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Senate Bill SB-11SA-2525 Changes to Title VIII, the Finance Code

Student Government Association
University of North Florida

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SENATE LEGISLATION

SB-11SA-2525

1 *SB-11SA-2525 : Title VIII Revisions of 2011*

2 Whereas: The Student Government of the University of North Florida was established to represent
3 student concerns in all University wide matters, and;

4 Whereas: The Student Senate shall be responsible to represent the student body in all University-wide
5 matters, and;

6 Whereas: The standing committee of the UNF Student Senate assigned the responsibility for oversight,
7 review, and periodic update of the policies expressed in the Finance Code shall be known as
8 the Budget and Allocations Committee, and;

9 Therefore: To ensure the Student Body of the University of North Florida is represented directly by its
10 peers the following changes are to be made to Title VIII: The Finance Code:

Chapter 800 Introduction

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12
13 800.1 The Student Governments of the Florida State University System are
14 charged, by Florida Statute Title XLVIII Chapter 1009.24, with the
15 responsibility of allocating the Activity & Service Fee (A&S) portion of
16 tuition paid by all students within that system. The Finance Code expresses
17 the standards of financial accountability and fiscal management that the
18 University of North Florida Student Government (SG) has established as an
19 objective of self-governance.

20
21 800.2 The Finance Code is applicable to all entities that receive, use, and/or
22 distribute Activity & Service Fee money.

23
24 800.3 The Finance Code governs the budgeting and expenditures of all Activity &
25 Service Fees, including revenue generated through the use of Activity &
26 Service Fees.

27
28 800.4 The standing committee of the UNF Student Senate assigned the
29 responsibility for oversight, review, and periodic update of the policies
30 expressed in the Finance Code shall be known as the Budget & Allocations
31 (B&A) Committee. Said updates shall be approved by the Student Senate.

32
33 800.5 The Activity & Service Fee may be increased or decreased by an amount
34 recommended by the Student Fee Assessment Committee and approved by



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2 the University President and Board of Trustees.

3
4 800.6 The Activity & Service Fee revenue shall be deposited into the Activity &
5 Service Fund at the University of North Florida.
6

7 **Chapter 801 Definitions**

8
9 801.1 Fiscal Year – The financial year of the Student Government of the University
10 of North Florida shall be from July 1 to June 30.

11
12 801.2 Special Request – Money requested throughout the fiscal year by Registered
13 Student Organizations, Student Government Branches and Agencies, or
14 University Departments for events, projects, wages and benefits, or
15 equipment purchases not previously budgeted.

16
17 801.3 Travel Request – Money requested throughout the fiscal year by Registered
18 Student Organizations (RSOs) or individual A&S Fee paying students for
19 conference travel, which is not previously budgeted.

20
21 801.4 Registered Student Organization – a student club or organization at the
22 University of North Florida that is registered with Club Alliance. RSOs must
23 comply with Chapter 803 in order to be eligible to receive A&S Fee funding.

24
25 801.5 Entity – Any department, agency, or student organization partially or fully
26 funded by A&S Fees. Entity also applies to the SG Business and Accounting
27 Office and staff and the B&A Committee and SG Officers. Individual
28 students requesting funding from the Student Conference Travel Index shall
29 also be considered entities and are subject to the same applicable statutes,
30 policies, and procedures as other entities.

31
32 801.6 Agency – An administrative division of the Executive Branch created to
33 provide support, entertainment, and/or education for a particular select
34 interest group of the University of North Florida whether it be racial, ethnic,
35 academic, or philosophical in nature.



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- 1
- 2 801.7 Department – A budgetary subunit within the University.
- 3
- 4 801.8 Fund Balance – An accumulation of money generated through excess tuition
- 5 hours and unexpended budget allocations. The Fund Balance includes the
- 6 Scholarship Reserve, the Cash Flow Reserve, and the General Reserve. As
- 7 per 802.4, the Fund Balance is not considered part of the annual Activity &
- 8 Service Fee Budget.
- 9
- 10 801.9 Business day – Business days, as referred to in statute, shall be defined as
- 11 being weekdays (Monday through Friday) during academic sessions.
- 12 Academic Sessions include Spring, Summer, and Fall semesters only.
- 13
- 14 801.10 Carry Forward Funds – Allocated funds not expended by June 30th, which
- become available for use in the new Fiscal Year.
- 16
- 17 801.11 Centralized – An A&S Fee funded entity whose budget is managed by the
- 18 SG Business and Accounting Office.
- 19
- 20 801.12 Decentralized – An A&S Fee funded entity whose budget is managed by a
- 21 Budget Director and overseen by the SG Business and Accounting Office.
- 22
- 23 801.13 Major Offense – Any action taken by a funded entity that is considered to be
- 24 a criminal offense, fraudulent in nature, or in direct violation of University
- 25 fiscal rules and regulations.
- 26
- 27 801.14 Scholarship (Operating) Reserve – The portion of the Fund Balance
- 28 designated in the amount of at least \$700,000 for the purpose of generating
- 29 interest to provide funds for annually awarded Student Government
- 30 Scholarships.
- 31
- 32 801.15 Cash Flow (Operating) Reserve – The portion of the Fund Balance
- 33 designated in the amount of at least \$100,000 to meet liabilities at the
- 34 beginning of the fiscal year.
- 35
- 36 801.16 General (Equipment) Reserve – The portion of the Fund Balance after all
- 37 other reserves and restrictions are met.



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may support activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida students.

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The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.

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802.5

Prohibited Expenditures/Use -- Includes but are not limited to the following:

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1. Activities that solely benefit non-UNF students; such as materials, supplies, or resources benefitting philanthropic organizations.
2. Construction, permanent structural improvements or remodeling unless approved by the Student Senate or previously allocated for such purposes in the A&S Fee Budget.
3. Enrollment in courses, academic requirements, academic related projects, academic related trips, required academic activities, except for test forms and testing booklets.
4. Alcoholic beverages.
5. Travel reimbursements, and event/program reimbursements above the amount actually expended.
6. Indirect travel expenses such as: excess baggage charge, valet service, and trailer hitches.
7. SG Scholarships (Funded with interest of the A&S fee only).
8. Entertainment that is not open to the student body, in general.



