

**Florida A & M University
46th Student Senate
Senate Bill
SB16SU-015**

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Sponsor:	Organization and Finance Committee
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Title: Finance Code Revisions

Legislation: Senate Bill

Whereas,	The Florida Agricultural and Mechanical University Student Senate is the Legislative Branch of the Student Government Association and is empowered to pass legislation as it deems necessary to carry out the functions of the Student Government Association, and
Whereas,	The finance codes of the Student Body System of Statutes is authorized under Sections 1001.74(11) and 1009.24 of the Florida Statutes, and
Whereas,	An update to the finance codes is needed to reflect the current policies and administrative functions necessary to administer the Activity and Service Fee properly to all A&S funded entities, and
Whereas,	This legislation will allow more clearly defined expectations, functions, policies between SGA and all A&S funded entities, now
Therefore,	Be it enacted to revise Title VIII/Chapter 700 to the Florida A&M University System of Student Body Statutes.

TITLE VIII FINANCE CODE ⁸

Chapter 700 Introduction

700.1 The Student Government Association (SGA) administers the allocation of Activity and Service (A&S) Fees at Florida A&M University. A&S Fees are authorized under Sections 1001.74(11) and 1009.24, Florida Statutes (See Appendix A). The university collects A&S Fees as a component of tuition in the amount recommended annually by the Activity and Service Fee Committee with one-half of the members being students selected by the SGA President. The remainder of the committee shall be appointed by the University President, and final approval by the Florida A&M University Board of Trustees (F.S. 1009.2410A)

700.2 Section 1009.24(9), Florida Statutes establishes the use of A&S Fees as follows:

“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.”

700.3

 Section 1009.24(9)(b), Florida Statutes establishes that the President of the university has final veto authority over all Activity and Service fees. The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended A&S funds are subject to similar, final university presidential authority.

Chapter 701 Purpose and Scope

701.1 Title VIII, the Finance Code, defines the financial policies established by the SGA to outline responsibilities, provisions, and penalties related to the use of A&S Fees at Florida A&M University.

701.2 The Finance Code is applicable to the SGA and to all student organizations, University departments, and other entities that are funded by A&S Fees.

701.3 The Finance Code governs the budgets, transfers, and expenditures of A&S Fees allocated by the SGA Senate to the SGA and to all certified student organizations, university departments, and other activities.

Chapter 702 Authority

- 702.1 The allocation and expenditure of student A&S Fees shall be determined by the SGA Senate under the applicable provisions of the laws of the State of Florida, the rules of the Board of Trustees, and the provisions of this Finance Code.
- 702.2 The Senate Organization and Finance Committee (OFC) is responsible for supervision, review, and periodic updates of the policies expressed in the Finance Code. SGA ~~Director Coordinator~~ shall also be responsible for assuring that the Finance Code is fully implemented.
- 702.3 The SGA ~~Director Coordinator~~ and SGA Comptroller shall review and monitor the A&S accounts to determine compliance with the policies outlined in the Finance Code and ~~the Activity and Service Fee Liaison~~ shall make monthly reports to the Student Senate and Student Body President.
- 702.4 The use of A&S Fees shall be governed by the Student Body Constitution and System of Student Body Statutes, and where applicable, the laws of the state of Florida and of the United States of America.
- 702.5 University President Veto Authority
- A. The University President has the final veto authority of the use of A&S fees. The University President has delegated authority and accountability to the Vice President of Student Affairs as his/her representative in the administration and management of A&S Fees.
 - B. It shall be the responsibility of the University President or his/her designee to evaluate the recommendations of allocations for all A&S Recipients, and all matters that deserve the attention of the University President.
 - C. If the University President has any vetoes, he/she shall state to SGA the vetoes rational with suggested alternatives for reallocation within 15 business days of initial receipt of the Annual Budget from SGA. If the University President takes no action within 15 business days, the recommended budget shall be deemed approved. If the University President takes action, SGA has 15 business days to present a new budget recommendation to the University President. If SGA does not provide a new budget recommendation to the University President within 15 business days, then the University President may reallocate ~~by line item that vetoed line items as authorized by law.~~ **by line item that vetoed portion to bond obligations guaranteed by activity and service fees.**
- 702.6 Counter-signing Requirements
- A. All A&S funded entities are required to elect, have appointed, or otherwise select a financial officer (who is to be the designated custodian of the account) and a president to counter-sign for all expenditures.
 - B. In addition to the organizational co-signatures, all expenditures must bear the signature of the Director of Student Affairs or his or her designee.

