
SB-24S-3763: Title VIII Revisions

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

4 Whereas: The Budget & Allocations Committee is a standing committee of the Student Government Senate,
5 responsible for funding only those entities that comply with the Student Government mission,
6 which is to represent student concerns in all university wide matters while developing and
7 promoting programs and activities of practical value and interest to students, and;

8 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are
9 being proposed in an effort to ensure future compliance with the law and the balance of our
10 democratic system.

11 TITLE VIII: THE FINANCE CODE

12 **Chapter 802: Uses and Purpose of the Activity & Service Fee Budget**

13 802.1 All uses of the Activity & Service Fee (A&S Fee) Budget shall be subject to and governed by the
14 laws of the United States of America, the State of Florida, the rules and regulations of the
15 University of North Florida, the UNF Board of Trustees, the Constitution and Statutes of
16 the Student Government of the University of North Florida, all applicable SG Policies and
17 Procedures, and the Provisionary Language stated in the current fiscal year budget.

18 802.2 The A&S Fee Budget shall be expended by Student Government for lawful purposes to benefit the
19 student body, in general. It may support activities that reflect genuine student interest and
20 enhance the educational, social, cultural, and recreational interests of the University of
21 North Florida students.

22 802.3 The A&S Fee Budget may be used to support lobbying efforts of Student Government as it relates
23 to issues that affect the student body. However, A&S Fees may not be expended to
24 support in whole or in part a candidate for political office, as provided by Florida law.

25 A. Political office shall be defined as any person or party running for any position in Student Government
26 elections or any campus election, local elections, state elections, and/or national elections.

27 802.4 The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated throughout
28 the year from the General Reserve portion of the Fund Balance as outlined in Chapter
29 845.

30 802.5 No Student Government official may deny or withhold signature from any distribution or proposed
31 distribution of A&S fees because they do not personally agree with the ideology of the
32 distribution.

33 802.6 In the event a Student Government official denies or withholds signature from any distribution of
34 A&S fees, the official must provide the requestor their reasoning for the denial in writing.

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2 802.7 The A&S Fee shall not be used to:

3 A. Support activities or purchase materials that solely benefit non-UNF students.

4 B. Donate to philanthropic organizations.

5 1) This does not include RSOs that have obtained nonprofit status as a chapter of a larger organization or
6 for the express purpose or receiving tax exempt donations.

7 C. Fund construction, permanent structural improvements or remodeling unless approved by the Senate
8 or previously allocated for such purposes in the A&S Fee Budget.

9 D. Fund enrollment in academic courses, or other academically related activities, requirement, projects,
10 or trips, except for test forms, scantrons, and testing booklets. Student Government
11 Scholarships are also an exception.

12 E. Purchase alcoholic beverages, tobacco, and/or firearms.

13 F. Reimburse travel, event, or programming costs above the amount actually expended.

14 G. Fund indirect travel expenses such as excess baggage charge, valet service, or trailer hitches.

15 H. Fund scholarships except for those funded by interest revenue earned on the A&S Fee Fund Balance.

16 I. Fund entertainment that is not open to the student body, in general.

17 J. Rent automobiles except through the approved travel reimbursement process.

18 K. Purchase items that will be resold.

19 L. Fund activities for which an admission fee is charged to students, except for Student Government
20 sponsored events.

21 M. Fund monetary prizes, gift certificates, or raffles.

22 N. Purchase prizes in excess of thirty-five dollars.

23 O. Pay for personal expenditures.

24 P. Reimburse travel costs related to vehicle mileage, unless reimbursing mileage would cost less than
25 renting a vehicle, with the exception of travel by the Lend-a-Wing Pantry for their internal
26 operations.

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2 Q. Reimburse travel costs related to mileage, where the distance traveled is less than fifty miles round trip,
3 with the exception of travel by Lend-a-Wing Pantry for their internal operations.

4 R. Reimburse travel related fuel costs, unless the vehicle used is rented from a university approved
5 provider.

6 802.8 The purchase and distribution of alcoholic beverages at A&S Fee sponsored events, by a funded
7 department, must be purchased and facilitated solely through a designated third-party
8 vendor. Alcohol may not be purchased using A&S fees, however A&S fee sponsored
9 events may include alcohol so long as sales, service. Purchase, and consumption of alcohol
10 follows the University's alcohol guidelines, including seeking opportunities appropriate
11 event approvals.