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- 9. Automobile rental other than through approved travel reimbursement.
- 10. To purchase items that will be resold.
- 11. Activities for which an admission fee is charged for students except for Student Government Sponsored concerts.
- 12. Monetary Prizes, Gift Certificates, or Raffles.
- 13. Prizes in excess of \$25 dollars.
- 14. Personal Items

Chapter 803 Funding Eligibility

803.1 A&S fee money shall not be allocated to entities that discriminate on the basis of race, gender, religion, sexual orientation, national origin, disability, age, political persuasion, unless to fund an event which is open to all students.

Chapter 810 Budget & Allocations (B&A) Committee

810.1 The B&A Committee is one of four standing committees of the Student Government Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.

810.2 The B&A Committee shall consist of up to twelve Senators, including the chair. Non-voting ex-officio members shall include the chairs of the standing Senate Committees, the Senate President, the SG Advisor, the SG Director of Operations, the SG Assistant Director, SG Treasurer, SG Business Manager, and SG Accountants.



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- 2 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard
3 first by the B&A Committee. The B&A Committee has the authority to
4 amend, approve, or disapprove any request for funding. If approved, the
5 request shall be forwarded to the Student Senate in the form of a bill. If
6 approved by the Senate, all legislation concerning the allocation of A&S Fee
7 money must then be presented to the President as subscribed by Article II
8 Section 8 and Title IV.
- 9
- 10 810.4 The management of the A&S Budget is under direct control of the B&A
11 Committee. The Committee has the responsibility and authority to curtail
12 further appropriation to the A&S indexes found to be improperly expended.
- 13
- 14 810.5 The B&A Committee shall only hear requests if the Student Conference
15 Travel Index, the Special Requests Index, and the Salary Reserves Index have
16 sufficient available balances to fund that request.
- 17
- 18 810.6 If for any reason, expected revenues of the annual budget are not met, all
19 budgeted authority shall be subject to reallocation by the B&A Committee
20 and the Student Senate. The SG Business Manager shall consult with the
21 University administration and determine the extent of the shortfall. The
22 B&A Committee shall convene to resolve the situation at the earliest possible
23 date.
- 24
- 25 810.7 If a request is heard by the B&A Committee and fails to pass, eight (8)
26 senators may sponsor the failed request and forward the request to the
27 Student Senate in the form of a bill.
- 28
- 29
- 30 **Chapter 811 B&A Committee Chair**
- 31
- 32 811.1 The SG Senate shall elect an SG Senator as Chair of the Budget &
33 Allocations Committee each spring for a term of one year.
- 34
- 35 811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and
36 Procedures and Title VIII.



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- 1
- 2 811.3 The B&A Chair shall hold meetings according to Senate Policies and
3 Procedures and Title VIII.
- 4
- 5 811.4 The B&A Chair shall report at every Senate meeting and B&A Committee
6 meeting the index balances for Special Requests, Student Conference Travel,
7 and Salary Reserves.
- 8
- 9 811.5 The B&A Chair shall display meeting times and dates ten business days
10 before each meeting for the public to view.
- 11
- 12 811.6 The B&A Chair shall meet with the SG Business Manager and SG Treasurer
13 to review funding requests for compliance with Title VIII prior to
14 establishing the Agenda for the B&A Meeting at which it will be considered.
15 The B&A Chair shall present to the committee all properly submitted
16 requests.
- 17
- 18 811.7 The B&A Chair, when writing proposed budgetary legislation for submission
19 to the Senate, shall provide an itemized schedule by expenditure category, of
20 all funding requested, including the name of the group requesting funding,
21 the proposed event/program, proposed date of the event/program, the
22 location and requested monetary amounts.
- 23
- 24 811.8 The B&A Chair shall collect the Quarterly Budget Report from the SG
25 Business Manager, which is required by the University Budget Office, to
26 review the status of the A&S Fee Budget, and shall report this status to the
27 SG Senate.
- 28
- 29 811.9 The B&A Chair may review the Business and Accounting Office financial
30 records of all A&S Fee indexes, which are maintained by the SG
31 Accountant(s).
- 32
- 33 811.10 The B&A Chair shall coordinate and administer a procedural workshop,
34 facilitated by the SG Business and Accounting Office, for funded
35 Departments and Agencies prior to August 1st each year.
- 36
- 811.11 The B&A Chair shall maintain a bill numbering system for all requests made
 to the B&A Committee.



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811.12 The B&A Chair shall upload all properly submitted Fiscal Requests to the SG
"O-Drive."

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Chapter 812 B&A Committee Vice-Chair

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812.1 The B&A Committee Vice-Chair shall follow all duties outlined in Senate
Policies and Procedures.

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Chapter 813 SG Business and Accounting Office

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813.1 The SG Business and Accounting Office shall administer the allocation of
Activity & Service Fees.

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813.2 The SG Business and Accounting Office shall be staffed by the SG Business
Manager, SG Accountant(s), the Office Manager and other personnel
necessary to manage the Activity & Service Fee Budget.

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813.3 The SG Business and Accounting Office may correct any computational
errors or any vendor price adjustments, within any bill passed by Senate and
approved by the President, which does not exceed 10% of the allocation
amount so long as original intent of the B&A Committee and Student Senate
is not altered, with approval of the B&A Chair.

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813.4 The SG Business and Accounting Office shall process all expenditures of
centralized SG indexes.

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813.5 All invoices or related correspondence for centralized A&S Fee indexes must
be forwarded to the SG Business and Accounting Office for review and
approval. If an entity is unsatisfied with the goods or services as received,
the SG Accountant(s) must be notified to consider withholding payment of
invoice until the matter is resolved.

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813.6 The SG Business and Accounting Office shall process all legislated requests
for unallocated funds, including Special Request expenditures, Travel
Requests, Salary Reserve Index requests, and General Reserve requests.