- 703.1 A&S Fee funded entity/organization refers to any student organization deemed “registered and certified” by the Office of Student Activities or a university department, which may be funded partially or entirely by A&S Fees.
- 703.2 Fiscal Year refers to the fiscal year for A&S fees at Florida A&M University, which shall be from July 1 to June 30 of the following year.
- 703.3 Annual Activity and Service Fee (A&S Fee) Budget refers to the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Senate’s allocation of funds for the next fiscal year from the projected collection of A&S Fees. The Annual A&S Fee Budget is a line-item budget
- 703.4 Senate Unallocated Account refers to all additional revenues beyond the Annual Budget established by the SGA Senate and all unused and unencumbered funds from every A&S account, which shall be deposited into the A&S Unallocated Account at the end of each fiscal year.
- 703.5 Special Allocation Request refers to funds requested throughout the fiscal year for expenses not previously budgeted for. The funding source for special allocation requests is the A&S Unallocated Account. Special Allocation Requests shall be allocated through a Senate Appropriation Bill.
- 703.6 Budget Transfer refers to a transaction that moves allocated A&S funds from an original line item to another line item.
- 703.7 Just cause is defined as violations of the SGA Finance Code, University Regulations, and laws of the State of Florida.
- 703.8 Expenditure shall be defined as the purchase of items or services.
- 703.9 Transfer shall be defined as the moving of funds from one budgetary category to another.
- 703.10 Salaries and benefits shall be defined as fees budgeted to fund wages and benefits for A&P and USPS personnel. This category does not cover elected or appointed student positions. A&P and USPS personnel are hired in accordance with the university’s human resources policies.
- 703.11 Other personnel staff (OPS) shall be defined as fees budgeted to fund wages for elected and appointed positions.
- 703.12 General expenses shall be defined as fees budgeted to pay for items, such as office supplies, name tags, printing and postage fees, telephone charges, and facility rentals, which do not fall under any other category.
- 703.13 Activities and Programs shall be defined as fees budgeted to pay for events proposed by A&S funded entities.

703.14 Travel shall be defined as fees budgeted to pay for the travel expenses of A&S funded entities.

703.14 Activity and Service Fee Budget Office (ASFBO) shall be defined as the administrative entity responsible for providing support to the student leaders and the activity and service fee-funded entities.

Chapter 704 General Guidelines & Restrictions on A&S Fee Expenditures

704.1 The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:

- A. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organizations including but not limited to organizations within the National Panhellenic Council; (Academic/Honor Societies that are represented by Greek lettering are not included.)
- B. Funding of councils representing **Social** Greek Letter organizations, including but not limited to the National Panhellenic Council.
- C. Direct or indirect financial support to a political candidate, political party, or political committee continuous existence as defined in Florida Statutes, Section 106.001. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Government Association exclusive of or in conjunction with the Florida A&M Office of Governmental Relations.
- D. Subsidize dues of any organizations.
- E. Alcohol and any illegal substance.
- F. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.
- G. Booster Clubs or any fundraising entities.
- H. **Any** ~~No~~ obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.

704.2 Activities and services funded must not conflict with the purpose or regulations of the Florida A&M University, Board of Trustees policies, or with state and federal laws.

704.3 No A&S Fee monies shall be disbursed to pay for previous expenditures without prior approval, including but not limited to the reimbursement of trip expenses for certified student organizations. SGA shall only be obligated to pay where a legitimate purchase order has been properly issued, or other paperwork has been completed as designated by the ASFBO. This clause may be waived by an appeal in the form of a resolution to the Senate's Organization & Finance Committee. The appeal must include a letter of explanation as to why the expense did not receive pre-approval as well as the financial statement and expense reports from the event. A representative for the organization requesting the appeal must be present. The appeal must pass the Organization and Finance Committee by three-fourths (3/4) vote and receive a three-fourths (3/4) vote of the Senate. Should either vote fail, SGA shall not be liable for the expense.

