TITLE VIII - STUDENT BODY STATUTES

FINANCE

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CHAPTER 800 FINANCES GENERALLY (71-261, 76-261, 80-157, 80-223, 83-218, 90-141, 92-108 92-126, 93-123, 95-109, 96-114, 96-137, 97-131, 2001-141, 2004-107, 2005-122, 2006-107, 2006-122, 2007-139, 2008-119, 2010-119, 2011-108, 2011-118, 2012-108, 2012-114, 2014-115, 2015-115,2017-109, 2018-111, 2019-102, 2020-1010, 2020-1052, 2021-100, 2023-116, 2023-117, 2023-118, 2023-119, 2024-163, 2024-164, 2024-165, 2024-166, 2024-167, 2024-183, 2024-184, 2024-185, 2025-104, 2025-105, 2025-115, 2025-117, 2025-118, 2026-104, 2026-123)

800.0 Definitions.

800.01 Student Body Funds - the total of all money received from the Activity and Service Fees.

800.02 Activity & Service Fees – The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations.

800.021 The membership of these organizations is open to all students at the university without regard to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, veteran status or any other classification as provided by law.

800.022 The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the Student Government. [FL Statute 1000.24 (10)(6)].

800.03 Student Organization - Any organized student group registered with the University of Florida Department of Student Engagement. This definition excludes consideration of Student Government and Student Government agencies and auxiliaries as being student organizations. General Registered Student Organizations (GRSOs) are independent organizations that have no legal affiliation with the University of Florida or any of its entities, as classified by the Division of Student Life or its designee. These organizations may be eligible to receive funding from Student Government.

800.04 Budget - Plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means or sources for financing such.

800.05 Fund - A sum of money and/or other resources separated for the purpose of carrying on specific activities as approved by the Student Senate.

800.06 Banquet – A meal honoring a particular guest or occasion at which food is served plated to attendees.

800.07 Reserve Account – Student Government has an account that consists of funds left over at the end of the year and revenues collected in excess of budget. This account is of a non-recurring nature; therefore all expenditures from the account are for one time only expenditures. In order to expend these funds a specific law must be drafted and approved through the Student Senate.

800.08 Income - Student Activity fees constitute the income for Student Government. These fees shall be collected by the Controller of the University upon registration of any student and shall be held subject to allocation by the Student Senate.

800.09 Disbursements – The payment of money from a specified fund.

800.091 No funds shall be disbursed without the approval of the Student Body Treasurer.

800.10 Student Body Treasurer – The Fiduciary Agent for all organizations and the Chief Financial Officer of the Student Body in accordance with the Constitution and Finance Law.

800.11 Property Surveys - In accordance with policies established by Asset Management, the Student Government Finance Manager shall be responsible for the inventory and control of all property purchased under Activity and Service Fees. The Finance Manager shall comply with all inventory requests, state law and university policy.

800.12 Carry Forward Funds - At the end of each fiscal year, all money remaining in ADA, Student Government Copies line, Vehicle Maintenance, the Organizations budget line, and Outside Revenue will carry forward to the next fiscal year.

800.13 Fiscal Year - The fiscal year of the Student Government of the University of Florida shall be from July 1 to June 30.

800.14 Line Item Transfer - A transfer of Student Body Funds from one line item in an operational, event, or travel request to another line item in the same operational, event, or travel request.

800.15 Attendance – The total number of University of Florida students present at an event or meeting.

800.16 Active Members – Average number of enrolled University of Florida students that attend general student organizational meetings, including cabinet meetings, as reported in budget submission. (Normally the weekly meetings held to discuss organizational

activities/event.) This does not include how many people are on a listserv or how many students attend the large events held by the student organization in question.

800.17 Finance Law – The rules and regulations contained in, Student Body Statutes 800 Codes, UF Policy and Procedures and the governing laws and regulations as stipulated by the State of Florida.

800.18 Sponsored Organizations – Any student organization which receives direct support from another University entity. This includes, but is not limited to space, direct guidance from paid university staff and/or faculty, resources, funding, etc. These organizations are classified as University Sponsored Student Organizations (USSOs) by the Division of Student Life or its designee. These may not be funded by SG.

800.19 Fundraising- Any activity considered to be a form of solicitation, including but not limited to letters of solicitation, alumni newsletters, or direct appeals for donations. Any efforts to raise money or donations to charitable causes.

800.20 Travel – being reimbursed for expenses related to travel beyond UF's campus contingent upon approval of a detailed travel budget request by the Budget and Appropriations Committee. This does not include programming events held off campus. Travel can be classified into the following five (5) categories. Determination of category as to which proposed travel shall be categorized will be at the discretion of the Student Senate Budget and Appropriations Committee.

800.201 Competitive Travel – Representing the University of Florida at competitions where awards are given for performance.

800.202 Conference/Convention Travel – Going to national or regional meeting to gather best practices or current issues that impact the student organization.

800.2021 Conference/Convention Travel does not include travel that is solely for personal growth/development. The conference must be primarily for the gathering of information that can be shared with other UF students and cannot be simply a personal experience for one individual or a representative group. Conference/Convention Travel can be used for attendance at professional meetings that disseminate information for a given professional student organization.

800.203 Developmental Travel – Travel with no registration fee. Travel is for a student organization or individual representing that student organization to learn from their experience. Most often, this entails group travel for the purpose of obtaining hands on experience regarding a subject matter that pertains to the skillset of the attendee(s).

800.2031 The ticket price for an educational experience, such as a museum or an aquarium, is not considered a registration fee under 800.203.

800.204 Relief Travel – Travel where an individual or a student organization does community service or performs services to disenfranchised/economically oppressed people from around the world. Provides aid and/or charitable services to residents of a community.

800.205 Retreat Travel – Travel off-campus for the purpose of furthering a student organization or an individual member's goals. This includes travel for experiences that cannot be shared with others. Examples include, but are not limited to, religious spiritual retreats; spiritual development, personal growth retreats.

800.21 Dual - Use Specialized Equipment – One-time purchases (non-recurring) of specialized equipment that supports more than just the student organization making the purchase. This includes, but is not limited to, equipment for the support of academic studies, auxiliary use, or research (even though student organization usage can be justified). Has to be listed on an event budget request.

800.22 Exclusive-Use Durable Goods – One-time purchases (non-recurring) that are used exclusively by student organizations. Normally the item will either cost more than one thousand dollars ($1,000) with a service life of three or more years or be considered pilferable and thus must be inventoried per UF regulations. Has to be listed on an event budget request.

800.221 Costumes- Any clothing item used for the purpose of a performance where an audience is present. Costumes should be seen as separate from the Exclusive-Use Durable Goods mentioned in 800.22.

800.23 Consumable Goods – Items that are consumed in support of the process for which they were bought.

800.24 Promotional Items – Advertising items, created by a business vendor, given to a person for the purpose of promoting an event or organization.