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- 1
- 2 813.7 The SG Business and Accounting Office will facilitate the annual budget
3 workshop that the B&A Chair coordinates and administers for funded
4 Departments and Agencies.
5
- 6 813.8 Any negative budget balance, which is the result of a procedural error by the
7 SG Business and Accounting Office or the University of North Florida
8 Controller's Office, shall be charged to the Special Request Index, with
9 written notification to the B&A Chair.
10
- 11 813.9 The SG Business and Accounting Office shall coordinate all cash flow
12 processes for all SG sponsored events.
13
- 14 813.10 Receipts for reimbursements must be received in the SG Business and
 Accounting Office no later than one week after the date of the receipts.
16
- 17 813.11 Receipts related to travels for reimbursements must be received in the SG
18 Business and Accounting Office no later than one (1) business day after
19 travel according to university guidelines.
20
- 21 **Chapter 814 SG Business Manager**
- 22
- 23 814.1 The SG Business Manager is responsible for assuring that the Finance Code
24 is properly and fully followed.
25
- 26 814.2 The SG Business Manager shall attend B&A Committee Meetings and
27 Student Senate Meetings.
28
- 29 814.3 The SG Business Manager shall serve as fiscal and budgetary advisor to the
30 SG Budget & Allocations Committee Chair.
31
- 32 814.4 The SG Business Manager shall serve as chief liaison between the Student
33 Senate and the A&S Fee Budget Directors.
34
- 35 814.5 The SG Business Manager shall monitor all A&S Fee funded indexes.
36
- 37 814.6 The SG Business Manager shall have approval authority over all SG indexes.
 The Vice President for Student and International Affairs has approval



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- 2 control over the SG indexes. The SG Director of Operations must be
- 3 informed by the SG Business Manager on all purchase in excess of \$5,000 for
- 4 Other Capital Outlay (OCO) items.
- 5
- 6 814.7 The SG Business Manager shall notify departments of Fiscal Year-End
- 7 procedures and deadlines.
- 8
- 9 814.8 It is the responsibility of the SG Business Manager to keep the Director of
- 10 Operations, the SG Budget & Allocations Chair, and the SG Treasurer fully
- 11 informed of budget issues as they arise.
- 12
- 13 **Chapter 815 SG Accountant(s)**
- 14
- 15 815.1 The SG Accountant(s) shall track all A&S Fee indexes for which they are
- 16 responsible to ensure compliance with Title VIII: The Finance Code, and
- 17 notify the SG Business Manager of discrepancies and errors within these
- 18 Indexes.
- 19
- 20 815.2 The SG Accountant(s) shall attend B&A Committee Meetings and Student
- 21 Senate meetings as it pertains to indexes for which they have accounting
- 22 responsibilities.
- 23
- 24 815.3 The SG Accountant(s) will act on approved Student Senate legislation that
- 25 includes initiating Budget Amendments, transfer of funds, purchase
- 26 requisitions, and miscellaneous related paperwork.
- 27
- 28 815.4 The SG Accountant(s) shall perform accounting functions required to
- 29 administer the A&S Fee Budget.
- 30
- 31 815.5 The SG Accountant(s) shall assist the SG Business Manager in the
- 32 compilation of annual operating budget requests.
- 33
- 34 815.6 The SG Accountant(s) shall maintain fiscal records and process expenditures
- 35 for Centralized indexes.
- 36
- 37 815.7 The SG Accountant(s) shall assist Decentralized A&S Fee indexes with
- 38 various accounting services, if needed or requested.



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3 815.8 The SG Accountant(s) shall provide fiscal training for new SG Officers and
4 Club Alliance funded clubs.
5
6 815.9 The SG Accountant(s) shall aid in continuous development of the SG
7 Accounting System and provide input into operating policies and procedures.
8
9 815.10 The SG Accountant(s) shall meet weekly with the Budget Directors.

10 **Chapter 816 SG Treasurer**

- 11
12 816.1 The SG Treasurer shall enforce all fiscal policies of Student Government as
13 set forth in this title, in the Provisionary Language of the current year's A&S
14 Fee Budget, and in Policies and Procedures passed by the Student Senate,
15 and the President.
16
17 816.2 The SG Treasurer shall constantly check the A&S Fee accounts to correlate
18 with language and expenditures set by the current year's budget.
19
20 816.3 The SG Treasurer shall serve as a fiscal advisor to the Senate and as a non-
21 voting ex-officio member of the Budget & Allocations Committee.
22
23 816.4 The SG Treasurer shall advise and aid clubs and organizations on fiscal
24 policies set by Student Government and attend all Club Alliance meetings.
25
26 816.5 The SG Treasurer shall assist the SG Business and Accounting Office in
27 facilitating the procedural workshop for funded departments and agencies.
28
29 816.6 The SG Treasurer shall meet regularly with the Budget & Allocations
30 Committee Chair, the Director of Operations, the SG Business Manager, the
31 President, and SG Senate President to review fiscal matters pertaining to all
32 Centralized Accounts.
33
34 816.7 The SG Treasurer shall meet weekly with the Director of Operations to
35 review expenditures of all A&S funded entities and all fiscal matters including
36 audits.



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816.8 The SG Treasurer shall set up and maintain a database of all funding requests by Student Government according to the organization that presents them as subscribed by Article III Section 7 and Chapter 304.

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816.9 The SG Treasurer shall submit a proposed balanced A&S Fee Budget during the Annual Budget Process

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Chapter 820 Annual Budget Process

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820.1 Each Fall semester, the B&A Chair shall forward Budget Request Forms to the Budget Directors of each index currently funded by the Activity & Service Fee Budget. These Budget Request Forms are also available to any UNF entity not currently funded.

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820.2 Funding requests will be heard during the budget hearing process. These requests will be evaluated based on the following criteria:

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The activities will be available to and benefit the students of the University of North Florida as defined by Florida Statute 1009.24. The activities are not the primary responsibility of any other agency or department

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820.3 In order to receive funding consideration, all completed and signed forms must be returned to the SG Business Manager by the deadline set by the SG Business Manager.

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Chapter 821 Annual Budget Process/Hearing Process

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821.1 In the fall semester, at the first meeting of the Budget & Allocations Committee, the Chair shall submit a process, with consultation of the SG Business Manager, for approval by the B&A Committee.

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821.2 During the spring semester, the Budget & Allocations Committee shall hold the budget hearings. The dates of these hearing will be set by the SG



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- 2 Business Manager and the Budget & Allocations Chair and sent with the
- 3 Budget Request Forms.
- 4
- 5 821.3 Each Budget Director will be prepared to explain and justify their budget
- 6 request by providing relevant documentation.