704.4 SGA shall not fund any item pertaining to an event or travel in the past including, but not limited to: clothing, awards and promotional items. The selection process for any awards paid for by A&S monies must occur after the initial request presentation, and the recipient must be notified their award was paid for by SGA.

Chapter 705 Responsibilities of All Funded Entities

Each entity funded by A&S Fees are - responsible for:

1. ~~Obtaining a copy of the Finance Code of the Student Body Statutes and the SGA Finance Manual. from SGA/ASEBO.~~ **Adhering to the**
2. Signing and submitting the “Statement of Understanding” (see Chapter 711) to SGA.
3. Attending all mandatory training sessions scheduled by the Senate Organization and Finance Committee (OFC).
4. Spending within their line-itemized budget allocations.
5. Acting in compliance with the policies outlined in this Finance Code.
6. Having two financial custodians, who will be responsible for reporting financial information to SGA.

Chapter 706 Allocation Procedure of A&S Fees

706.1 The SGA Senate has the authority to disburse A&S funds through:

- A. The Annual Budget, which allocates the A&S budget for the subsequent fiscal year from projected A&S budget.
- B. Senate Appropriation Bill for a special allocation request, which allocates monies out of the A&S Unallocated Account throughout the fiscal year for:
 1. Expenses not previously budgeted for by A&S Funded Recipients
 2. Registered and certified student organizations/university departments who may not have submitted a request through the Annual Budget process or who may have been denied A&S funds through the Annual Budget process, as long as funds are available
 - ~~a. The student organization/university department cannot request funds for the same items if a previous request was made through the Annual Budget process and was denied funding~~
 - a. Receiving funds in this matter shall not circumvent the entire Annual Budget process.
 - b. Certified Student Organizations are limited to Special Allocation Requests once per semester. A&S Funded University Departments may submit additional Special Allocation Requests if it affects university operations.
 - c. The Senate Organization and Finance Committee will be responsible for reviewing all Special Allocation Requests before Senate approval.

706.2 No disbursement of A&S Fees may be made by any party without the approval of the SGA Senate.

706.3 Funding Eligibility

- A. All student organizations seeking funding from A&S Fees must be registered with the Office of Student Activities as a *certified* organization. All officers of the student organization and majority of its membership must be A&S Fee paying students at Florida A&M University. Certified student organizations must keep accurate and complete membership rosters, and provide these records to University officials upon request. It is the student organization's responsibility to re-register with the Office of Student Activities annually.
- B. All student organizations within the FAMU/FSU College of Engineering are exempt from 706.3.A. Each organization which falls under this category must designate a financial officer who is an A&S Fee paying student at Florida A&M University to serve as custodian of the accounts and to ensure A&S funds received from the Activity and Service Fee Budget are only distributed to A&S Fee paying students of Florida A&M University.
- C. All university departments or non-student organizations seeking funding from A&S Fees must provide a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.
- D. When reviewing budget requests, the A&S Budget Committee (ASBC) and SGA Senate will consider criteria that judges, among other things: the effect of proposed events on the entire student body, the lifespan and prior participation of the requestor in student and campus life, the number of students within the requestor's entity, fundraising capabilities, and the nature of the request itself.

In addition, the applicant must have:

- 1. Functioned as an organization registered with the Office of Student Activities or university department for one academic year
- 2. Identified two financial custodians, with at least one being a student
- 3. Not have had any judicial decision rendered against it or been suspended by any campus official in the past two years
- 4. Exhibited a continuity of programming

706.4

Annual Budget Process

The Annual Budget is the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Student Senate's allocation of funds for the next fiscal year.

706.5

The University Budget Director will determine in collaboration with the Vice President of Student Affairs the projected enrollment and projected collections and will estimate the amount of A&S Fees to be available during the following year consistent with the annual A&S budget process.

706.6

Budget Request Preparation

- A. Completed Annual Budget Applications should represent the organization's budget needs for the next fiscal year as accurately as possible.

