



# The University of West Florida

## Student Government Association

### Budget Transparency Act

Legislation: 19-20 Bill IX  
Author(s): Chair Kennedy

First Reading: <u>2/28/20</u>	Second Reading: _____
Yes: <u>8</u>	Yes: _____
No: <u>10</u>	No: _____
Abstain: <u>0</u>	Abstain: _____

\_\_\_\_\_  
Ms.Noemi Gaytan  
Senate Pro Tempore

Be it known that Student Government 19-20 Bill IX is hereby signed on \_\_\_\_\_.

\_\_\_\_\_  
Pass

\_\_\_\_\_  
Veto

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ms.Zenani D. Johnson

Student Body President

Chapter 1202: Awarding of the Activity and Service Fee

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1202.01 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

1202.02 The yearly budget process timeline is as follows:

Month of Action

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- 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 the RSOs, Sports Club Council, and departments of annual budget requests due date via e-mail.

January/February

Budget and Allocations Committee will hold budget hearings.

March

The Budget and Allocations Committee will present to Senate. Following approval by Senate, the bill will be presented 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 to the requester via an e-mail

- 1202.03 Only RSOs 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 Student Involvement website, the awarded funds may be swept into the main A&S Fee non-recurring account.
- 1202.04 No decision shall be made by the Budget and Allocations Committee outside of a ~~regularly scheduled~~ official meeting. The Budget and Allocations Committee ~~shall~~ may only take summer session votes by e-mail vote, using official Student Government Association or unique student accounts subject to public records requests under Florida law.
- 1202.045 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 ~~outside of meetings~~ with ~~out~~ quorum ~~present as defined by the statutes~~, except during summer and online voting, when the act of submitting a vote counts toward quorum for that decision.
- 1202.056 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.
- 1202.067 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.

1202.078

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