



# The University of West Florida Student Government Association

## Awarding of the Activity and Service Fee

Legislation:23-24 Bill # II

Author(s): Senate Pro Tempore Hicks

|                        |                          |
|------------------------|--------------------------|
| First Reading:9/8/2023 | Second Reading: 9/8/2023 |
| Yes: 11                | Yes:11                   |
| No:0                   | No:0                     |
| Abstain:0__            | Abstain: 0__             |

---

*Ms. Bravian Hicks*  
Senate Pro Tempore

Be it known that Student Government 23-24 Bill # II is hereby signed on \_\_\_\_\_.

\_\_\_\_\_  
Pass

\_\_\_\_\_  
Veto

\_\_\_\_\_  
Date

---

*Ms. Ariauna Range*  
Student Body President

## Chapter 1202: Awarding of the Activity and Service Fee

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 awards throughout the year by the Budget and Allocations Committee. The Interim Accounts shall be as followed:

- A. Organizational Grant Fund (Project Grants)
- B. Academic Travel (Travel Grants)
- C. Special Project Grants

1202.02 The yearly budget process Month of Action timeline is as follows:

A. October - December – The Budget and Allocations Committee Chair will establish a date within this period to decide when the annual budget requests will be due. The Budget and Allocations Committee Chair will notify via email the RSOs, Sports Club Council, and Departments of annual budget requests due date.

B. January - February – The Budget and Allocations Committee will hold budget hearings. From the budget hearings the Budget and Allocations

Committee will establish an Annual Budget Bill to be presented to the Student Government Association (SGA) Senate.

C. March - Following approval of the Annual Budget Bill by the SGA Senate, the Annual Budget Bill will be presented by the SGA President to the University President for final approval. Once the Budget Bill has final approval the Budget and Allocations Chair will send emails to all awardees on Annual Budget Allocation.

D. June - July – The fiscal year will end effective June 30th. Any awarded A&S funds not spent by this date will be swept and returned to the Working Reserve account beginning July 1st.

**1202.03** Only RSOs that are “active” as defined by the Student Engagement website may submit a budget request for an Annual Budget. ~~and are eligible to The Budget and Allocations Committee will present to Senate.~~ If an RSO is awarded an Annual Budget and becomes “inactive” as defined by the Student Engagement website, the awarded funds may be swept into the A& S Fee Working Reserve account.

1202.04 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 a quorum present, except during summer and online voting, when the act of submitting a vote counts toward a quorum for that decision.

1202.05 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 their decision will affect the outcome. During summer and online voting, the Chair can be included in the regular vote count.

1202.06 A&S Emergency Reserve account shall keep a balance of \$300,000.00 and will be used for emergencies, i.e. major equipment replacement, revenue shortfall to cover budget allocation, etc. Spending from this account shall be approved by the SGA President and the Budget and Allocations Chair.

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.

1202.07 Statement on Reserve Spending A&S Working Reserve account will be used to fund projects, programs, or initiatives that promote the mission of the organization and/or enhance University-wide student programming. Spending from this account shall be approved by the SGA President and Budget and Allocations Chair.

1202.08 The Budget and Allocations Committee has the right to add stipulations on all A&S-funded accounts at any point and time.