- B. Annual Budget Applications will be provided by the A&S Budget Committee (ASBC)
- C. The deadline for submission of the Annual Budget Application is in last week of October annually. This deadline shall be advertised at least 30 days in advance in **at least 3** campus-wide publications, such as The FAMUAN, **FAMU Forward**, and through the university's internal emailing system.
- D. Budget requests submitted after the deadline will not be accepted, **under any circumstances.**

706.7

Budget Process

A. A&S Budget Committee (ASBC) Governance

~~An Internal Rules of Procedure, to be approved by a majority of the SGA Senate, present and voting, shall govern the ASBC. This internal rules of procedure will be approved prior to the first official meeting of the ASBC.~~ **ASBC shall operate in accordance with The ASBC Handbook. This handbook shall be curated by the Organization and Finance Committee Chair, the A&S Liaison, the SGA Fiscal Assistant, and the SGA Director and shall be published by the first meeting of the ASBC. This handbook is subject to the review of the Student Senate before it is published officially.**

B. A&S Budget Committee (ASBC) shall be comprised of:

1. The Organization and Finance Committee Chairperson, who will chair the ASBC.
2. The Senate A&S Liaison, who will serve as the vice-chair of the ASBC.
3. The SGA Comptroller, who will serve as the recording secretary of the ASBC.
4. Five (5) student senators, with one from each academic class, appointed by the Senate President.
5. Five (5) students at large, with one from each academic class, who shall be subject to Senate approval, appointed by the respective class presidents.
6. **SGA Director** ~~Coordinator~~ and ASFBO Fiscal Assistant will serve as a non-voting ex-officio member of the ASBC.

C. Budget Hearings

- a. After submitting the Annual Budget Application, the organization will receive notice of their mandatory hearing with the ASBC at least three (3) business days prior. For student organizations, notice of budget hearings shall be given by the ASBC to the respective President and Advisor via the contact information provided on the Annual Budget Application. For university departments, notice of budget hearings shall be given by the ASBC to the respective Department Chair and Dean via the contact information provided on the Annual Budget Application
- b. **Clubs/Organizations and Departments who miss Budget Hearings on their designated date/time are subject to be denied funding in the Annual A&S Fee Budget for the fiscal year desired, but may come before the Senate for Special Allocations in accordance with Chapter 706.1B.2.**

D. Devising the Budget

The ASBC shall make necessary amendments to the individual budget applications/requests and line itemize all budgets to restrict spending to the original requested expense.

- E. Approving the Annual A&S Budget
1. The ASBC shall present the Annual A&S Budget to the SGA Senate on or before the last week of January. The SGA Senate shall review, amend if necessary, and approve the Annual Budget.
 2. Upon approval by the majority two-thirds (2/3) vote of the SGA Senate present and voting, the Annual Budget requires the approval and signature of the Student Body President. The Student Body President has line-item veto authority. Any vetoes must be submitted to the Student Senate within seven (7) business days. A line-item veto may be overturned by the SGA Senate by a two-thirds (2/3) vote.
 3. The Annual Budget approved by the SGA must be presented to the University President, who has final veto authority over any line item or portion thereof within the budget.

706.8

Timeline for the Annual Budget Process (subject to change upon approval by the Student Senate with a two-thirds (2/3) vote.)

First Week of Fall Semester to Fourth Week of September	Advertise/Select ASBC members
Fourth Week of September	Annual Budget Applications are distributed
Last Week of October	Deadline for Annual Budget Applications
First Week of November thru Third Week of January	Annual Budget Interviews/Deliberations
Fourth Week of January	ASBC presents the Annual Budget to the Senate on or before the fourth week of January
Fourth Week of February	SGA Senate approves the Annual Budget on or before the fourth week of February
July 1	The allocated funds will be available at the beginning of the fiscal year on July 1

Chapter 707**Guidelines for the A&S Budget Committee**

- 707.1 The A&S Budget Committee shall have been appointed by the third week of September by two-thirds (2/3) vote of the Student Senate.
- 707.2 The University Budget Office shall estimate A&S Fees that will be available during the following fiscal year, on projected enrollment for that upcoming fiscal year.
- 707.3 During the Fall Semester, the ASBC shall establish, confirm, or revise the short-range goals and priorities for the use of Activity and Service Fee allocation.
- 707.4 The ASBC may require any information pertaining to Activity and Service Fees funds from the various A&S Funded Organizations, including all sources and amounts of outside income. The Board may require the SGA President or Senate President to provide for surveys of student opinions and desires for the Activity and Service Fee allocation.
- 707.5 The finished Board guidelines, along with the standard budget application forms, instructions and the year's budgeting schedule, shall be distributed at an advisory meeting held by the Board in December of the Fall Semester to all identified A&S Agencies requesting A&S Fee Funds.