800.241 All merchandise must be free of copyrighted images. Further, no group may charge any monetary amount in exchange for a promo item.

1. Copyright use authorizations from the vendor will be honored if proper documentation is provided to SG Finance upon artwork submission.

800.25 Off-Campus Recreational Activities – Any activity that requires a fee (entrance, usage, rental) for a person to participate not located on UF property. This includes but is not limited to rock climbing, camping, tubing, paintball, bowling, laser tag, etc.

800.26 Travel Grants – Those funds that are allocated to an organization as a lump sum travel amount to pay for travel expenses. Travel Grants shall be allocated by the Travel Grant Sub-Committee. All other funded travel is set by the Budget and Appropriations Committee on a per trip basis.

800.27 Mass mailing- Identical mail exceeding 10 pieces.

800.271 Materials intended for mass mailing cannot be funded by Activity and Service Fees.

800.28 Annual Report – Effective expenditure rate of a given organization over a Fiscal Year time period.

800.29 Student Government Sponsored Concerts – Only those concerts produced or co-sponsored by Student Government Productions.

800.30 Personal-Use Consumable Items – Material that is inherently used by only one (1) person and cannot be re-used by someone else.

800.31 Sport-Focused Organization – A student organization whose primary goal is to pursue a physical recreational activity that includes, but is not limited to, organized or competitive sporting events, any activity requiring physical conditioning, or physical activity.

800.34 Restrictive Activity- Any activity by a student organization that is meant to primarily serve a particular segment of campus and would intrinsically limit all students from participation.

800.35 PCard - A purchasing card that allows for goods and services to be obtained. This procurement card is designed for designated offices: UF staff, faculty, graduate assistants, and OPS employees to complete appropriate university business. All transactions must be approved by the funding source.

800.351 PCard purchases made by non-Student Government UF departments are NOT allowed.

800.36 Blue slip - A form from SG Finance used in replacement of a PCard when completing on campus transactions and purchases to approved local merchants.

800.37 Retroactive funding- The repayment of expenses or losses incurred.

800.371 The only permitted retroactive funding from Student Government is for outstanding obligations of an organization which overspent SG funds and has an approved Payment Law.

800.38 Payment Law- A signed agreement between a student organization and SG Finance that ensures when a refund is due to Student Government because of the overspending of said student organization's budget, the student organization must pay the amount.

800.39 Honorarium- Any vendor or individual providing a service on or off of UF's campus; a stipend agreed upon by both parties to cover expenses. Can only be requested under an Event Budget Request.

800.391 Requests for student body funds to pay for travel expenses related to bringing speakers or performers to campus shall not be funded separately from the honorarium expenses.

800.40 Teaching Supplies- Supplies or aides required to demonstrate and provide experience in the training of an individual with regards to an academic endeavor.

800.41 Decorations- Any item added to an object or place to make it look more attractive.

800.42 Organization Operational Budget- A detailed proposal approved by the Budget and Appropriations Committee that allocates annual funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Awards, and non-event related advertising.

800.43 General Body Meeting- A meeting held for the purpose of conducting official organization business and sharing information about the organization. These meetings are open to all student organization members.

800.44 Event Budget Request – A detailed proposal for the allocation of funds towards a student organization's events or programs excluding General Body Meetings, as well as all equipment purchased by student organizations.

800.45 Overspending- Student organizations which receive operational budgets are solely responsible for not overspending their line item amounts as allocated by the Budget and Appropriations Committee.

800.46 Budget Cycle- Period in which student organizations receive funding. The dates for each Budget Cycle are from January 1-June 30th, and July 1-December 31st.

800.47 Allocated Organizational Budget Hearings – Budget hearings conducted using funds directly from the Organizations line from the A&S Fee Budget.

800.48 Student Government funds may not be used to cover late fees or any other charges incurred due to late payments.

800.50 Off-campus lockers or storage cannot be funded by Activity and Service Fees.

800.51 Detailed – Provides context for each section of a request containing a non-zero dollar amount.

CHAPTER 801 ADMINISTRATIVE REGULATIONS FOR ENSURING FISCAL ACCOUNTABILITY (95- 109, 98-128, 2006-122, 2008-119, 2010-119, 2011-118, 2013-115, 2014-115, 2015-115, 2017-109, 2018-112, 2019-102, 2026-149).

801.1 For all organizational expenditures, the President and Treasurer, or designated Executive Board member of each organization shall approve all requests submitted to the Student Body Treasurer for expenditure of funds.

801.2 No individual shall be an authorizing agent on any form in which they will receive any personal benefits.

801.3 All expenditures of Activity and Service Fees must have prior approval by the Student Body Treasurer. Subject to available funding, the Student Body Treasurer shall approve all expenditures unless deemed a violation of the 800 Codes.

801.31 If the Student Body Treasurer initiates any requisitions, the Student Body President must be the sign off authority.

801.311 Any violation of statute 801.3 may be considered an Offense Against the Student Body and a meeting of Student Conduct and Conflict Resolution within the Dean of Students Office may be called to determine if probable cause exists for immediate flagging of the students' records.

801.32 The Student Body President shall have approval authority over Student Government Administrative expenditures except for expenditures from the Vice Presidential Executive Cabinet, which shall be approved by the Student Body Vice President.

801.321 If the Student Body Treasurer refuses to approve a request, a 2/3 majority vote of the Student Senate shall compel the signature.

801.33 Any expenditure of Activity & Service Fee money that has not been approved by the Student Body Treasurer shall not be considered a liability on the part of Student Government. The payment responsibility will fall upon the individuals who made the unauthorized purchase or request for service.

801.4 Any organization or individual that violates 801.3 by a purchase without prior approval shall be required to submit a detailed written justification stating all circumstances surrounding the occurrence.

801.41 All justification required by 801.4 must have documented acknowledgement of the following:

1. Organizational President and Treasurer,
2. In the absence of the organizational President or Treasurer, an organization is permitted to have another Executive Board member's signature.

801.42 If the Student Body Treasurer determines the expenditure is in violation of the 800 Codes, the payment responsibility will fall upon the individuals who made the unauthorized purchase or request for service.

801.43 After the first submitted and approved written justification each fiscal year, the Student Body Treasurer shall have the discretion to accept or approve letters of justification for additional violations of 801.3 only for extreme and extenuating circumstances.

801.5 In the event the Student Body Treasurer deems the justification as described in 801.4 as inadequate; the student or student organization may appeal that decision to the Student Senate Budget and Appropriations Committee. The Chair of the Budget and Appropriations Committee shall preside over the appeal and may only vote in the case of a tie. If the Chair is unavailable, the Vice-Chair shall assume the role of Chair for the purposes of the appeal.

801.51 The Student Senate Budget and Appropriations Committee shall determine whether the expenditure violates the 800 code. If the committee determines that the 800 code has been violated it shall issue a written decision within 10 days, identifying the section that was violated.