12 802.9 Any A&S Fee money that has been transferred to the UNF Student Relief Emergency Fund, once
13 dispersed, is not subject to the restrictions of Title VIII.

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15 **Chapter 844: Special Requests**

16 844.1 Any A&S Fee funded Entity may submit a Special Request for funding to the B&A Committee for
17 additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.

18 844.2 Any non-A&S Fee funded Entity may seek Special Request funding only if the Executive Branch
19 of SG chooses to author the bill and co-sponsor the event or initiative.

20 844.3 Only the presiding officer or designee of each branch may submit a Special Request for funding to
21 the B&A Committee and shall follow the same procedures as any other entity requesting
22 funding. The request may only be for additional wages, expenses, programs, and/or
23 transfers to that particular branch of SG. However, the advisor signature shall not be
24 required.

25 844.4 RSOs may submit three Special Requests per fiscal year for funding not to exceed on special request
26 per semester to the B&A Committee for events and operations beyond the purview of the
27 Club Funding Board (CFB).

28 A. RSO's may only be allocated up to \$7,000 per special request, which requires a majority approval vote
29 of the B&A committee, and two thirds vote of Senate.

30 a. If an RSO should request more than \$7,000 in a single request, the request must receive
31 unanimous approval from both the B&A Committee and the Senate

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B. Any unused funds in the original request may not carry forward within the same fiscal year.

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844.5 No Special Requests will be heard during summer terms unless the amount is below \$15,000 and/or a quorum of 15 senators must be present during the time of the legislative proposal.

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844.6 A properly completed Special Request Form shall consist of:

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A. Request form including applicable standard questions, signed by the appropriate advisor, the club president, the club treasurer or Budget Director.

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B. Total request spreadsheet, documenting expenses and/or wages for the project/event.

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C. Official supporting documents.

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D. Official business quotes.

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844.7 After being properly submitted and added to the B&A meeting agenda, the request form shall be written into a bill and must receive a majority approval vote of the Committee to forward onto Senate. All Special Requests must be approved by a majority vote from Senate.

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Chapter 855: Durable Goods

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855.1 Durable goods shall be monitored and tracked by the Treasurer and reported to all the appropriate funding boards if a request from any RSO is for durable goods.

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A. The Treasurer will work closely with the Business and Accounting Office Accounts to retrieve a list of all items that have been purchased by RSOs The Treasurer will have full discretion of determining if an item is or isn't a durable good with the Accounting Associates serving as an advisor.

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B. The Treasurer, after determining an item a durable good, must report to the RSO the items that will be tracked by Student Government.

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C. RSOs will be responsible for keeping all broken and outdated items until the next audit where the Treasurer will inventory those items and will assess minor or major infractions if needed. RSOs will also be required to internally track durable goods that are repurposed and manipulated. These items may include but are not limited to lumber, aluminum, steel, plastic, wires, and fabric.

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855.2 The tracking of RSOs will be conducted primarily on the basis of the length of time the RSO has been continuously registered along with shown need.

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A. Tier one (1) is the lowest tier as the RSO can possess up to \$2,000 worth of durable goods.

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2 B. Tier Two (2) is the middle tier as the RSO can possess up to \$5,000 worth of durable goods.

3 C. Tier Three (3) is the highest tier as the RSO can possess up to \$10,000 worth of durable goods.

4 855.3 After the RSO registration with the Osprey Involvement Center has concluded in the fall semester,
5 the Treasurer must communicate to the B&A committee of all RSO tier status changes. Following
6 this, the Treasurer must communicate to all RSOs their current tier status for durable goods after
7 the year's depreciation. Each newly registered RSO will automatically be given the status of tier
8 one (1). Each re-registering RSO will be eligible to advance to the next tier each fiscal year in
9 which they re-register. Any RSO that received two (2) or more major infractions during the
10 previous fiscal year will be ineligible to the next tier and may be decreased in tier. Any RSO t tier
11 one (1) that would be decreased in tier, will instead be ineligible for durable goods purchases for
12 the remainder of the fiscal year, and their status will be subject to review by the Treasurer at the
13 end of the next Fall registration period.