Chapter 708**Non-consideration of A&S Fee Budget Request**

- 708.1 The ASBC may, with just cause, decide not to consider the budget of any agency, club, or organization.
- 708.2 A decision of non-consideration made by the ASBC may be overturned by a majority vote of the SGA Senate.

Chapter 709**A&S Fee Budgetary Categories & Categorical Restrictions**

- 709.1 The Annual A&S Fee Budget will be divided into the following categories: Large Departments, Small Departments, SGA and College of Law.
- 709.2 The Large Departments category shall include, but not bound or limited to, the following A&S funded entities/accounts: Campus Recreation, Joint Operations, Office of Student Activities, and the FAMU-Educational Research Center for Child Development (FAMU-ERCCD).
- 709.3 The Small Departments category shall include, but not bound or limited to, all A&S funded entities/accounts exclusive of SGA, College of Law, and Large departments.
- 709.4 The SGA category shall include the legislative, executive and judicial branch A&S budgets.

- 709.5 Each annual A&S funded entities budget will include, but not be bound or limited to, the following budgetary subsections: salaries and benefits; other personnel staff; general expenses; activities and programs; and A&S travel requests.
- 709.6 The creation of new Salary and Benefits positions must be done through the annual budget process.
- 709.7 Salaried positions may only be removed, or decreased in wages/benefits in a manner consistent with federal and state law and university policy.
- 709.8 Changes in the manner in which an SGA-funded entity distributes its wages (i.e., creating or removing an OPS paid position, increasing or decreasing the hours/week of a current OPS paid position, or increasing/decreasing the hourly wage of an OPS paid position) must be approved by the ASBC.
- 709.9 Cases in which raises in the state or federally mandated minimum wage necessitate the increase of hourly wages may be handled immediately by the ASFBO, and are not held to the provisions of Section 709.8.
- 709.10 All OPS paid positions must be advertised for a minimum of ten (10) business days prior to being filled. A job description must be put on file with the ASFBO Administrative Assistant prior to any position drawing OPS wages.

Chapter 710

Special Allocation Procedure/Guidelines/Restrictions

- 710.1 All certified student organizations must submit a completed detailed budget request electronically to the SGA Senate Organization Finance Committee (OFC) in the term in which funding is being requested. The request must be submitted seven weeks prior to the day money is required. If the application is not received in a timely manner, funds cannot be guaranteed at the requested time and approval will be left to the discretion of the SGA Senate OFC.
- 710.2 The OFC shall recommend all allocations to the SGA Senate. All requests shall be allocated with at least two thirds (2/3) vote of a quorum of the Senate.
- 710.3 If, upon the approval of a request by a least a two-thirds (2/3) vote of the SGA Senate, there is a need to add, delete, or modify information essential to the distribution process, the small club or organization shall be required to adhere to the following:
1. Any changes that are financially pertinent regarding the distribution of A&S Funds to small clubs and organizations must be relayed to an OFC member not to exceed fourteen (14) days to the appropriation of funds.
 2. Any changes that are non-financially pertinent regarding the distribution of A&S Funds to small clubs and organizations must be relayed to an OFC member not to exceed fourteen (14) days to the appropriation of funds.

Failure to uphold the above requirements shall result in the immediate cancellation of A&S Funds, as well as the termination of any work and effort made towards the completion of the distribution process.

