



**The University of West Florida  
Student Government Association**

Legislation: 13-14 B XVI

Subject: A&S Manual Changes

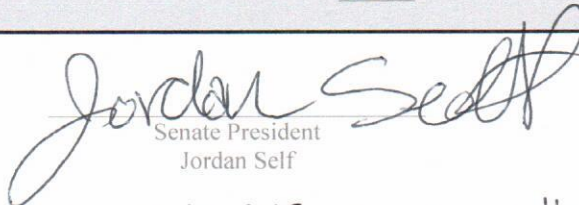
Authors: Budget and Allocations Committee

Sponsors: Budget and Allocations  
Committee

See attached

University of West Florida Student Body Statutes.

First Reading: <u>Passes</u>	Second Reading: <u>Passes</u>
Yes: <u>15</u>	Yes: <u>15</u>
No: <u>1</u>	No: <u>1</u>
Abstain: <u>0</u>	Abstain: <u>0</u>

  
Senate President  
Jordan Self

Be it known that Student Government 13-14 BVI is hereby signed on 4-4-14

Pass: ✓ Veto: \_\_\_\_\_

  
Chris Hill  
Student Body President

## TITLE XI: THE ACTIVITY AND SERVICE FEE MANUAL

### Chapter 1100: The Activity and Service Fee Manual

- 1100.1 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee inasmuch as is allowed by law and university policy, and reads as follows:

#### I. Explanation of the Activity and Service Fee

- A. The Activity and Service Fee, as provided for by law, is collected on a per-credit-hour basis. According to Florida Statute 1009.24 10(b):  
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, the membership of which is open to all students at the university without regard to race, sex, or religion. 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 association of the university[...]Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year. [Abridged]
- B. The Activity and Service Fee is a per credit hour fee set by the Student Fee Committee each year.

#### II. Awarding of the Activity and Service Fee

- A. At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to Registered Student Organizations (RSOs), Sports Club Council, Departments, and other similar entities on a yearly basis during the spring budget process; however, some money is set aside in the following accounts (which will be referred to collectively as 'Interim Accounts') for award throughout the year by the Budget and Allocations Committee:
1. Project Grants
  2. Travel Grants
- B. The yearly budget process timeline is as follows:

<u>Month of</u>	<u>Action</u>
September	An e-mail will be sent to RSOs and small departments awarded an annual budget reminding them to review the A&S Manual and review procedures for spending funds.

~~October~~ — A memorandum is sent to all RSO, Sports Club Council, and Departments funded by the A&S Fee indicating that their budget requests for an Annual Budget are due in January.

~~January~~ ~~October - December~~ The Budget and Allocations Committee will establish a date within this period deciding when annual budget requests will be due. The Budget and Allocation Chair will notify via e-mail, the RSOs, Sports Club Council, and departments Department of annual budget request due date, budget requests are due. At time of submitting budget request, hearing times need to be scheduled.

January/  
February Budget and Allocations Committee holds budget hearings.

March The Budget and Allocations Committee present to Senate. Following approval by Senate, the bill will be presented for signing to the Student Body President and then the University President.

~~May~~ ~~April~~ A memorandum stating that all carry forward requests are due in a month will be sent to those awarded an Annual-annual Budgetbudget.

June The Budget and Allocations Committee deliberates about carry forward requests. Carry forward requests awarded are announced via an e-mail to the requester.

C. Only RSOs that have been established for 12 full months as of January 1st one calendar year (January thru December), can submit a budget request for an Annual Budget. An appeal to waive this requirement may be submitted to the Budget and Allocations Committee Chair who, at his/her their discretion, may bring the appeal before the Budget and Allocations Committee for review and final decision.

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D. Quorum consists of more than half of the Budget and Allocations Committee members, including the Budget and Allocations Chair, who have been duly elected or appointed and subsequently sworn in. No decision shall be made by the Budget and Allocations Committee without quorum present, except during summer and online voting, when the act of submitting a vote counts toward quorum for that decision.

E. A majority vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. A majority vote is defined as more than half of the total votes cast. The Budget and Allocations Chair may vote if his or her decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.

F. A&S Non-recurring funds:

The Budget and Allocations Committee, by a three-fourths vote, has the authority to allocate these funds to projects, programs, or initiatives that promote the mission of the organization and/or enhance university-wide student programming.



~~F.G.~~ The Budget & Allocations Committee has the right to add stipulations on all A&S funded accounts.

### III. Usage of the Activity and Service Fee

- A. Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.
- B. If funds are not expended within the expressed intent of the approved budget, then upon the recommendation of the Budget and Allocations Committee to the Student Government Association Senate and upon notification to the Vice President of Student Affairs, a hold may be initiated on the organization's right to expend A&S Fee funds. If a hold is implemented against an account, the account administrator may appeal to the SGA Senate within five working days. A majority vote of the SGA Senate, approval by the Student Body President, and approval by the Vice President of Student Affairs are required to remove the hold. Furthermore, notwithstanding a hold on the account, failure to expend funds as intended may affect an A&Sfunded entity's future funding decisions.
- C. A&S Fee funds are intended for the benefit of UWF students, both in spirit and by law. Use of A&S Fee funds with the intent to benefit other groups (i.e. not UWF students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.
- D. Deficit spending is prohibited. All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.
- E. In addition to the limitations of the statute governing A&S Fees, the Budget and Allocations Committee will not grant money to groups who discriminate their membership based on any of the criteria listed in UWF's Policy Prohibiting Discrimination, Harassment & Retaliation (P-13.03-05/10), which states that individuals shall be free "from discrimination or harassment based on the following protected classes: age, color, disability, gender, marital status, national origin, race, religion, sexual orientation and veteran status..." "Gender" as used throughout this policy shall mean sex and gender identity."
- F. A&S Fees generated by the Emerald Coast Campus are allocated in full to the Emerald Coast Campus. If, at the end of the fiscal year, not all of the funds have been used, the Budget and Allocations Committee may choose, with a three-fourths vote, to allocate those funds for use on the main campus non-recurring fund.