801.6 Funding policy for groups structured around charitable works, philanthropic events, religious activities and lobbying efforts:

1. SG will fund these groups' nominal amounts for publicizing their existence on campus and in order for them to attract members. SG will NOT fund programming activities of these groups that directly relate to fundraising, philanthropic initiatives, or direct political lobbying efforts. Funding for programs that are designed to inform the Student Body of the student organization view and aimed at recruitment of new members is permitted.
3. Groups structured around religious activities may fund programming activities as long as they are open to any student on campus.
4. This policy is based on a need to prevent the use of public funds being used for fundraising, and or lobbying.

801.7 Student Government Funded Organizations that fail to spend at least 75% of their allocated budget, excluding Base Funding, in a given funding cycle will be deemed ineligible for event, travel, and operational funding in the following consecutive funding cycle.

1. The President or Treasurer of a Student Government Funded Organization deemed ineligible pursuant to this section may submit a written appeal to the Student Body Treasurer within ten (10) school days of receiving official notice of ineligibility.

a. Grounds for Appeal: An appeal shall be granted if the organization demonstrates, through documentation, that its failure to expend at least seventy-five percent (75%) of allocated funds resulted from one or more of the following:
    1. University, Student Government, or facility scheduling restrictions;
    2. Cancellation of an event or program due to circumstances beyond the organization's control;
    3. Other documented administrative or institutional barriers preventing expenditure of funds.

2. Student organizations may request that travel funding for a specific approved travel request not be considered in the calculation of eligibility if unforeseen circumstances arise.
    a. Official documentation must be provided demonstrating that the organization was unable to travel due to reasons beyond their control, or that the trip was canceled, resulting in not incurring the planned costs. This documentation must be submitted to the Budget and Appropriations Committee via email to budget@sg.ufl.edu within thirty calendar days of the approved travel end date.
    b. The approval of submitted documentation is determined by a majority vote of the Budget and Appropriations Committee.

CHAPTER 802 LINE ITEM TRANSFERS (92-117, 92-142, 93-123, 95-109, 97-131, 98-128, 2006-122, 2010-119, 2011-118, 2014-115, 2015-115, 2019-102, 2020-1052, 2025-109, 2025-127)

802.1 Line item transfers shall be subject to the following stipulations:

1. Up to fifteen hundred dollars ($1500) in line item transfers shall be approved by the Student Body Treasurer per semester and once during the summer at the written request of a student organization, without approval of the Student Senate.
2. Any line item transfer over the amount of fifteen hundred dollars ($1500) or that transfers any amount of money into a travel, awards, or food line shall be approved by the Student Body Treasurer, who shall notify the Senate of the approval within seventy-two hours. A Student Senator, with signatures from twenty voting members of the Student Senate, reserves the right to file a veto

petition of any approved line item transfer 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 Student Body Treasurer has made the Student Senate aware of the approved request.

3. A veto of the line item transfer by the Student Senate would require a 2/3 vote of the members of the Student Senate present and voting at a regular meeting.
4. All line transfers have to be approved by the Organizational President, Treasurer or designated member of the Executive Board.
5. Funds from other line items cannot be transferred into the base funding line item.

802.2 Transfer of Activity and Service Fee funds to Outside Revenue is prohibited.

802.3 Minimum amount for a line item transfer is twenty-five ($25) dollars per line item.

CHAPTER 803 STUDENT GOVERNMENT COPY CENTER (92-126, 97-131, 2006-122, 2010-104, 2010-119, 2104-115, 2015-115, 2020-1052)

803.1 All funds allocated to student organizations for the purpose of copies shall have a copies line item in their budgets. Money shall be transferred by the Student Government Finance Office from the organizational copies line to the Student Government Copy Center at the beginning of each Budget Cycle. On the last day of the fiscal year (June 30), all the money left in the Student Government Copy Center Account will roll over into the next fiscal year's copy center account.

803.2 Line item transfers out of this account are prohibited.

803.3 Expenditures from this line item may only be made to support the copy center.

803.4 No Activity & Service Fee money should be spent on copies made outside the Student Government Copy Center unless the requirements exceed the capability of the Copy Center.

Postconsumer Content Policy: Student Government shall, whenever practicable, purchase paper supplies with postconsumer content.

CHAPTER 804 STUDENT GOVERNMENT PRINTING (71-120, 74-125, 74-177, 83-210, 90-141, 91130, 93-123, 95-109, 95-110, 95-127, 96-114, 97-131, 98-128, 2003-114, 2005-107, 2006-122, 2007-121, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120, 2019-102, 2020-1052, 2022-120, 2023-112, 2023-117, 2024-1710, 2025-150)

804.1 Printed or publicity materials shall include, but not be limited to brochures, pamphlets, posters, advertisements, programs, handbills, and stationery.

804.12 Publication of any and all printed or publicity materials bearing the Student Government logo do NOT necessarily reflect the views of Student Government or the Student Body.

804.13 Permission to invoke the endorsement of the Student Body and or Student Government by any group must have written authorization by the Student Body President.

804.14 Any student organization not receiving funds from SG/Student Government that wishes to invoke the Student Government logo, or a statement invoking the support or endorsement of Student Government, on any printed or publicity materials must have written authorization from the Student Body President.

804.15 A copy of all printed material shall be submitted to the Student Government Office upon request.

804.16 All student organizations using Student Body funds on recyclable printed or publicity material shall include the universal recycling symbol or a phrase similar to “Please Recycle Me.”

804.17 All Student Government official bodies under the Executive, Legislative, and Judicial Branches using Student Body funds on recyclable printed or publicity material shall include the universal recycling symbol or a phrase similar to “Please Recycle Me”.

804.2 Upon the first violation of 804.15, and/or 804.16 the Student Government Finance Office will notify the Organizational President and the Student Body Treasurer. Upon the first violation in a fiscal year, the student organization's funds may be frozen for fifteen (15) days under the authority and action of the Student Body Treasurer. Upon the second violation in a fiscal year, funds may be frozen for thirty (30) days. Upon the third violation in a fiscal year, Student Body funds may be closed to the student organization for the remainder of the fiscal year. All notifications regarding violations and actions toward the student organization's account must be made in writing and kept on file in the Student Body Treasurer's office.

804.3 Upon the first violation of 804.17, the Student Government Finance Office will notify the Entity Director/Chair/Head and the Student Body Treasurer. Upon the first violation in a fiscal year, the entity's funds dedicated to printed and publicity materials may be frozen for fifteen (15) days under the authority and action of the Student Body Treasurer. Upon the second violation in a fiscal year, funds dedicated to printed and publicity materials may be frozen for thirty (30) days. Upon the third violation in a fiscal year, Student Body funds dedicated to printed and publicity materials may be closed to the entity for the remainder of the fiscal year and a notice to the Vice President of Student Life or leadership of similar stature must be made of the non-compliance. All notifications regarding violations and actions toward the student organization's account must be made in writing and kept on file in the Student Body Treasurer's office.