Chapter 711

A&S Travel Requests

- 711.1 Travel expenses may only be incurred in the performance of official duties of the Florida A&M University Student Body.
- 711.2 Only current FAMU students and approved organizational advisors may be remitted money for travel.
- 711.3 Travel expenses must be requested and approved via the Travel Authorization Request (TAR) form. All foreseeable expenses must be requested in advance, as any deviation from the initial requests is subject to review and possible rejection by the Student Senate.
- 711.4 A roster with the names and emergency contact information of all individuals travelling must be provided to the ASFBO prior to departure.
- 711.5 SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, lodging, meals, conference fees, and limited incidental expenses.
- 711.6 Airfare must be purchased at the lowest possible price, and must be coach/tourist class seating. The Student Senate may reject expenditures for airfare if the tickets were purchased less than three weeks in advance, even if the purchased tickets were the cheapest available at the time of purchase.
- 711.7 Rental cars must be purchased through the university's preauthorized car rental company. Students may also choose to use their private vehicles and be reimbursed for gas mileage. Mileage will be reimbursed in a manner consistent with federal, state, and university standards. If mileage is to be incurred above the initially requested and approved figure (on the TAR), then all fuel expenses must be documented with receipts.
- 711.8 Lodging accommodations must be made at the lowest possible cost. Groups shall stay four (4) to a room unless prevented from doing so by fire code and/or co-ed issues (i.e. married students, ADA accommodations, etc.). All special accommodations must be voted upon by the Student Senate and pass with 2/3 vote.
- 711.9 Meals will be reimbursed on a meal-by-meal basis for all expenses actually incurred (and justified with receipts), up to a maximum of \$6 for breakfasts, \$11 for lunches, and \$19 for dinners. No traveler may claim more than one breakfast, more than one lunch, or more than one dinner on any given day.
- 711.10 Meals will be reimbursed on a meal-by-meal basis for all expenses actually incurred (and justified with receipts), up to a maximum of \$6 for breakfasts, \$11 for lunches, and \$19 for dinners. No traveler may claim more than one breakfast, more than one lunch, or more than one dinner on any given day.

Chapter 711 Request of A&S Entities

- 711.1 All A&S Agencies are requested to submit a report each month which shall include, but not be limited to, the following:
1. The name of the agency
 2. The email addresses and phone contact information for the Advisor and President.¹⁰
 3. Purpose of agency
 4. Activities for the current month, fulfilled goals for the current month, future goals, upcoming events, and areas for improvement
 5. The agency's account number and all expenditures for the current month
- 711.2 The report shall be used in performing the annual evaluation of A&S Agencies during interviews for Annual Budget funding by the ASBC. Failure to submit the monthly reports, with the appropriate financial information, by the specified dates shall be considered in the A&S budgeting process.
- 711.3 The format of the report shall be established and readily made available to A&S Agencies by the A&S Liaison by the first week of the Fall Semester.
- 711.4 The report shall be submitted to both the SGA Comptroller and the A&S Liaison the first Monday of each month, except on holidays, where reports shall be submitted on the Wednesday of that week. Reports shall be kept in a locked file, which shall be available browse upon request.¹¹
- 711.5 The A&S Liaison shall send correspondence to A&S Agencies each month, requesting this report, and shall stress the possible impact of the report on their budget for the next school year.

Chapter 712 Special requirements of A&S entities that receive A&S funding

- 712.1 Certified student organizations must keep an accurate, and up to date membership roster and provide this information to Student Government upon request.
- 712.2 Upon the allocation of A&S funds, the president or financial custodian shall be required to sign the following statement of understanding:

Statement of Understanding

The Understanding herein designated as (Name of Organization) fully understands the Student Government Finance Code which applies to all A&S Fees allocated through the SGA Senate, and that the undersigned will adhere to all procedures for expending said funds; and further that the undersigned understands that any violations of this said Finance Code will be prosecuted to the full extent of the law Refer to Chapter 720

