



STUDENT GOVERNMENT ASSOCIATION

The University of West Florida

Student Government Association

A&S Fee Budget Transfer

Legislation: 16-17 Bill V

Author(s): Co-Chair Beckett and Whipple; Senator Abdelqader

First Reading: <u>9-9-16</u>	Second Reading: <u>9-9-16</u>
Yes: <u>15</u>	Yes: <u>15</u>
No: <u>0</u>	No: <u>0</u>

Mr. Zachary Laczko

SGA Senate Pro Tempore

Be it known that Student Government 16-17 Bill V is hereby signed on 9-9-16



Pass

Veto

9-9-16

Date

Mr. Jacob Hebert

Student Body President

Legislative Intent: The purpose of this is to amend the document to clearly state some of the rules and policies that are already in place for A&S Fee Budget Transfers.

TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1200: Intent

1200.1 The Activity and Service Fee Manual shall govern all decisions regarding the Activity and Service Fee in as much as is allowed by law and university policy, and reads as follows:

Chapter 1201: Explanation of the Activity and Service Fee

1201.1 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):

A. 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]

1201.2 The Activity and Service Fee is a per-credit-hour fee set by the Student Fee Committee each year.

Chapter 1202: Awarding of the Activity and Service Fee

1202.1 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:

A. Project Grants

B. Travel Grants

1202.2 The yearly budget process timeline is as follows:

Month of Action

September

An email 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- December

The Budget and Allocations Committee will establish a date within this period deciding when annual budget requests will be due. The Budget and Allocations Committee Chair will notify ~~via e-mail~~ the RSOs, Sports Club Council, and departments of annual budget requests due date via e-mail.

January/February

Budget and Allocations Committee ~~holds~~ will hold budget hearings.

March

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

April

A memorandum stating that all carry forward of excess funds requests are due in a month will be sent to Departments and Departmental Organizations.

June

The Budget and Allocations Committee deliberates about requests to carry forward excess funds . Requests approved are announced ~~via an e-mail~~ to the requester via an e-mail.

1202.3 Only RSOs that that are “active” as defined by the Student Involvement website may submit a budget request for an Annual Budget and are eligible to receive an Annual Budget. If an RSO is awarded an Annual Budget and becomes “inactive” as defined by the Student Involvement website, the awarded funds may be swept into the main A&S Fee non-recurring account.

1202.4 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.

1202.5 Majority Vote of the Budget and Allocations Committee shall decide any matter, except where otherwise noted. 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.

1202.6 A&S Non-Recurring Funds

A. The Budget & Allocations Committee, by 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.

1202.7 The Budget and Allocations Committee has the right to add stipulations on all A&S funded accounts.

Chapter 1203: Usage of the Activity and Service Fee

1203.1 Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.

1203.2 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 Student Government Association Senate within five working days. Majority Vote of the Student Government Association 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&S funded entity's future funding decisions.

- 1203.3 A&S Fee funds are intended for the benefit of University of West Florida students, both in spirit and by law. Use of A&S Fee funds with the intent to benefit other groups (i.e. not University of West Florida students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.
- 1203.4 Deficit spending is prohibited. All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.
- 1203.5 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 University of West Florida'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."
- 1203.6 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 Three-Fourths Vote, to allocate those funds for use on the main campus non-recurring fund.
- 1203.7 A&S Fee funds may not be used for fundraising purposes or the direct generation of revenue.
- A. Examples of prohibited use:
1. Funds used to purchase doughnuts to be sold for fundraising.
 2. Funds to be given to a charitable agency (i.e. Red Cross).
- B. Examples of permissible use:
1. Funds used to purchase refreshments for an event that supports a charitable cause (i.e. Pizza for Relay for Life event).
- 1203.8 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.

- D. Any new or additional funding to the salary index after the yearly allocation will have to be presented to the SGA President and the A&S Fee Budget and Allocations Chair. The Budget Chair will vet the new or additional funding request to the Budget Committee for comments, questions, and final decision. If the Budget Committee votes in favor of the new or additional funding to the salary index, a Bill will be written that will be presented and voted on by the SGA Senate.

Chapter 1205: Excess Funds

1205.1 All funds remaining in A&S funded accounts shall be swept into the main A&S Fee non-recurring account except, if given approval by a Majority Vote of the Budget & Allocations committee in the affirmative, Departmental and Departmental Organization funds. If approval is given by the Budget & Allocations Committee, excess funds will be moved to the appropriate contingency account(s). Excess funds approved for carry forward will only be available for one additional fiscal year.

- A. Funds left in any Salary account for any A&S funded, non-student positions shall be transferred into the Salary Contingency account.

Chapter 1206: Declaration of Audit Rights

1206.1 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 funds are subject to state and local audits.