804.4 All Student Government Organizations and Student Government official bodies shall provide copies of printed materials in accordance with UF Americans with Disability Act policy/rules and regulations upon request.

CHAPTER 806 MISUSE OF STUDENT BODY FUNDS (71-120, 83-219, 84-115, 90-141, 92-127, 95110, 96-137, 97-131, 2004-127, 2006-122, 2010-119, 2012-108, 2014-115, 2015-115, 2019-102, 2023-117)

806.1 Failure to comply with the provisions of the Finance Law may result in action by the Student Body Treasurer to prevent further expenditures from the offending organization's fund.

806.2 Misuse of Student Body Funds or property and willful disregard of the Finance Law by the Organizational President (or equivalent), Treasurer, (or equivalent), or designated Executive Board member shall be chargeable by either the Student Body Treasurer or Student Senate acting upon recommendation of any of its members. Such individual(s) upon recommendation of the Student Body Treasurer or a simple majority vote of the membership of the Student Senate present and voting shall be tried by the Office of Student Conduct and Conflict Resolution for violation of this section with the Student Body Treasurer appearing as party plaintiff.

806.3 Should a group violate any law within the 800 Codes of the Student Body Statutes of the University of Florida Student Government twice within a fiscal year, the Treasurer may suspend the privileges of the individual or organization making the request by citing the 800 Codes that were violated.

806.4 No Activity and Service Fee money shall be expended for any student organization that has been found responsible for misuse of Student Body Funds twice within one fiscal year, for a period of up to one (1) calendar year from the date of the last violation. This statute may be suspended by a four-fifths (4/5) vote of the membership of the Student Senate present and voting.

806.41 Any group suspected of violating Finance Law shall be referred to the Student Senate Rules and Ethics Committee upon vote of a simple majority of those Student Senators present and voting or by written referral from the Student Body Treasurer, for an investigation. The R&E Committee shall report to the Student Senate their findings and should the group be found responsible for a misuse of Activity and Service Fee money, the R&E Committee shall recommend a penalty. The Student Senate, by a majority vote of those Student Senators present and voting, may accept, amend, or reject the R&E Committee's findings and recommended penalty.

806.42 Upon an organization's first conviction in a given fiscal year, the penalty for a violation which does not exceed one hundred dollars ($100) shall be a written reprimand. For violations equal to or in excess of one hundred dollars ($100), the R&E Committee may make a lawful recommendation for action which they deem adequate based on the

circumstances of the violation. This statute may be suspended by a four-fifths (4/5) vote of the membership of the Student Senate present and voting.

CHAPTER 807 ADMINISTRATIVE REGULATIONS -AUTHORIZED TRAVEL EXPENSES (71-120, 73-209, 77-191, 80-116, 80-223, 81-107, 81-118, 82-145, 83-223, 84-178, 84-200, 86-163, 87168, 90-141, 95-109, 96-114, 97-131, 97-139, 98-100, 2001-118, 2005-106, 2006-122, 2006-138, 2010-119, 2011-118, 2012-108, 2013-108, 2014-115, 2015-115, 2016-120, 2017-109, 2019-102, 2020-1052, 2023-117).

807.1 Travel Expense Regulations

1. Subject to available funding, the Student Body Treasurer shall approve all travel expenses in compliance with the 800 Codes.

807.11 Students traveling are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

807.12 All travel partially or fully funded by Activity and Service Fees must be in the performance of official duties of, or on behalf of the Student Body. A violation of this statute will constitute an Offense against the Student Body.

807.2 Any travel approved through an SG funded travel grant or a registered student organization should be reimbursed based on gas receipts. However, under no circumstance can an individual be reimbursed for mileage in an amount that exceeds the statutory limit for travel in the state of Florida.

807.3 Bus, rail, or airfare will be paid as established by common carriers--with an emphasis on safe and efficient expenditure. Airfares shall be paid only for distances in excess of four hundred (400) miles or in special cases approved by the Student Body Treasurer. (This distance shall be calculated for this purpose for one way only).

807.4 Rules for compliance with recommendations for fiscal accountability on travel include:

1. All travel must have prior written approval from the Student Body Treasurer and the Student Government Finance Manager.
2. Student Government cannot be held responsible for costs incurred on a trip if prior written approval was not granted by the Student Body Treasurer.
3. All travel authorization forms (TARs) must be submitted and approved by the student organization President and Treasurer on the online activity request system at least ten (10) business days before the trip is to take place. Refer to 807.11 for special requirements in regards to travel. Exceptions to this rule may only be made in extreme circumstances as detailed in a letter of justification signed by the organizational president or treasurer and the approval of the Student Body Treasurer.

4. The UF ID numbers and names of all students attending the trip are required for reimbursement of group travel via a completed and signed Group Travel Form.
5. Receipts must be turned into SG Finance within thirty (30) days after completion of travel.

807.5 If a student receives an SG funded travel grant, that student may not receive travel funding from a different SG funded student organization for the same trip.

807.6 Travel Requirements.

807.61 The maximum amount reimbursed will not exceed five hundred dollars ($500.00) per person per trip. A student organization will not exceed three thousand dollars ($3000.00) per trip. Each student organization may receive funding for up to five travel requests per Budget Cycle.

807.62 Conference/Convention Travel.

807.621 Students going to the conference/convention as defined in Statute 800.202 are required to share the information gathered with as many other students at UF as is practically possible. This includes posting material online with regard to any research presented by the traveler or any materials permitted to be openly disseminated from a conference. Material that is protected by intellectual property data rights will not be publicly posted.

807.622 No student shall be funded for more than one (1) conference trip per academic year.

807.623 Only expenses made by UF students may be reimbursed on conference trips. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be reimbursed under any circumstance.

807.63 Developmental Travel

807.631 No student shall be funded for more than one (1) developmental trip (as defined in Code 800.203) per academic year.

807.632 Only expenses incurred by UF students on developmental trips may be reimbursed. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be reimbursed under any circumstances.

807.633 No more than five hundred dollars ($500) per person will be spent on developmental trips.

807.64 Competitive Travel.

807.641 Only expenses made by UF students may be reimbursed on competitive travel trips. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be allowed.

807.7 Students who use The Travel Grant Sub-Committee's travel grants will post information presented at the conference on a website for all UF students to access as maintained by Graduate Student Council (GSC).

807.71 The Travel Grant Sub-Committee will allow undergraduate students to access travel grants.

807.72 Travel Grants are limited to one (1) trip per student per fiscal year.

807.8 Travel Restrictions.

807.81 Any students traveling outside of the continental United States must register with the UF International Center prior to the departure date of the trip.