Chapter 713 SGA Reserves Account

- 713.1 The SGA Reserves Account shall be established to hold Funds used for emergencies and contingencies when funding is necessary to further operation of the entity, and all other funds are unavailable or have been exhausted.
- 713.2 Any request for funding out of the SGA reserves account must be submitted in writing with an itemization of the proposed expenses and a justification to the Senate President 48 hours before it is entertained on the Senate Floor.
- 713.3 In order for SGA to open the Senate Floor to a motion that would involve an appropriation from SGA Reserves, two thirds (2/3) of the entire Student Senate must approve by a vote of all SGA Senate present and voting.
- 713.4 Once the Senate Floor is opened to the issue the allocation may be approved by a two- thirds vote of all SGA Senate present and voting.
- 713.5 The ASBC must recommend a portion of the annual A&S budget between one and four percent towards the SGA Reserves account beginning in the fiscal year of 2016-17. The Student Senate will decide the final percentage allocated towards the SGA Reserves account by two thirds (2/3) vote.
- 713.6 The ASBC must recommend a portion of the annual A&S budget between one and four percent towards the SGA Reserves account beginning in the fiscal year of 2016-17. The Student Senate will decide the final percentage allocated towards the SGA Reserves account by two thirds (2/3) vote.
- 713.7 The A&S Reserves Account shall be maintained at a level of \$100,000.
- 714.8 One hundred percent (100%) of all sweepings of the A&S Reserves account will be reallocated upon receipt of the annual release of Carry Forward funds.
- 713.9 The required contribution into this account will be the first priority on A&S dollars.

Chapter 714

Replacements and Renovations (R&R) Account

- 714.1 The H. Manning Efferson Student Union Complex and Campus Recreation Center will annually allocate a minimum of one point five percent (1.5%) of their proposed annual A&S budget towards a Replacement and Renovation (R&R) account beginning in fiscal year 2016-17 and continuing thereafter, to be transferred no later than July 1 of each fiscal year. In addition, a minimum of two point five percent (1.5%) funds disbursed from Carry Forward will be allocated towards this fund. These funds will be used for depreciation of their respective facilities and budgetary emergencies as well as for repair and replacement of furniture and equipment. There will be two categories of R&R:
- A. Physical Plant (anything with a useful life over five years as defined by the FAMU's Controller's Office).

- B. Furniture and Equipment Replacement (anything with a useful life less than or equal to five years as defined by the FAMU's Controller's Office).

- 714.2 Any expenditures from the R&R account must be approved by three-fourth (3/4) vote of the Student Senate.
- 714.3 Once the R&R account reaches \$70,000, the Student Senate will investigate the needs of both facilities. Priority will be given to the facility with the needs that require immediate attention. No funds shall be allocated to these accounts beyond the five percent level without a three-fourth (3/4) vote of the Student Senate.
- 714.5 The ASBC shall budget between two to four percent (2-4%) of the annual A&S budget towards the SGA R&R account.
- 714.6 One hundred percent (100%) of all sweepings of the R&R account will be reallocated upon receipt of the annual release of Carry Forward funds.
- 714.7 The R&R account shall be maintained at a level of \$10,000.

Chapter 715

Financial Control

- 715.1 All entities receiving A&S Fee funding shall be subject to audit by the Student Government Association, at any time.
- 715.2 The SGA Senate may, with just cause, request an audit by majority vote on any agency, club, or organization receiving A&S Fee funds. Once requested, an audit committee shall be created and consist of the SGA Comptroller, who shall chair the committee, the A&S Liaison, who shall be the vice-chair of the committee, and one member of each Senate standing committee. These senators shall be considered members of the audit committee for the duration of the audit. The audit shall not exceed two-weeks. If additional time is needed, the new time limit must be approved by two-thirds (2/3) of the Senate.
- 715.3 All equipment and supplies purchased with A&S funds must be inventoried, tagged, and signed for by a member of the organization, at the discretion of the SGA Coordinator. All A&S property must be housed or stored in a licensed storage facility or at an on-campus location which will be established and kept on file with the ASFBO and submitted to ASBC and OFC upon request.
- 715.4 Any department funded by A&S Fees may transfer up to 5% from any budget area, such as General Expenses, Other Personal Services (OPS), and Operating Capital Outlay (OCO) by notifying the ASFBO, Student Senate, and SGA Comptroller.
- 715.5 Any entity, except University departments, that wishes to transfer funds over 5% must submit a budget transfer request to the ASFBO and SGA Comptroller within ten (10) business days of said request. Upon recommendation of the SGA Comptroller, the transfer must be approved by a two-thirds (2/3) vote of the SGA Senate.
- 715.6 Senate Bills allocating money from Senate Unallocated/SGA Reserves or C&O Accounts must include:

- A. A detailed breakdown of all proposed expenditure
- B. The purpose of the proposed expenditures
- C. A date by which the allocations shall be expended or revert.