Chapter 822 Annual Budget Process/Balancing Process

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- 8
- 9 822.1 After the Budget Hearings, the SG Treasurer shall submit a proposed
- 10 balanced Activity and Service Fee Budget to the B&A Committee to begin
- 11 the Deliberation and Balancing Process.
- 12
- 13 822.2 The B&A Committee shall then deliberate on and amend, if necessary, the
- 14 SG Treasurer's proposed budget. In order for the balanced budget to be
- 15 forwarded to the Senate, it must be approved by a two-thirds (2/3) vote of
- 16 the B&A Committee.
- 17
- 18 822.3 The B&A approved budget shall be posted within two (2) business days of
- 19 approval and shall be displayed in public view for a minimum of five (5)
- 20 business days prior to the Senate meeting in which it will be placed on the
- 21 agenda. During this period, a campus-wide open forum will be conducted by
- 22 the B&A Chair to explain the budget process and the B&A recommended
- 23 budget.
- 24
- 25
- 26

Chapter 823 Annual Budget Process/Approval Process

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- 28
- 29 823.1 The Student Senate and the President shall approve a balanced budget.
- 30
- 31 823.2 The B&A Chair, Senate President, President, SG Treasurer, SG Business
- 32 Manager, Director of Operations, SG Advisor and Vice President for
- 33 Student and International Affairs shall sign the budget. The Vice President
- 34 for Student and International Affairs shall forward the balanced budget to
- the University President for signature.



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- 2 823.3 The University President shall have fifteen (15) business days from the date
3 of presentation of the budget to act on the allocation and expenditure
4 recommendations, which shall be deemed approved if no action is taken
5 within the fifteen (15) business days. If any line item or portion thereof,
6 within the budget is vetoed, the Student Senate shall make new budget
7 recommendations for expenditure of the vetoed portion of the fund within
8 fifteen (15) business days. If the University President vetoes any line item or
9 portion thereof within the new budget revisions, the University President
10 may reallocate by line item that vetoed portion to bond obligations
11 guaranteed by Activity & Service Fees.
- 12
- 13 823.4 Upon approval of the A&S Budget by the University President, the SG
 Business Manager shall upon direction of university budget office post the
 establish budget in the University financial system.
- 16
- 17 823.5 Upon approval of the A&S Budget by the University President, each Budget
18 Director shall be informed in writing of his/her approved budget for the
19 upcoming fiscal year. This will be in the form of an allocation sheet
20 delineated by budget category.
- 21
- 22 823.6 Provisionary Language, as approved during normal legislative process, may
23 be amended after September 1st for each fiscal year.

Chapter 830 Funded Entities Policies

- 24
- 25
- 26 830.1 All A&S Fee funded entities, whether fully or partially funded are required to
27 be fiscally responsible and comply with Title VIII: Finance Code. A fiscally
28 responsible entity is one which:
- 29
- 30 A. Keeps a non-negative balance in the account at all times.
- 31
- 32 B. Spends within their allocations.
- 33
- 34 C. Keeps complete financial records for the past five years. (i.e., copies
 of monthly reports and the supporting expenditure documentation.)



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- 2 830.2 New indexes shall be classified as centralized, which means that the SG
3 Business Manager's signature shall be required for expenditures, unless
4 Student Senate authorizes with a two-thirds vote that the index be classified
5 as decentralized.
6
- 7 830.3 The SG Business Manager may recommend to Student Senate to centralize
8 or decentralize funded entities.
9
- 10 830.4 Any Carry Forward Funds and additional revenues up to \$150,000 shall be
11 placed in the Special Requests index. In the event that Carry Forward Funds
12 exceed that amount, the excess will be placed in the General (Operational)
13 Reserve portion of the Fund Balance
14
- 15 830.5 Any printed items purchased all or in part by A&S Fees shall be required to
16 either have the statement "Funded by UNF Student Government", or a
17 similar statement approved by the SG Business Manager, in a conspicuous
18 location and size proportional to the item being printed. Failure to comply
19 places the Budget Director, Club, and/or Organization in direct violation of
20 the Finance Code, which is punishable as outlined in Chapter 861.
21
- 22 830.6 All revenues earned shall be placed immediately into the entity's index in
23 their revenue line.
24
- 25 830.7 All expenditures shall require prior approval. Failure to do so will result in
26 the purchaser assuming all liability pertaining to the purchase. Approval for
27 centralized entities shall be obtained through the SG Business and
28 Accounting Office and decentralized entity from the respective Budget
29 Director.
30
- 31 830.8 All funding expires at the end of the fiscal year on June 30 and must be spent
32 or encumbered by the deadline set by the SG Business Manager.
33
- 34 830.9 All Funded entities must obtain prior approval from the SG Business
35 Manager to change any line-item allocation.
36
- 37 830.10 All Budget Directors must sign a statement of financial understanding, to be
38 kept by the SG Business Manager, acknowledging that they accept and



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consent to any and all Student Government Provisionary Language and legislation concerning their Funded Entity as a stipulation of receiving Student Government money. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

830.11

If the Federal or State minimum wage increases during a fiscal year, the additional money needed to fund the already paid minimum wage positions, at the same number of hours, shall be funded out of the Salary Reserve Index.

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Chapter 831 Funded Departments

831.1

Departments funded in part or in whole by SG, shall be responsible for and shall comply with the SG Title VIII: Finance Code.

831.2

Funded Department Directors shall act as custodians of their respective indexes.

831.3

An accountable Budget Director from each Department receiving funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office, before August 1st.

831.4

A Budget Director from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

831.5

Departments funded by SG must have current signature cards on file with Auxiliary Services and Postal Services and establish Banner approval hierarchy through the University Controller's Office with Accounts Payable and Purchasing. Any changes to the approval authority must be reported to the SG Business Manager.

36

831.6

Any printed items purchased all or in part by A&S Fees shall be required to



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1
2 either have the statement "Funded by UNF Student Government," or a
3 similar statement approved by the SG Business Manager, in a conspicuous
4 location and size proportional to the item being printed. Failure to comply
5 places the Budget Director, Club, and/or Organization in direct violation of
6 the Finance Code, which is punishable as outlined in Chapter 861.
7

8 831.7 Costs associated with search committees to fill administrative and
9 professional positions that are funded by A&S Fees may be funded from the
10 General (Operating) Reserves, with approval from the Vice President of
11 Student and International Affairs, after the completion of the Centralized
12 Budget Transfer Form. This amount may not exceed \$10,000 per search. A
13 detailed report must be provided to the Student Senate by the SG Treasurer
14 within 30 days of expenditure.

