

Fall 8-1-2012

# Senate Bill SB-12F-2634 Title VIII Revisions, Special Request Optimization Act

Student Government Association  
*University of North Florida*

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## Suggested Citation

Student Government Association, "Senate Bill SB-12F-2634 Title VIII Revisions, Special Request Optimization Act" (2012).  
*Legislation*. 2338.  
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# SENATE LEGISLATION

## SB-12F-2634

1 *SB-12F-2634 : Special Request Optimization Act*

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

4 Whereas: The Student Senate is the legislative body of the University of North Florida's  
5 Student Government given the responsibility of carrying out such legislative acts that  
6 are necessary and proper for the Student Body of the University of North Florida;  
7 and;

8 Whereas: Legislation dealing with necessary and proper statutory revisions shall be considered  
9 by Student Senate; and

10 Whereas: The current time requirements for special requests is unreasonable; and

11 Furthermore: The following revisions are being proposed to Title;

12 **TITLE VIII: The Finance Code**

13 **Chapter 840 Policies for Funding Requests**

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15 840.1 RSOs requesting funding for special events or for travel shall, upon request,  
16 present a five-year background of comprehensive annual reports to the B&A  
17 Committee and to the Senate.

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19 840.2 A properly completed Travel Request shall be submitted to the B&A Chair a  
20 minimum of five (5) weeks prior to the event or travel date.

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22 840.3 A properly completed Special Request shall be submitted to the B&A Chair a  
23 minimum of ~~ten (10)~~ four (4) business days prior to the next scheduled B&A  
24 Committee Meeting.

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26 840.4 A properly completed Request Form shall consist of;  
27 1. Request Form including applicable standard questions, signed by the  
28 appropriate advisor, the club president, the club treasurer or Budget  
29 Director.

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31 2. Total cost spreadsheet,

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33 3. Total request spreadsheet,



# SENATE LEGISLATION

## SB-12F-2634

### *SB-12F-2634 : Special Request Optimization Act*

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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, N#'s, UNF email address, phone number and mailing address.
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 upon receiving written confirmation that the club is in good standing with Club Alliance. 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 four (4) weeks prior to the travel date for a travel request, and ~~three (3)~~ two (2) days prior to the next B&A meeting for a special request. Once all appropriate signatures have been attained, no portion of the request can, or shall be altered unless required by the B&A committee after being heard.

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 Senate. That sponsor shall give a brief introduction of the presenter's request and shall then be seated in his/her assigned seat for both the B&A Committee and Senate Hearings.



# SENATE LEGISLATION

## SB-12F-2634

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### SB-12F-2634 : Special Request Optimization Act

2           840.8           In order for the B&A Committee and Senate hear a request for funding, both  
3                           the Senate Sponsor, and at least one representative from the entity  
4                           submitting the request must attend the B&A Committee Meeting and Senate  
5                           Meeting at which the request is presented. The senate sponsor cannot, under  
6                           any circumstances, be the entity's representative.

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8           840.9           If the Senate votes to allocate funding in the form of either a Travel Request  
9                           (through the B&A Committee) or a Special Request (through the normal  
10                          legislative process), the requesting entity shall meet with the SG  
11                          Accountant(s) within three (3) business days after legislation is approved.  
12                          The meeting shall consist of an explanation of the internal procedures and  
13                          funding arrangements. Failure to do so shall result in loss of funding.  
14                          Notification of failure to meet with the SG Accountant(s) will be given to the  
15                          B&A Chair by the SG Business and Accounting Office. This funding will  
16                          then be eligible for reallocation by the B&A Committee.

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18           840.10          If a request is heard by the B&A Committee and fails to pass, eight (8)  
19                           Senators may sponsor the failed request and forward the request to the  
20                           Senate in the form of a bill on 2<sup>nd</sup> read. This bill is then subject to the normal  
21                           legislative process.

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23   **Therefore:    Let it be enacted, by the University of North Florida Student Government that the**  
24                    **proposed revisions to Title VIII be made.**

#### Senate Action

Respectfully Submitted: Budget and Allocations Committee  
Introduced by: Sen. Christopher Brady  
Senate Action: Unanimous Consent  
Date: October 8<sup>th</sup>, 2012  
Signed, **Zak Varshovi**

*Zak Varshovi, Student Senate President*

#### Executive Action

Let it be known that SB-12F-2634 is hereby  
PASSED / ~~VETOED~~ / ~~LINE-ITEM VETOED~~  
on this 9 / day of OCTOBER, 2012.

Signed, **Carlo Fassi**

*Carlo Fassi, Student Body President*