807.82 Activity and Service Fee money may not be expended on retreat travel or relief travel.

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, 2020-52, 2023-113, 2023-115, 2023-143, 2023-148, 2023-149, 2024-168, 2024-169, 2024-170, 2024-187, 2024-188, 2024-189, 2024-193, 2024-195, 2024-203, 2025-103, 2025-106, 2025-107, 2025-116, 2025-117, 2025-126, 2025-128, 2025-130, 2025-151, 2026-103, 2026-107, 2026-150)

808.0 All student organizations that act in accordance to code 800.3 and 800.18 will be eligible for a base funding up to one thousand dollars ($1,000.00) 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 one thousand dollars ($1,000.00) 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.
7. Base funding shall increase by $25 each fiscal year, starting from an initial amount of $1,025 in July 2025. The Budget and Appropriations Committee shall amend Sections 808.0 and 808.1 through a bill of law to reflect this annual increase before the opening of request forms for the Summer B and Fall Funding Cycle.

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.

808.02 In the event that funds are exhausted before all operational, travel, and event requests are heard, and there are multiple requests submitted at the same second, the remaining funds will be prorated between those requests. The amount given to each request will equal the

remaining funds multiplied by the total of the request's approved amount divided by the total of all the simultaneous requests' approved amounts. The formula will be as follows: Prorated funds for a request = Remaining funds × (Approved amount of that request ÷ Total approved amounts of all simultaneous requests).

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.

808.10 All organizational budget requests must be submitted by the organization's President, Treasurer, or a delegate approved through the official designation process.

a. The official designation process will be set by the Budget and Appropriations Committee alongside SG Finance.

808.11 Student Government Funded Organizations shall adhere to the Expenditure Rate Policy as defined in 801.7. The 75% expenditure threshold shall be calculated against the total amount of funds allocated to the organization for the given funding cycle, excluding Base Funding.

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. student organization. Graduation Parties/Socials/Ceremonies/Items:
    i. Funds may not be used to purchase medicine or medicinal products of any kind, including over-the-counter drugs, due to their classification as personal health items.
        a. Exceptions will be made for the following personal health items: those used for sexual or reproductive health of a student, including tampons, pads, male and/or female condoms, emergency contraceptives, and pregnancy tests; those used as lifesaving interventions, including pre-packaged nasal spray naloxone (Narcan).
16. Awards for speakers or performers.
17. Bar venue, 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 Engagement 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.
    i. Exceptions may be made for subsidized travel grants at the Finance Managers discretion.
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, including Coca-Cola Products.
25. Dues paid to National Organizations.
26. Items that the University of Florida does not authorize for P-Card purchases, including but not limited to:
    i. Any item prohibited by law, regulation, or policy
    ii. Attorney/Legal Services
    iii. Capital equipment/asset items costing $5,000.00 or more
    iv. Cash advances – ATM, money order, wire transfer
    v. Cash credits and refunds
    vi. Drones
    vii. Contributions or gifts
    viii. Guns and ammunition
    ix. Household moves
    x. Insurance
    xi. Leases
    xii. Liquor/Beer/Wine
    xiii. Parking citations
    xiv. Personal convenience (items that are for personal use or benefit only one person)
    xv. Radioactive materials
    xvi. Renovations, remodeling, new construction, alterations, interior design and other construction-related services including but not limited to window treatments (curtains and blinds) or tinting, carpeting, painting, window or door replacements and security systems
    xvii. Splitting a purchase into multiple transactions to circumvent your single transaction limit
    xviii. Tuition and/or student fees
27. Tickets to entertainment events including, but not limited to, concerts, sporting events, comedy shows, etc.
28. Activities held at personal residencies, as indicated in the venue/project location section.

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 of SG Funds 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 Venues for off-campus recreational activities, as defined in 800.25, will be funded at half (½) the requested amount 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.
2. Student Government Funded Organizations may receive up to five thousand ($5,000) per funding cycle for honorariums.
3. Clothing must not exceed eighteen dollars ($18) per item.
    a. Clothing must be used for promotional purposes.
    b. Groups may not charge recipient of the clothing.
    c. Reusable Tote bags shall be considered clothing under this provision.
4. Wet labs must not exceed four hundred ($400) each.
5. No more than one (1) banner/ personalized tablecloth, personalized tent 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. Student Government Funded Organizations shall be permitted to request no more than four hundred dollars ($400) of total award expenditures per event.
9. A maximum of seven dollars and zero cents ($7.00) 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 three dollars ($3.00) 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. No Event Budget Request will contain funding for a photographer that exceeds seven-hundred and fifty dollars ($750).

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.

CHAPTER 809 ADMINISTRATIVE REGULATIONS – SALARIES, SECRETARIAL AND HIRING (71-120, 71-184, 74-140, 86-170, 87-171, 89-107, 90-141, 91-127, 2001-146, 2004-116, 2004-127, 2006-122, 2006-138, 2007-137, 2008-120, 2008-121, 2008-122, 2008-123, 2010-119, 2015-115, 2024-172, 2025-117, 2025-134, 2026-153)

809.1 Remuneration for salaried students within student organizations shall be established annually by Student Senate as a part of the budget allocation. Student Body Funds not specifically designated for Student Salaries will only be allocated through regular procedures of the Student Senate with the approval of the Student Body President and Student Body Treasurer. The exception being that no Student Government official, either elected or appointed, shall be remunerated unless so established in the current operating budget. This is not intended to prohibit the hiring of personnel through the office of student employment and financial aid.

809.2 As the single exception of Section 809.1, the following officials shall be remunerated:

1. Student Body President
2. Student Body Vice-President
3. Student Body Treasurer
4. Senate President
5. Senate President Pro-Tempore

809.21 Remuneration for these officials shall be established as per Section 809.l. Salaries for Student Government officials shall not be changed for a current term of office.

809.22 All remunerated officers listed above must spend a monthly average of ten (10) hours per week, Monday through Friday, during the Department of Student Engagement hours, in their respective office areas. The Student Body President, Student Body Vice President, Student Body Treasurer, Senate President, Senate President Pro-Tempore, Student Government Productions Chairperson, and Accent Chairperson must spend a monthly average of two (2) of the ten (10) hours per week that must be devoted to access to the Student Body between the hours of 8:00 AM and 5:00 PM.

809.23 The above officials may decline their remuneration in writing by filing a letter with the Senate Secretary within thirty (30) days of being sworn into office. In this case, their salaries shall be diverted to the SG reserve fund.

809.231 Officials may revoke the decision to decline their remuneration by submitting a second letter to the Senate Secretary at any time during their tenure. Remuneration will not be paid retroactively. Remuneration will restart based on the date of the second letter.

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, 2023-111, 2023-114, 2023-120, 2024-112, 2024-171, 2024-173, 2024-186, 2025-108, 2025-116, 2025-117, 2026-105, 2026-106, 2026-151)

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 Four 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 Budget and Appropriations chairperson must email the approved requests to the Student Senate listserv within seventy-two (72) hours following the conclusion of student organization hearings.