15 Chapter 832 Funded Agencies

16
17 832.1 Agencies funded by Student Government shall be responsible for and shall
18 comply with the SG Title VIII: Finance Code.
19

20 832.2 The Director or Assistant Director from each Agency receiving SG funding
21 must attend a procedural workshop coordinated and administered by the
22 B&A Chair and facilitated by the Business and Accounting Office, before
23 August 1st.
24

25 832.3 Each Agency Director or Assistant Director shall meet weekly with the SG
26 Accountant(s) to review fiscal expenditures.
27

28 832.4 Each Agency Director or Assistant Director from each Agency receiving
29 funding shall maintain all fiscal records and reconcile funded budgets on a
30 monthly basis.
31

32 832.5 Any printed items purchased all or in part by A&S Fees shall be required to
33 either have the statement "Funded by UNF Student Government," or a
34 similar statement approved by the SG Business Manager, in a conspicuous
35 location and size proportional to the item being printed. Failure to comply
36 places the Budget Director, Club, and/or Organization in direct violation of



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the Finance Code, which is punishable as outlined in Chapter 861.

Chapter 833 Registered Student Organizations

833.1 Registered Student Organizations (RSOs) may be eligible for annual funding in the amount set forth in the Activity & Service Fee Budget Provisionary Language, effective July 1st of each fiscal year.

833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the SG Title VIII: Finance Code.

833.3 RSOs shall not be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or does not remain in good standing with Club Alliance.

833.4 RSOs requesting funding for special events or for travel shall, upon request, present a five-year background of comprehensive annual reports to the B&A Committee and to the Student Senate.

833.5 RSOs shall elect a financial officer to act as custodian of the index and a president and advisor, to countersign for expenditures. These signatures shall be filed with the SG Business and Accounting Office.

833.6 Before the allocation of A&S Funds, the financial officer, the president of the organization, and the RSO's advisor shall countersign a statement of financial understanding.

A. The original form will be retained in the SG Business and Accounting Office for audit purposes.

B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the SG Business and Accounting Office.

833.7 All RSO expenditures or reimbursements must be processed through the SG Business and Accounting Office. All receipts for reimbursement must be submitted no later than one (1) weeks from date of receipt. All expenditures



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2 shall have prior approval through Student Government Business and
3 Accounting Office in compliance with line-item allocations. Violation of the
4 Finance Code, is punishable as outlined in Chapter 861.

5

6 833.8 A&S Fees shall not be allocated to RSOs for the purpose of salaries and/or
7 OPS wages, or personal items.

8

9 833.9 Any RSO who has been placed on suspension by Club Alliance will lose
10 access to their club funding until the suspension is lifted. RSOs that are on
11 suspension may not request funds from the Student Conference Travel index
12 or the Special Request index. Suspension shall not be lifted until issues
13 related to the suspension have been resolved.

14

15 833.10 Club Alliance funds may not be used for Travel Conference Registration,
16 philanthropic events, or academic/testing materials.

17

18 833.11 The financial representative of each RSO is required to turn over all financial
19 records to his/her successor at the end of his/her term.

20

21 833.12 Any printed items purchased all or in part by A&S Fees shall be required to
22 either have the statement "Funded by UNF Student Government.", or a
23 similar statement approved by the SG Business Manager, in a conspicuous
24 location and size proportional to the item being printed. Failure to comply
25 places the Budget Director, Club, and/or Organization in direct violation of
26 the Finance Code, which is punishable as outlined in Chapter 861.

27

Chapter 834 Transfers (Centralized and Decentralized Indexes)

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30 834.1 Centralized Budget Transfers

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32

33 A. Requests for centralized budget transfers, including transfers between
34 funding categories (operating expenses, OPS wages, salaries, OCO),
35 shall be submitted on the Centralized Budget Transfer Form. A
36 Budget Amendment will be prepared and processed once all
authorized signatures have been obtained.

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2 B. Should any of the required signatures not be obtained, the request
3 must be presented to the B&A Committee and then forwarded to the
4 Student Senate for approval in the form of a bill.
5

6 834.2 Decentralized Budget Transfers

- 7
8 A. Requests for budget transfers in decentralized indexes, including
9 transfers between funding categories (operating expenses, OPS
10 wages, salaries, OCO), shall be submitted in writing to the B&A
11 Committee at least five business days prior to the B&A Committee
12 Meeting.
13

- 14 B. The Budget Director or Designee from the Department must present
15 at the B&A Committee Meeting and at the Student Senate Meeting to
16 present the request for a budget transfer.
17

18 Chapter 840 Policies for Funding Requests

19
20 840.1 RSOs requesting funding for special events or for travel shall, upon request,
21 present a five-year background of comprehensive annual reports to the B&A
22 Committee and to the Student Senate.
23

24 840.2 A properly completed Travel Request shall be submitted to the B&A Chair a
25 minimum of seven (7) weeks prior to the event or travel date.
26

27 840.3 A properly completed Special Request shall be submitted to the B&A Chair a
28 minimum of ten (10) business days prior to the next scheduled B&A
29 Committee Meeting.
30

31 840.4 A properly completed Request Form shall consist of;
32 1. Request Form including applicable standard questions, signed by the
33 appropriate advisor, the club president or Budget Director.
34
35 2. Total cost spreadsheet,
36
37 3. Total request spreadsheet,
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4. Official conference schedule/agenda/program, and
 5. Official business price quotes for accommodations, transportation, and expenses.
 6. List of students, UNF ID numbers, and contact information.
 7. Statement of Travel Guidelines.
 8. Statement of Third-Party Funding
- 840.5 The SG B&A Chair shall review and sign the submitted request. During this time, the Chair must also obtain signatures from the SG Treasurer or his/her designee, Senate Sponsor, and the SG Business Manager or his/her designee. Once all necessary signatures have been collected, the B&A Chair shall time-stamp the request a second time. This time stamp must occur no later than six (6) weeks prior to the travel date for a travel request, and three (3) days prior to the next B&A meeting for a special request.
- 840.6 After the appropriate signatures have been obtained, the B&A Chair shall supply the request representative with a copy of the completed request. In order to be heard, the request representative must submit at least twenty (20) copies of the request by the beginning of the scheduled B&A committee hearing.
- 840.7 In order for the B&A Committee to hear a request, the requesting entity or individual must be sponsored by a member of the Student Senate. The Senate President Pro-Tempore shall assist the entity in finding a Senate Sponsor. If the entity cannot find a Senate Sponsor, they shall be sponsored by the Senate President Pro-Tempore. It shall ultimately be the responsibility of the B&A Chair to submit the bill to the Senate President within the time constraints outlined in the Senate Policies and Procedures.
- 840.8 In order for the B&A Committee and Student Senate hear a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and



