-139, 2006-122, 2010-119, 2011-118, 2014-115, 2015-
115, 2017-109, 2018-116, 2019-102, 2020-1052)**

- 810.0 As per Florida Statute and Student Body Law:
 The Student Activity and Service Fee shall be expended for lawful purposes to
 benefit the Student Body in general.
- 810.1 Pursuant to Florida Statute 1009, the Student Senate Budget and Appropriations
 Committee shall recommend to the Student Senate the allocation of the Activity
 and Service Fees for lawful purposes to benefit the Student Body in general,
 including but not limited to grants to duly recognized student organizations, the
 membership of which is open to all University students in compliance with the
 UF Non-Discrimination Regulation (1.006), or any other classification as
 provided by law. The Big Three Budget Proposal shall be presented to the
 Student Senate as a Bill of Law. The Student Senate authorizes the Budget and
 Appropriations Committee to hear event, travel, and Student Organization
 Operational Budget requests from Student Organizations. These requests will not
 require a Bill of Law, however the respective committee shall make the Student
 Senate aware of any approved requests within seventy-two (72) hours.
- 810.11 A Student Senator, with signatures from twenty voting members of the Student
 Senate, reserves the right to file a veto petition of any approved travel, event, or
 Operational Budget request from the Budget and Appropriations Committee if the
 Senator believes the request violates a provision of the 800 Codes. The Senator
 must cite the code being violated in the veto request and must submit the petition
 to the Senate Secretary no later than seventy-two (72) hours after the Budget and

Appropriations Chairperson has made the Student Senate aware of the approved request.

810.12 A veto of the travel or event request by the Student Senate would require a 2/3 vote of the members of the Student Senate present and voting at a regular meeting.

810.2 Student Organizations will receive funding on a first come first serve basis as determined by the timestamp of submission to SG Finance. If multiple requests are submitted at the same time, and funding is not available to fully fund the requests, the requests will be pro-rated based on available funding. Available funding for each semester will be determined based on the average total expenditures for all SG Funded Student Organizations for the last five (5) fiscal years. An organization is not able to combine any Operational, Event, or Travel Request submitted at a later timestamp into a request that was submitted at an earlier timestamp for any reason. The Budget and Appropriations Committee will only amend an organization's budget request for compliance with the 800 Codes. The following guidelines will be used as evaluative criteria to provide available funding for travel and events to organizations:

1. Student Organization requests in accordance with 808.86 will be funded provided funding is available.
2. Organizations must be officially registered with the Department of Student Activities and Involvement.
3. Organizations must re-register each year with the Department of Student Activities and Involvement to complete eligibility requirements.
4. Organizations must allow SIX WEEKS (6) for contracted and travel requests, and FOUR WEEKS (4) for all other events before receiving funds from the Budget and Appropriations Committee.
5. All signature authorities receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
6. Organizations must not charge membership fees.
7. Organizations must have at least ten (10) active members in order to receive SG funding. Groups may be required to provide verification by means of a separate list of member UFID's and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status.

9. If a group fails to be registered with the Department of Student Activities and Involvement, they will no longer be eligible for funding and will forfeit any operational budget they received for that fiscal year.
10. All expenditures shall be in accordance with the University of Florida Finance Services payment procedures, rules, and regulations.
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.
12. Student Organizations have not requested any expenditures in violation of 808.12.
13. All student organization expenditures requested meet the requirements of 808.8.
14. All student organizations shall adhere to the expenditure rate policy outlined in 801.7.

810.3


Organizations will receive funding on a first come first serve basis as determined by the timestamp of submission to SG Finance. If multiple requests are submitted at the same time, and funding is not available to fully fund the requests, the requests will be pro-rated based on available funding. The Budget and Appropriations Committee will only amend an organization's budget request for compliance with the 800 codes. The following guidelines will be used as evaluative criteria to provide available funding for operational budgets for organizations:

1. Organizations must be officially registered with the Department of Student Activities and Involvement.
2. Organizations must re-register each year with the Department of Student Activities and Involvement to complete eligibility requirements.
3. All signature authorities receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
4. Organizations must not charge membership fees.
5. Organizations must have at least ten (10) active members in order to receive operational funding. Groups may be required to provide verification by means of a separate list of member UFID's and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status.

6. If a group fails to be registered with the Department of Student Activities and Involvement, they will no longer be eligible for funding and will forfeit any operational budget for that fiscal year.
7. No Operational budget will contain funding for website design that exceeds five hundred dollars (\$500). Website Design costs are excluded from the advertising cap.
8. No operational budget will exceed three hundred and fifty dollars (\$350) in Awards.
9. Under the Operational Budget, an organization is only funding Promotional Items for Non-Events.
10. An organization can request food for General Body Meetings not to exceed five (5) dollars per head multiplied by the number of total active members.
11. ~~No more than five (5) percent of an operational budget or one hundred dollars, whichever is greater, can be used for awards, recognition keys, etc.~~
11. No more than the following amounts of an operational budget can be used for awards, recognition keys, etc. If the request totals \$2,000 or less, the cap shall be \$100. If the request totals \$2,000-\$4,000, the cap shall be \$200. If the request totals \$4,000-\$6,000, the cap shall be \$300. If the request totals more than \$6,000, the cap shall be \$350.
12. The only items able to be funded under "Programs" for operational budgets are plates, napkins, cups, utensils, and tablecloths. The cap on this is the number of members multiplied by the number of General Body Meetings, up to twelve (12) General Body Meetings per Fiscal Year.
13. The advertising line in an operational budget shall not exceed two (2) dollars per active member multiplied by the number of General Body Meetings, up to twelve (12) General Body Meetings per Fiscal Year. Items able to be funded in the advertising line include T-Shirts, tabling supplies, stickers, copies, posters, and banners.
14. Organizations adhere to the expenditure rate policy as defined in 801.7.

 6/22/23
Oscar Santiago Perez Date

Senate President

 6/29/23
Olivia Green Date

Student Body President

7/3/2023

Date Sent to VPSL Office

Will be enacted if not vetoed within 10 days