14 855.4 The Treasurer reserves the exclusive right to deny the tier advancement or to decrease the tier of
15 any RSO for any reason following the end of RSO registration. They must report any changes
16 after initial tier determinations to the B&A Committee. They must also notify the RSO of this
17 change.

18 855.5 An RSO may submit an appeal to the OIC Assistant Director if the Treasurer denies the RSO An
19 advancement to the next tier. An RSO must submit an appeal within five (5) business days after
20 the Treasurer communicates their decision, which will then be brought to the next Club Funding
21 Board meeting. The decision of Club Funding Board will be final.

22 855.6 The depreciation rate of the durable goods is at a straight line 25%, canceling out the durable good
23 value by the fourth (4th) year. Once a durable good has been depreciated to 100% this good will
24 then not be accounted for when determining the worth of durable goods that can be possessed.

25 855.7 If there is loss, damage, or theft of the durable good this will result into minor and/or major
26 infractions. The Treasurer will notify the RSO through a Notice of Major/Minor Infraction, with
27 the OIC Director or a designee chosen by the Treasurer, of the RSO's infraction. A minor
28 infraction consists of the loss, damage, or theft of a durable good. If the RSO receives three (3)
29 minor infractions this will equate to one (1) major infraction.

30 A. All minor and major infractions will be expunged at the end of the fiscal year for every RSO owning
31 durable goods.

32 B. An RSO may submit an appeal for a minor or major infraction to the Treasurer. An RSO must submit
33 the appeal within five (5) business days after the Treasurer's decision.

34 1) This appeal shall be heard by Club Funding Board. The decision of Club Funding Board will be final.

35 855.8 Penalty measures will be taken in the event a major infraction is given to an RSO.

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2 A. If a major infraction is given in the beginning of the semester within the first two months, the RSO
3 will not be able to request durable goods for the duration of

4 semester and must prove that the durable goods will be secure and accounted for in the location they are
5 being stored.

6 B. If a major infraction is given in the middle of the semester, following the first two months, the RSO
7 will not be able to request durable goods for the duration of the semester and halfway through the
8 following semester excluding Summer C, and must prove that the durable goods will be secure
9 and accounted for in the location they are being stored.

10 C. If an RSO has shown repeated or significant loss of durable goods, they can be subject to a hearing at
11 the Club Funding Board to discuss the duration of their penalty and possible adjustments to their
12 tier status. This hearing can be brought up at any time at the discretion of the Treasurer. At this
13 hearing Club Funding Board may decide to uphold or dismiss this penalty. The decision of Club
14 Funding Board will be final.

15 855.9 In the event that a major infraction is given, it is up to the Treasurer's discretion how an RSO can
16 prove the proper storage of the durable goods. This can range from, but not limited to, an
17 intentional audit in the next cycle of audits, and proof of proper storage and security of durable
18 goods. The Treasurer may at any point determine that the RSO's Storage is inadequate. The
19 Treasurer must inform the RSO of this determination and schedule a follow up with the RSO
20 within a month. If the RSO has not improved the storage by this time, then they will be subject
21 to a hearing at Club Funding Board. Club Funding Board may decide penalties for the RSO at this
22 hearing. The decision of Club Funding Board will be final.

23 855.10 Audits will be administered at random by the Treasurer with the assistance of the OIC Director or
24 designee chosen by the Treasurer.

25 A. 30% of the RSOs in tier one (1) will be required to perform a minimum of one audit per fiscal year.

26 B. 50% of the RSOs in Tier two (2) will be required to perform a minimum of one audit per fiscal year.

27 C. Every RSO in Tier three (3) will be required to perform a minimum of one audit per fiscal year.

28 D. RSOs that have been subject to an intentional audit by the Treasurer will not be accounted for in the
29 percentage calculation of the random audit selection.

30 855.11 The Treasurer will contact the RSO to schedule an audit. The RSO will have ten (10) business days
31 to respond and schedule the audit. In the event the RSO does not respond within the given time
32 frame, a major infraction will be given. If an audit is schedule and is unattended or rescheduled
33 twice by the RSO, a major infraction will be given.

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