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2 Student Senate Meeting at which the request is presented. The senate
3 sponsor cannot, under any circumstances, be the entity's representative.
4
5 840.9 If the Student Senate votes to allocate funding in the form of either a Travel
6 Request or a Special Request, the requesting entity shall meet with the SG
7 Accountant(s) within three (3) business days after legislation is approved.
8 The meeting shall consist of an explanation of the internal procedures and
9 funding arrangements. Failure to do so shall result in loss of funding.
10 Notification of failure to meet with the SG Accountant(s) will be given to the
11 B&A Chair by the SG Business and Accounting Office. This funding will
12 then be eligible for reallocation by the B&A Committee.

Chapter 841 Student Conference Travel Requests

- 13
14
15 841.1 RSOs and currently enrolled A&S Fee-paying students may request funding
16 for travel from the Student Conference Travel Index.
17
18 841.2 Travel funds shall be allocated to RSOs and currently enrolled A&S Fee-
19 paying students one (1) time per Fiscal Year as follows:
20
21 A. Individuals requesting travel funding are limited to \$500 one time per
22 Fiscal Year and the Student Government Senate may fund no more
23 than two (2) students traveling to the same conference.
24
25 B. Groups requesting travel funding are limited to \$2,500 one (1) time
26 per Fiscal Year, with a cap of \$500 per student.
27
28 C. No more than one (1) group may receive travel funding for the same
29 conference per fiscal year.
30
31 D. Accommodations up to 100%. Groups shall stay four to a room if
32 possible.
33
34 841.3 Food associated with travel may not be requested.



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- 2 841.4 All travel arrangements shall be made through the SG Business and
3 Accounting Office, except for reservations for accommodations.
- 4
- 5 841.5 All travel sponsored by A&S Fees must adhere to the University Travel
6 Manual published by the University's Travel Office.
- 7
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- 11 **Chapter 842 Special Requests**
- 12
- 13 842.1 Any A&S Fee funded Department or SG Agency may submit a Special
14 Request for *funding* to the B&A Committee for additional wages, expenses,
15 or programs, beyond their budgeted Fiscal Year allocation.
- 16
- 17 842.2 Only the presiding officer or designee of each branch of SG may submit a
18 Special Request for funding to the B&A Committee and shall follow the
19 same procedures as any other entity requesting funding. The request may be
20 only for additional wages, expenses, programs, and/or transfers to that
21 particular branch of SG. However, the advisor signature shall not be
22 required.
- 23
- 24 842.3 RSOs may submit a Special Request for funding to the B&A Committee for
25 additional programs or expenses beyond their budgeted Fiscal Year
26 allocation.
- 27
- 28 **Chapter 843 General Reserve Policies and Process**
- 29
- 30 843.1 During prescreening by the B&A Chair, SG Treasurer, SG Business
31 Manager, it may be determined that the request could be considered for
32 funding from the General Reserve. If this occurs, information will be
33 provided to the B&A Committee, regarding past Fund Balance expenditures,
34 and particulars on organizations requesting funds, (i.e., funding sources), and
35 history of SG funded projects.
- 36
- 38 843.2 The General Reserve shall not be directly requested for funding. All requests
 must first be made in the form of a Special Request.



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- 3 843.3 A General Reserve request must be approved by two-thirds (2/3) of the
- 4 B&A Committee.
- 5
- 6 843.4 The SG Business Manager, SG Accountant(s), SG Treasurer, and B&A Chair
- 7 shall review and make recommendations to the Budget & Allocations
- 8 Committee on whether use of the General Reserve is appropriate for the
- 9 Special Request.
- 10
- 11 843.5 After recommendations are made by the aforementioned fiscal officers, the
- 12 request shall proceed through the Budget & Allocations Committee as a
- 13 normal bill in legislative process, or directly to the Student Senate if
- 14 sponsored by eight (8) senators after having been defeated by the B&A
- 15 Committee.
- 16 Chapter 850 University Policies and Procedures
- 17
- 18 850.1 Personnel - All requests for the establishment of new positions or the
- 19 reclassification of existing positions must follow established University
- 20 Policies and Procedures. Funding for these requests must follow normal
- 21 legislative procedures.
- 22
- 23 850.2 During each budget hearing, the continuation of funded salaried positions
- 24 shall be evaluated.
- 25 Chapter 851 Contracts
- 26
- 27 851.1 Only the Vice President for Administration and Finance and/or the
- 28 University President is authorized to sign entertainment and professional
- 29 service contracts on behalf of the University. Any agreement signed by other
- 30 parties is considered to be a private one that the University is under no
- 31 obligation to honor.
- 32
- 33 851.2 All non-standard contracts are to be reviewed and approved by the Vice
- 34 President for Student and International Affairs or his designee prior to being
- 35 forwarded to the Vice President for Administration and Finance.