~~G. A&S Fee funds may not be used for fundraising purposes.~~

H. G. A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.

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Examples of prohibited use:

- Funds used to purchase doughnuts to be sold for fundraising.
- Funds to be given to a charitable agency (i.e. Red Cross).

Examples of permissible use:

- Funds used to purchase refreshments for an event that supports a charitable cause (i.e. Pizza for Relay for Life event).

- I. All A&S Fee funded organizations, departments, or events must include the "funded through SGA" logo on all advertisements, promotional materials, and/or giveaways, and on any items purchased with A&S money. Exemptions may be granted by the Budget and Allocations Chair.

#### IV. Interim Accounts

##### A. Request and Approval Process:

1. All requests for funding from any of the interim accounts must be made three or more Fridays before the planned activity. Requests submitted after this deadline will be processed in the order received, and may or may not be approved in time for the event.
2. Request forms shall serve as required cover sheets and shall be available in the SGA office. Online forms may be made available as well. Paper copies of all completed requests must be submitted physically to the SGA office by the prescribed deadline.
3. An officially submitted request shall include the above-required cover sheet atop each copy of the documentation and information indicated in the account explanation, as well as an itemized budget for the request. Any submittals lacking the required number of copies, any of the requirements mentioned in the account explanation, or an itemized budget, shall not be considered submitted for the purposes of IV.A.1 above, and therefore will not be reviewed by the Budget and Allocations Committee. The person submitting the request has the duty of ensuring his or her request is complete.
4. The Budget and Allocations Chair will notify the organization's president or account administrator of the individual of the Budget and Allocations Committee's decision within three business days after the decision is made. The President or account administrator must then make arrangements with the proper university official to access the funds.
5. The receipt of prior funding from any of the interim accounts is not a guarantee of future funding.

B. Project Grants:

1. RSOs and ~~d~~Departments not funded through the yearly budget process are eligible to receive project grants. Project grants are to be used for one-time activities that promote the mission of the organization and/or enhance university-wide student programming.
2. Funded entities, as well as individual members or small groups belonging to those entities, whose requests are related in any way to the business of said entity, shall be ineligible to receive funding from this account.
3. Organizations may receive no more than three grants per fiscal year, ‡ not to exceed \$3,000 for the fiscal year.
4. Grant requestsmust explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.
5. An organization must be officially registered and in good standing with the University of West Florida to receive funds from this account.
6. Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.
7. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

C. Travel Grants:

1. Undergraduate and graduate students who are travelling to advance their educational experience in their area of study or interest are eligible to receive funding from this account.
2. Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.
3. Students may receive a maximum of \$500 per semester. Groups of three students or more travelling for the same purpose may receive a maximum of \$1,500 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of \$3,000 per fiscal year.
4. Students applying for assistance must first gain approval from the department chair and/or Faculty/Staff advisor.



5. All funds approved by the Budget and Allocations Committee must be equally matched by any source not already funded by the A&S Fee. Students making requests must show proof of these matching funds as part of their request.
6. Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individuals' academic career and the University.
7. If funding for food is awarded it will only be at the university's per diem rate.
8. Awarded funds will be disbursed directly to students in a manner consistent with university policy; authority over the monies shall not be delegated to other university departments, A&Sfunded or not.
9. Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.
10. Individual undergraduate and graduate students, RSOs, and sports clubs travelling to national competitions are eligible to receive two awards from this account per semester, not to exceed \$2,000 per request. A&Sfunded entities are eligible for funding from this account if the requesting organization or individual has participated in the regional tournament, if one exists, and qualified for the national tournament as a result. However, if an entity requesting funds is already funded the request must be approved by a three-fourths vote of the Budget and Allocations Committee.

D. Budget Transfers:

All budget amendments and transfers must be approved by the Budget and Allocations Chair.

## V. Carry Forwards

- A. All funds remaining in an A&Sfunded accounts shall be swept into the main A&S Fee non-recurring account except:
  1. Funds left in the SGA account shall be transferred into the SGA contingency account.
  2. Funds left in the Recreation Administration umbrella of accounts, shall be transferred into the Recreation contingency account.
  3. Funds left in the UCSA Administration and UCSA General umbrella accounts shall be transferred into the Commons contingency account.
  4. Funds left in any Salary account for any A&S funded, non-student positions shall be transferred into the Salary Contingency account.

5. Funds left in small departments with base budget shall be transferred to their contingency accounts.

6. If the Budget and Allocations Committee approves a carry forward request from an RSO-organization or department, the funds approved shall be carried forward into that RSO-organization or departments account for the next fiscal year.

B. Rules A.1 through A.6 above may be overturned by a three-fourths vote of the Budget and Allocations Committee.

## VI. Declaration of Audit Rights

The Student Government Association Budget and Allocations Committee reserves the right to formally review any entity which receives funds from the A&S Fee and these monies are subject to state and local audits



## ~~VI. Declaration of Audit Rights~~

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