810.11 A Student Senator may file a veto petition against any proposed bill related to Travel, Event, or Operational Budget requests originating from the Budget and Appropriations Committee if they believe the bill violates any provision of the 800 Codes. Such a petition must specify the code(s) alleged to be violated and include the signatures of twenty voting senators. The petition must be submitted to the Senate Secretary within seventy-two (72) hours of the Budget and Appropriations Chair emailing the proposed bill to the full Senate listserv. Upon submission of a valid petition, the Budget and Appropriations Committee must reconvene to review the bill and ensure compliance with all applicable codes. This same review process shall occur if the Vice President of Student Life vetoes the bill.

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 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 Engagement.
2. Organizations must re-register each year with the Department of Student Engagement to complete eligibility requirements.
3. All signature authorities, which are the President and Treasurer of student organizations, receiving Student Government funds must complete the SG Finance Officer Training course at least once during an academic year as outlined in Chapter 811 prior to each budget cycle. 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 Engagement, 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) per fiscal year. Website Design costs are excluded from the advertising cap. A subscription to "Canva", the graphic design program, will be considered under the website limit.
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 number of total active members.
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 items able to be funded under "Programs" for operational budgets are General Body Meeting Supplies excluding
    a. Venues
    b. Special Equipment
    c. Exclusive-Use Durable Goods

General Body Meeting Supplies must be specified in requests to the Budget and Appropriations Committee. The cap on this is the number of members multiplied by the number of General Body Meetings, up to six (6) General Body Meetings per organizational budget hearing process.

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 six (6) General Body Meetings per organizational budget hearing process. 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.
15. Identical requests submitted multiple times will not be eligible for additional funding.
16. In the event of a discrepancy between the total amount stated in a request's description and the amounts derived from the stated cost per item and quantity of that request, the Budget and Appropriations Committee shall rely on the cost per item and quantity in evaluating the request.

CHAPTER 811 ADMINISTRATIVE PROVISIONS – TRAINING REGULATIONS (98-128, 2006-126, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120, 2019-102, 2020-1052, 2026-152)

811.1 The Student Body Treasurer's office will create a Finance Training course. The course will adequately cover expenditure transactions, SG Finance Law, good business policies and procedures. The course will be available at the beginning of each budget cycle. Proof of acceptable completion will be recorded based on online completion by the student organization's President and Treasurer.

811.11 Student organization Presidents and Treasurers must complete the Finance Training course in order to have continued access to any approved SG Funding. Violation of this rule will result in organizational funds being frozen until the organization comes into compliance.

811.12 Student organizations that conduct their executive board elections during the Spring must ensure the completion of financial training prior to budget hearings taking place.

CHAPTER 820 STUDENT GOVERNMENT RESERVES (92-142, 93-123, 95-109, 2000-101, 2002-110, 2006-136, 2007-133, 2008-106, 2008-132, 2010-119, 2011-118, 2012-108, 2014-115, 2015-115, 2019-102, 2026-101)

820.1 Any transfer of funding from Student Government Reserves shall be passed by the Student Government Executive Committee and then submitted to and passed by the Senate Budget and Appropriations Committee before being sent to the Student Senate for final approval. This bill shall be passed by a majority approval on two (2) readings and shall be subject to the Student Body Treasurer's approval or veto. If the bill is vetoed, it shall be placed on third reading and passed by a two-thirds (2/3rds) vote of the Student Senate, to override a veto. The Student Body Treasurer may only veto based on the 800 Codes that were violated by citing the specific code.

820.2 A reasonable summary estimate and explanation of what is to be procured must be contained in the bill. The bill will be supported by a breakdown of each item to be purchased, including the estimated cost per item. This breakdown will also be made available upon request. The sum total of each line item must equal the total amount requested. Any money not spent will remain reserves.

820.3 SG Reserve transfers for the purpose of construction projects are for a construction contract amount as a whole. While a breakdown of expenses for the project will be made available upon request, sent out over the senate list-serve, and posted on the Student Government website, it is an estimate of each cost and not binding to the actual totals for each individual expense, so long as the total does not exceed the budgeted amount for the construction contract. An estimated completion date should be included in the attachment to the bill.

820.4 Following completion of a project details, including completion date and expenditures, will be made available to the Student Senate Budget and Appropriations Committee and will be made available to any student upon request.

820.5 The Student Government Reserve Account must maintain a minimum unencumbered balance equivalent to seven percent (7%) of the most recently approved annual Activities & Service Fee Budget, excluding one-time appropriations.

CHAPTER 821 BIG FOUR BUDGET PREPARATION LAW (69-156, 70-100, 73-106, 79-180, 80-223, 81-118, 82-113, 82-145, 83-210, 86-164, 87-127, 88-125, 89-142, 90-141, 92-108, 94-111, 95-108, 95-110, 96-129, 96-137, 97-103, 97-131, 98-128, 2000-135, 2000-147, 2004-127, 2005-107, 2005-125, 2005-136, 2006-100, 2006-126, 2010-119, 2011-118, 2014-115, 2015-115, 2016-120, 2017-109, 2018-117, 2019-102, 2020-1052, 2023-110, 2024-111, 2024-174, 2024-175, 2024-176, 2024-196, 2025-149)

821.0 The Activity and Service Fee Budget Act.

821.1 The areas that comprise the Activity and Service Fee Budget—Recreational Sports, J. Wayne Reitz Union, Student Engagement, and Student Government (Big Four)--shall submit their yearly budget request to the Senate Budget and Appropriations Chairperson as directed by written notification signed by the Chairperson. Tape recordings will be made of the hearings for future references, and shall be kept for one year after the A&S Fee Budget Act passes a second reading in the Student Senate.

821.21 The A&S Fee Budget hearings will begin Summer B term and end prior to the conclusion of the Summer B term.

821.22 The Big Four entities will, upon request of the Budget and Appropriations Committee, submit their budget request(s). The requests will be based on:

1. Percentage of the current budget OR;
2. Expenditure rate average of last three (3) years of expenditure rate history.
3. The percentage and base are to be determined by the Student Senate Budget and Appropriations Committee in consultation with the Student Body President and Student Body Treasurer.