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- 3 851.3 All contracts must be completed according to University Policies.
- 4
- 5 851.4 Contracts are necessary for all entertainment, entertainment support,
- 6 lectures, vendor services, and contracted software. Entities should seek the
- 7 SG Business Manager for advisement on contract related matters.
- 8
- 9 851.5 All contracts expending A&S Fees should exclude travel arrangements such
- 10 as airfare, lodging, and ground transportation.
- 11
- 12 851.6 All contracts expending A&S Fees should exclude meals and contain a
- 13 buyout clause for food. If the contracting party is not honoring a food
- 14 buyout these food requests must be approved by the SG Business Manager
- 15 prior to expending A&S Funds.
- 16
- 17 851.7 If A&S Fees are partially funding the contracted party the additional funds
- 18 must be authorized and accessible in a University budget index to acquire the
- 19 SG Business Manager's signature on the routing form.
- 20
- 21 851.8 A standard contract routing form must accompany all standard contracts
- 22 expending A&S funds. The following signatures are required on the form:
- 23
- 24 A. Agency Director, RSO President, Department Head or
- 25 Branch Head,
- 26
- 27 B. Appropriate Advisor if applicable,
- 28
- 29 C. SG Business Manager or his/her designee
- 30
- 31 851.9 A non-standard contract routing form must accompany all non-standard
- 32 contracts expending A&S funds. The following signatures are required on
- 33 the form:
- 34
- 35 A. Agency Director, RSO President, Department Head or Branch Head,
- 36
- 37 B. Appropriate Advisor if applicable,



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- 2 C. SG Business Manager or his/her designee,
- 3
- 4 D. President or his/her designee,
- 5
- 6 E. Vice President for Student and International Affairs or his/her
- 7 designee,
- 8
- 9 F. Director of Health, Safety, Insurance, and Risk Management or
- 10 his/her designee,
- 11
- 12 G. Office of the General Counsel,
- 13
- 14 H. Vice President for Administration and Finance or his/her designee.

Chapter 852 Audits

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- 17
- 18 852.1 Auditing of the A&S Fee Budget may be conducted annually through the use
- 19 of an independent auditor.
- 20
- 21 852.2 Upon request, each Budget Director shall submit in writing to the SG
- 22 Business Manager a Report of Budget Status, which will include expenditures
- 23 to date.
- 24
- 25 852.3 The University Internal Auditor, President, Senate President, B&A
- 26 Committee Chair, SG Treasurer, Vice President for Student and
- 27 International Affairs, and/or the SG Business Manager may audit the A&S
- 28 indexes.

Chapter 853 Requisitions and University Processing

- 29
- 30
- 31 853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be
- 32 processed by the SG Business and Accounting Office.
- 33
- 34 853.2 After receipt of a processed Requisition by the UNF Purchasing
- 35 Department, a Purchase Order shall be issued and sent to the vendor. This
- 36 Purchase Order shall authorize the delivery of goods or services.



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853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent to the SG Business and Accounting Office.

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Chapter 854 Procedures for Specific Items

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854.1 Mailing - A Student Organization may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the appropriate A&S Fee index.

854.2 Printing - Centralized index requests for printing shall be processed through the SG Business and Accounting Office for approval.

854.3 Property Control

A. Property purchased through A&S Fees is the property of the State of Florida, as administered by the SG Business and Accounting Office of the University of North Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.

B. When an RSO is declared inactive, all Student Government inventoried items purchased through A&S Fees shall be relinquished to the SG Business and Accounting Office.

C. When a student is no longer enrolled concurrently, he/she shall relinquish to the SG Business and Accounting Office all Student Government inventoried items purchased through A&S Fees.

D. The SG Business Manager shall verify the inventory and notify the Budget & Allocations Committee of its condition and make a recommendation of possible future use. All property items deemed



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2 by the SG Business Manager as surplus shall be disposed of through
3 established University procedures, if the disposal is approved by the
4 President.
5

6 E. Property purchased through A&S Fees, as administered by the SG
7 Business and Accounting Office, may be checked out with the
8 following conditions:
9

10 1. The SG Business Manager and President must approve the
11 use of all property that is classified as OCO.
12

13 2. The SG Business Manager, President, or the appropriate
14 Agency must approve the use of all property. Agency
15 Advisors will maintain a property log and a check-out and
16 check-in log for items that are maintained by that funded
17 entity. A Property Control Policy from each funded entity
18 shall be provided to the SG Business Manager and Monthly
19 Property Control activity reports shall be provided to the SG
20 Business Manager.
21

22 F. Failure to comply with University or SG Property Rules and
23 Regulations will be considered a major offense in the management of
24 A&S Fee funds.

Chapter 860 Assessment and Penalty Process

25
26
27 860.1 Reassessment of budget lines may be deemed necessary upon any of the
28 following:
29

30 A. Violations of the Finance Code occur.
31

32 B. Expenditures of funds inconsistent with the original intent of the
33 approved allocations.
34

35 C. Projected A&S Fee Revenue is not met.
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D. A Budget Transfer request.

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Chapter 861 Freezing of Funds

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861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

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861.2 Freezing of indexes can be utilized whenever:

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1. Violations of the Finance Code occur.
2. Reassessment of the budget is required.
3. It is deemed necessary by the SG Business Manager.
4. It is deemed necessary by the SG Treasurer.
5. Expenditures of funds inconsistent with the original intent of the approved allocations.
6. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.
7. It is deemed necessary by a two-thirds (2/3) vote of the Student Senate.

28

861.3 The SG Business Manager may freeze an index for a period not to exceed thirty (30) business days. Two business days prior to such action, the SG Business Manager must provide written notification to the entity whose funds are being frozen, and to the Senate President.

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861.4 The SG Treasurer, the B&A Committee, or Student Senate may freeze the funds of an index for a period of time not to exceed ten (10) business days, or any line item within the index for the remainder of the current fiscal year. The SG Treasurer, B&A Chair, or the Senate President must notify, in

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2 writing, the entity, Student Body President, SG Business Manager, and the
3 Director of Operations of the reason(s) for such action and the duration of
4 the freeze.

5
6 861.5 The entity may appeal the decision to freeze under the normal appeals
7 process (per Title V). If the decision is overturned, the funds will be returned
8 to the entity. If the decision is upheld:

9
10 A. The index will be frozen to the end of the ten (10) business day
11 decision, or

12
13 B. The line item will be transferred to Special Requests.

15 Chapter 862 Budget Deficits

16
17 862.1 No A&S funded entity may overspend their budget allocation without prior
18 approval of the Student Senate by a two-thirds (2/3) vote.

19
20 862.2 Any entity that acquires a deficit in an expenditure category in their index
21 may be placed on probation by the SG Business Manager or by two-thirds
22 (2/3) vote of the Student Senate. The probation shall be terminated when
23 deficit is eliminated. While on probation the entity will not be eligible to
24 receive additional funding unless granted by the Student Senate with a two-
25 thirds (2/3) vote.

