

STUDENT SENATE BILL 2023-1224

TITLE: Student Organization Budget Revision Fall 2023

AUTHOR(S): Budget and Appropriations Chair Blake Cox

SPONSOR(S): Budget and Appropriations Vice Chair Isabel Ponce

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 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 Supplies (see 800.43 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.

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.

808.72 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. **Additionally, each individual event may not exceed a cap, dependent on the "Expected Attendance" of the Event Request.**
 - a. 0-50 students: Cap of \$1,000
 - b. 51-100 students: Cap of \$2,000
 - c. 101-200 students: Cap of \$4,000
 - d. 201-300 students: Cap of \$6,000
 - e. 301-400 students: Cap of \$8,000
 - f. 401-500 students: Cap of \$10,000
 - g. 500+ students: Cap of \$20,000
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.

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. The forms to submit an Operational, Event, or Travel request will occur on different days. There will be individual caps for each type of request. The caps for these respective requests will be proportionally accurate to the amount of funds requested for each request type in the previous cycle. The caps will be determined by the Budget and Appropriations Committee prior to their first meeting to hear requests. In the event that all of one type of requests are filled, excess funds shall be redistributed in the following precedence: Event, Operational, Travel. 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 seven (7) dollars per head multiplied by ~~the expected University of Florida student General Body Meeting attendance~~ ~~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.
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.