821.23 The Big Four budget hearing process Annual Budget Hearings

1. The Budget and Appropriations Committee shall hold annual hearings to determine the Big Four budget.
    a. The Big Four consists of the J. Wayne Reitz Student Union, Student Government, Student Engagement, and Recreational Sports. Prior to the determination of the succeeding Big Four budget, the prior budget shall be amended in a separate hearing.
    b. All organizational hearings shall be held pursuant to the terms of Chapters 821, 822, and 824 in the 800 codes of the Student Body Statutes
2. The Budget and Appropriations Chairperson shall call the meeting to order. In the Chair’s absence, the Vice-Chairperson shall assume this responsibility.

    a. The Chairperson shall begin introductions for the committee and may ask for the introduction of any official in the room for public record.
3. Following presentation, the Budget and Appropriations Committee shall hold up to thirty minutes of discussion with the designated fiscal representative.
    a. Ex-officio members of the Budget and Appropriations may speak during this time.
4. Pro/Con debate shall proceed discussion, consisting of three (3) rounds of three (3) minutes each.
    a. There shall be a fourth and final round consisting of con and final privilege at four (4) minutes each.
5. The following shall serve as a template for a motion prior to a vote on a budget: “Move to advance (student/academic organization or Big Four entity) request to (2nd or 3rd) hearings in the amount of “_____”.
6. During 3rd hearings, the template shall be adjusted as follows: “Move to approve (student/academic organization or Big Four entity) for the (fiscal year) in the amount of “_____”.
    a. Ex-officio members may not vote. Following the vote, the Chair shall call for the hearing’s adjournment.

821.231 A Big Four entity may request a supplemental budget in excess of the percentage limits set by the committee, but it MUST submit the base request in accordance with 821.22. The supplemental budget request must include a detailed explanation for the additional funding requested.

821.24 Any allocations to the Big Four may not be re-appropriated to another department without the express authorization of the Budget and Appropriations committee.

821.3 The proposed Activity and Service Fee (A&S) Budget shall be submitted to the Student Senate for review at least six (6) calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Student Senate Secretary and Budget and Appropriations Committee Chairperson no later than six (6) calendar days after the affected legislation has been submitted to the Student Senate. After this date, amendments to the bill of legislation may not be adopted; however, amendments to the amendments may be made from the Senate floor.

821.4 The Student Senate Budget and Appropriations Committee shall submit the proposed A&S Fee Budget request with a line item breakdown, to the Senate Secretary no later than ninety-six (96) hours after the final passage of the budget

during third hearings by the Student Senate Budget and Appropriations Committee.

821.41 In the Activity and Service Fee Budget Act the passage of such a bill requires the bill to be passed by majority vote of those Senators present and voting in identical form at two (2) separate meetings of the Student Senate no closer than twenty-four (24) hours of each other.

821.5 The Activity and Service Fee Budget must pass on final reading at least seven (7) calendar days prior to the initial balloting of the fall election.

821.6 The Student Senate Budget and Appropriations Committee must submit the proposed Activity and Service Fee Budget to the Local Fee Committee.

821.7 Each budget or line item removed from the Activity and Service Fee Budget by the Student Body President or Student Body Treasurer by line item veto shall recur on the floor of the Student Senate no later than fifteen (15) calendar days after the last veto message has been submitted to the Senate President.

821.71 Any budget or line item failing to have its veto overridden may be submitted as a Supplementary Appropriations Bill to the Student Senate Budget and Appropriations Committee no later than fifteen (15) calendar days after the override vote is taken on the Senate floor.

821.8 The bill that outlines the Activity and Service Fee Budget for the fiscal year shall reflect all organizations requesting money even in the event that none is granted.

821.9 All digital provided to the Budget and Appropriation committee members by the Big Four representatives or the Budget Chair for the purpose of determining the Big Four budget shall be available to all senators upon request to the Budget Chair.

CHAPTER 822 THE STUDENT GOVERNMENT FUNDED ORGANIZATIONAL BUDGET (92-126, 95-110, 97-103, 98-128, 99- 120, 2000-135, 2000-136, 2001-116, 2004-103 2004-107, 2004-127, 2005-102, 2005-106, 2005-107, 2005-136, 2006-126, 2009-129, 2011-118, 2012-108,

2014-115, 2015-115, 2016-120, 2017-109, 2019-102, 2020-1010, 2020-1035, 2020-1052, 2021-100, 2021-120, 2024-114, 2024-177, 2024-178, 2024-179, 2024-180, 2025-117)

822.1 Audio recordings will be made of the hearings for future references, and shall be kept for one (1) year after the Student Government Organizational Budget passes a second reading in the Student Senate.

822.2 The Budget and Appropriations Committee:

1. Membership of the Committee shall be composed of:
    a. Eight members of the Student Senate, selected by the Replacement and Agenda Committee and approved through the Senate.
    b. One member of the Student Senate, selected to serve as the Budget and Appropriations Committee Chairperson by the Replacement and Agenda Committee and approved through the Senate.
2. The Budget and Appropriations Committee shall hear the following requests:
    a. Big Four Budget Proposals
    b. Student Organization Operational Budgets
    c. Student Organization Travel Requests
    d. Student Organization Event Requests
    e. Student Organization Base Funding Requests
    f. Appeals stemming from decisions of the Budget & Appropriations Committee.
    g. Appeals stemming from decisions of the Travel Grant Sub-Committee.
    h. Line Item Transfers.
3. The Travel Grant Sub-Committee will be recognized as a sub-committee of the Budget and Appropriations Committee.
    a. Membership of the Travel Grant Sub-Committee shall be composed of:
        i. The Graduate Student Council Executive Board
        ii. Students trained by GSC to review grants.
    b. The Travel Grant Sub-Committee shall hear the following requests:
        i. Grants to students traveling domestically and internationally for conferences and professional development. Individual students in eligible departments may apply for the grants.
4. Appeals stemming from decisions of the Budget and Appropriations Committee or the Travel Grant Sub-Committee will follow the following guidelines:

a. The student organization President must submit an appeal to the Chair of the Budget and Appropriations Committee via email no later than seventy-two (72) hours after the decision of the Budget and Appropriations Committee.
b. The student must submit an appeal to the Chair of the Budget & Appropriations Committee via email no later than seventy-two (72) hours after the decision of the Travel Grant Sub-Committee.
c. The appeal must state the specific 800 code that the individual believes the Budget and Appropriations Committee or the Travel Grant Sub-Committee did not follow.
d. The Budget and Appropriations Committee will schedule a meeting no later than seven (7) days after receiving the appeal.
e. The Budget and Appropriations Committee will solely review whether or not they believe the 800 code cited per 822.12(d)(iii) was violated. If the Budget and Appropriations Committee deems the cited code was violated, the committee can approve the appeal with the vote of two-thirds (2/3) of committee members present and voting.

822.3 Organizational budget hearing process

1. The Budget and Appropriations Committee shall hold hearings as long as funding is available per semester.
    a. All organizational hearings shall be held pursuant to the terms of Chapters 821, 822, and 824 in the 800 codes of the Student Body Statutes.
2. The Budget and Appropriations Chairperson shall call the meeting to order. In the Chair's absence, the Vice-Chairperson shall assume this responsibility.
    a. The Chairperson shall introduce the committee and may ask for the introduction of any official in the room for public record.
    b. The Chairperson must conduct roll call anytime a member of the committee leaves or enters the meeting, roll call does not have to be called if there is no change in attendees.