26
27 862.3 The SG Business Manager shall give Notice of Probation and Notice of
28 Removal from Probation, in writing, to the entity, the President, the Senate
29 President, and the Budget & Allocations Chair.

30 Chapter 863 Penalty Measures

31
32 863.1 Misuse of A&S fees is an offense against the Student Body punishable by the
33 Budget & Allocations Committee, Senate, and/or Judicial Council.



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863.2 If an A&S funded department or agency is found to be in violation of the Finance Code, the following actions may be taken:

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A. On the first (1st) offense, in the same fiscal year, said department or agency shall again be placed on thirty (30) day probation and written Notice of Probation shall be provided by the SG Business Manager to the Vice President for Student and International Affairs. If said department is not within the Division of Student Affairs, written notice shall also be provided to the appropriate University Vice President.

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A. On the second (2nd) offense, in the same fiscal year, decentralized indexes will automatically become centralized. The SG Business Manager will inform the Student Senate at the next regularly scheduled Senate meeting. The index shall remain centralized until decentralization is approved by the Student Senate as per 830.2.

25

863.3 Upon suspension from Club Alliance due to a major offense, an RSO shall be banned from accessing club funds for the current fiscal year, and shall be further banned from requesting Special Requests and Travel Requests from Student Government for the next two (2) fiscal years, not including the current fiscal year.

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863.4 When an A&S funded department or agency is placed on probation, the Budget Director of the index shall abide by the following during the probation period:

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A. Monthly reports must be presented to the Student Senate on the entity's efforts to comply with violations. The entity's Budget Director shall make the presentation.

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- B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the SG Business Manager.
- C. The Budget Director and all officers of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the SG Business Manager and the Budget & Allocations Chair.
- D. At the end of each month all financial records of the entity shall be submitted to the SG Business Manager.

Furthermore: Let it be enacted, by the University of North Florida Student Government, that the above referenced amendments be made to Title VIII: The Finance Code of the Student Government of the University of North Florida effective immediately.

Senate Action

Respectfully Submitted: Budget and Allocations Committee

Introduced by: Senator Billy Namen

Senate Action: 21-0

Date: July 11th 2011

Signed, Carlo Fassi
33 *Carlo Fassi, Senate President*

Executive Action

Let it be known that SB-11S-2525 is hereby

PASSED / VETOED / LINE-ITEM VETOED

on this 18 day of July, 2011.

Signed, Matt Brockelman
Matt Brockelman, Student Body President



SENATE LEGISLATION

SB-11SB-2533

1 *SB-11SB-2533: Joseph Ferrara*

2 Whereas: The Student Government of the University of North Florida was established to represent
3 student concerns in all University wide matters, and;

4 Whereas: The Budget and Allocations Committee is a standing committee of the Student
5 Government Senate, responsible for funding only those entities that comply with the
6 Student Government mission which is to represent student concerns in all university wide
7 matters while developing and promoting programs and activities of practical value and
8 interest to students, and;

9 Whereas: This purchase or activity reflects the genuine students interest and enhances the
10 educational, social, cultural, and recreational interests of the University of North Florida
11 students and;

12 Whereas: The student, Joseph Ferrara, is an Activity and Service fee paying student looking to
13 enhance the cultural and social interests of the students of the University of North
14 Florida, and;

15 Whereas: Joseph Ferrara, in order to further enhance the cultural and social interests of the students
16 of the University of North Florida, is seeking funding for travel to the 2011 Pi Mu
17 Epsilon National Meeting at MAA Math Fest in Lexington, Kentucky from the 3rd to the
18 6th of August;

19 Whereas: Joseph Ferrara is requesting funding for the below items:

20	Lodging:	1 Room X 3 nights	X	\$146.31/night	= \$438.94
21					
22	Total:				= \$438.94

23
24 **Therefore:** Let it be enacted, by the University of North Florida Student Government, that \$439
25 be expended from the Student Conference Travel Index 402028 to pay for the above
26 referenced items.

Senate Action

Respectfully Submitted: Budget and Allocations Committee
Introduced by: Sen. Trey Marks
Senate Action: 20-0-0
Date: July 11th 2011
Signed, *Carlo Fassi*
Carlo Fassi, Student Senate President

Executive Action

Let it be known that SB-11SB-2533 is hereby
PASSED VETOED / LINE-ITEM VETOED
on this 15 day of JULY, 2011.
Signed, *Matt Brockelman*
Matt Brockelman, Student Body President



SENATE LEGISLATION

SB-11SB-2534

1

SB-11SB-2534: Rachel Levanger

2 Whereas: The Student Government of the University of North Florida was established to represent
3 student concerns in all University wide matters, and;

4 Whereas: The Budget and Allocations Committee is a standing committee of the Student Government
5 Senate, responsible for funding only those entities that comply with the Student Government
6 mission which is to represent student concerns in all university wide matters while
7 developing and promoting programs and activities of practical value and interest to students,
8 and;

9 Whereas: This purchase or activity reflects the genuine students interest and enhances the educational,
10 social, cultural, and recreational interests of the University of North Florida students and;

11 Whereas: The student, Rachel Levanger, is an Activity and Service fee paying student looking to
12 enhance the cultural and social interests of the students of the University of North Florida,
13 and;

14 Whereas: Rachel Levanger, in order to further enhance the cultural and social interests of the students
15 of the University of North Florida, is seeking funding for travel to the 2011 Pi Mu Epsilon
16 National Meeting at MAA Math Fest in Lexington, Kentucky from the 3rd to the 6th of
17 August;

18 Whereas: Rachel Levanger is requesting funding for the below items:

19 Lodging: 1 Room X 3 nights X \$146.31/night = \$438.94

20
21 Total: = \$438.94

22
23 Therefore: Let it be enacted, by the University of North Florida Student Government, that \$439 be
24 expended from the Student Conference Travel Index 402028 to pay for the above
25 referenced items.

Senate Action

Respectfully Submitted: Budget and Allocations Committee

Introduced by: Sen. Trey Marks

Senate Action: 20-00

Date: July 11th 2011

Signed, **Carlo Fassi**

Carlo Fassi, Student Senate President

Executive Action

Let it be known that SB-11SB-2534 is hereby

PASSED / VETOED / LINE-ITEM VETOED

on this 15 day of JULY, 2011.

Signed, **Matthew Brockelman**

Matt Brockelman, Student Body President