3. The Budget and Appropriations Committee shall review the request and amend it as necessary to comply with the 800 codes. The committee must cite the code the request is in violation of when amending a request. Once the request complies with the 800 codes, provided funding is available, a member of the committee shall approve the request.

a. Ex-officio members may not vote. Following the vote, the Chair shall call for the hearing's adjournment.

4. The Budget and Appropriations Committee shall hear budget requests in the order they were submitted.
5. Allocated Organizational Budget Hearings shall finish prior to the start of finals week of the fall or spring semester correlating to when the budget submission process started.

822.4 No budget hearings will be held during finals week of any term.

822.5 All Organizational Budgets will be compiled using computer software, which will be chosen by the SG Finance Office.

822.6 The previous year's attendance from each of the organization's meetings shall be submitted within the organization's proposed budget.

822.7 The previous year's actual attendance to proposed programs shall be submitted within the organization's proposed budget. If the previous year's attendance is impossible to attain, or if there was no corresponding program during the previous year, then the estimated attendance of the program may be submitted.

822.8 All requests by organizations for funds are to be submitted to the Student Senate Budget and Appropriations Chairperson in the Fall and Spring semester of the fiscal year by a date and time specified by their office after advertisement of the deadline at least thirty (30) days in advance over Docutraq and Gator Connect listservs.

822.9 The Student Government Finance Office will be responsible for notifying all relevant organizations as to forthcoming deadlines by campus advertisement and by e-mail. Organizations who have submitted budgets to be reviewed by the committee will be notified of their hearings by either electronic mail and/or phone at least forty-eight (48) hours before their hearing. Electronic notification is to be sent to the Organizational President and Treasurer e-mail address listed on the Department of Student Engagement website listing of organizations.

822.10 Funds allocated for use by student organization but not spent over the course of the Summer B/Fall budget cycle will carry forward to the overall available funding for all student organizations in the next Summer B/Fall budget cycle.

822.101 Funds allocated for use by student organizations in the Spring/Summer A budget cycle will carry forward to the overall available funding for all student organizations in the next Spring/Summer A budget cycle.

822.11 Additional Provisions.

822.12 No student organization can buy software with A&S fee money unless it is owned by and purchased through Student Government and installed on a University of Florida owned asset.

822.13 All Student Organization Budgets will be compiled using computer software, which will be chosen and approved by the SG Finance Office.

822.14 Both academic and student organizations will follow the same set of rules and guidelines for budgeting and expenditure of A&S fee money.

CHAPTER 823 CHARITABLE DONATIONS (2012-108, 2015-115, 2023-147)

823.01 Student Government makes payments on behalf of student organizations to charitable entities. In order to discharge this agency function in a responsible manner, the following guidelines are to be applied:

1. Charitable donation must go directly to the charitable organization, which must have 501(c) 3 statutes from the Internal Revenue Service. Charitable donations/payments to individuals will not be allowed for the following reasons:
    a. The funds become taxable income when paid to the individual, as it is tied to their social security number. UF is not a charitable entity and payment from UF does not mitigate the tax situation. Accordingly, the funds are no longer a charitable donation when dispensed to the individual and that individual would receive the benefit of making the charitable donation, not the student organization giving it.
    b. UF has no established criteria or basis for making the decision with regards to which individuals should receive charitable donations.
    c. UF does not have an established decision making process based on specified criteria/requirement to make a payment to an individual and the decision would be an arbitrary one. Accordingly, that decision would not follow guidelines of good practice with financial records as required by UF Finance and Accounting and would be subject to challenge to the payment by members within the group that raised the funds.
    d. Finally, UF is at risk if the payments are later determined to be inappropriate or in violation of our IRS status as an educational institution.
2. Payments to charitable organizations must meet the following criteria;
    a. The recipient organization has been established for at least three (3) years; and
    b. The recipient organization is listed on Charity Navigator; and
    c. Not be listed on the Charity Navigator as ―10 Charities in Deep Financial Trouble‖ or ―10 Charities Routinely in the Red.

CHAPTER 826 STUDENT GOVERNMENT BUDGETS, TRAININGS, AND RESOURCES ONLINE (2010-107, 2010-119, 2011-118, 2020-1052, 2023-124, 2023-145, 2024-181)

826.1 Student Government Budgets Placed Online. The Student Body Treasurer shall ensure that the Activity and Service Fee Budget, and Student Government-Funded Organizational Budget as defined in chapters 821, 822, 823, and 824 of the Student Body Statutes, are placed online. These posted budgets shall include all budgets used for the current fiscal year, and all budgets adopted by the Senate for the following fiscal year, which shall be posted within two weeks of their adoption. A link to the page containing these budgets shall be placed on the Student Government website.

826.2 The Budget and Appropriations Committee and Student Body Treasurer's Office shall update the online finance training before the start of each fiscal year.

826.3 The Budget and Appropriations Committee, Student Body Treasurer's Office, and SG Finance shall develop and update a 800 Codes summary document for the purposes of providing a quick and succinct resource for student organizations to utilize. These documents shall be regulated in the following manner:

A. The title and structure of the document shall be at the discretion of the Budget and Appropriations Committee.

B. This document shall be placed on the Student Government website.

C. This document shall contain direct citations to the current 800 Statutory laws when necessary.

D. This document shall be updated at the start of every Fiscal Year, defined in 808.13, S.B.S.

CHAPTER 828 HITCHCOCK FIELD AND FORK PANTRY SUPPORT (2020-1039, 2023-146, 2024-182)

828.1 All events hosted by Student Government and Student Government Funded Organizations must donate their unopened, non-perishable food items to the Hitchcock Field & Fork Pantry.

828.2 Individuals may donate food by either leaving the food in designated drop off bins or by bringing the food directly to the Hitchcock Field & Fork Pantry during business hours.

828.3 Student Government Officials and Student Organizations that fail to donate their unopened, non-perishable food items may be issued a verbal or written warning by the Student Government Treasurer or their designee.

CHAPTER 829 STUDENT ORGANIZATION FUNDRAISING ACCOUNTS (2022-111, 2023-144)

829.01 To keep an outside revenue account, student organizations must: 1. Continue to be actively funded through Student Government once per fiscal year 2. Have at least $50.00 in the outside revenue account at the end of each fiscal year 3. Actively use the outside revenue account, with at least one transaction within the last two fiscal years.

829.02 Student organizations that fall below the $50.00 minimum in an outside revenue account at the end of a fiscal year will have their outside revenue account closed.

829.03 A student organization that has their outside revenue account closed per 829.2 will not be able to reopen an outside revenue account with SG Finance for at least one (1) fiscal year.

829.04 Any student organization that goes two (2) consecutive fiscal years without spending any money in their outside revenue account will have their account closed and the funds will be transferred into the Student Organization Support Outside Revenue account.

829.05 Any remaining funds from a closed account will be transferred to the Student Organization Support Outside Revenue account.