Chapter 716 Freezing of funds of A&S-funded entities

- 716.1 The SGA President may freeze the funds of an organization in violation of this Finance code, SGA Statutes or the intention of the allocation for a period not to exceed ten (10) business days. Two days prior to such freezing, the SGA President must notify in writing the chief officer of the organization whose funds are being frozen and the Senate, giving the reason for the action and the duration of the account freeze. Upon two-thirds (2/3) vote of the SGA Senate, any action of the SGA President may be overturned.
- 716.2 The Senate, by majority vote, may freeze the funds of an organization for a period not to exceed ten (10) business days, upon finding said organization in violation of this Finance Code, the intent of the allocation or the SGA Statutes. The Senate President must notify writing, two days prior to such freezing, the chief officer, and the SGA President, the reason for such action and the duration of the freeze. The SGA President may veto any action to freeze funds of an account. Upon two-thirds (2/3) vote of the Senate, any action of the SGA President may be overturned.
- 716.3 Following correction of the violation, the party initiating the freeze may rescind the freeze by written notice to the financial custodian of that organization.
- 716.4 If the cause for the freeze is not corrected by the end of the freeze period, the Senate with a two-thirds (2/3) vote may order the balance of the account to be placed into the Senate Unallocated Account.
- 716.5 Upon receipt of notice of sanction, the affected entity may appeal in writing within seventy-two (72) hours to the SGA Coordinator. The appeal must be based on substantive issues. The SGA Coordinator shall provide a detailed report on the entities' A&S expenditures and provides a recommendation to the Student Senate based on the entity's compliance with the Finance Codes.

Chapter 717 Budget Mandatories/Deficits

- 717.1 Six percent (6%) of the annual A&S budget shall be allocated towards administrative fees as deemed necessary by the University's Budget Office.
- 717.1 Three percent (3%) of the annual Campus Recreation budget shall be allocated towards debts incurred in the financed purchase of the Campus Recreational facility.
- 717.1 Any A&S funded entity that acquires a deficit in any budget category (Expense, OPS, or OCO) shall be placed on probation by the SGA President or by a majority vote of the SGA Senate. The probation shall terminate when said deficit is eliminated.
- 717.2 During the probation period the organization shall be required to eliminate the deficit.
- 717.3 Any organization that has not eliminated its deficit at the conclusion of the fiscal year will not be able to receive funds for the following year unless/until said deficit is eliminated.

717.4 Notice of probation and removal from probation shall be given in writing by the respective SGA President or Senate President.

Chapter 718 Student Government Association Financial General Policies

718.1 All branches and members of the Student Government Association must adhere to this Finance Code.

718.2 Each branch of Student Government Association must have two (2) financial custodians.

718.3 All Student Government Officials summer contracts shall not exceed the amount within the approved annual A&S budget, based on the contracts bi-weekly pay amount.

718.4 The Executive Branch of Student Government Association exercises financial control over the following accounts:

1. Student Government Association Executive Branch

718.5 The SGA Senate exercises financial control over the following accounts:

1. Legislative Branch Account
2. Student Senate Unallocated
3. SGA Reserves Account
4. R&R Account

718.6 The Judicial Branch shall exercise financial control over the Judicial Branch account.

Chapter 719 Senate Unallocated Account

719.1 A Legislative Branch account shall be established to handle all administrative and operating expenses of the SGA Senate.

719.2 A Senate Unallocated account shall be established to hold unallocated A&S fees, including but not limited to, funds carried forward (Carry Forward) from a previous academic year.

719.3 All funds swept from the individual A&S accounts at the end of the fiscal year shall be deposited into the Senate Unallocated Account.

716.4 A minimum of two percent (2%) of funds swept at the conclusion of the Spring semester shall be allocated towards the SGA Reserves and R&R accounts respectively as authorized in writing by the newly elected Student Senate President.

719.5 The SGA Coordinator shall meet with the upcoming SGA branch leadership during the last week of the academic semester to discuss all funds projected to be swept from individual A&S accounts who have not expressed intent to utilize the remainder of their account balance for the remainder of the fiscal year.

719.6 All expenditures from the Senate Unallocated account during the summer semester must be authorized by the newly elected Student Senate President through written consent.

719.7 All monies swept from the individual A&S accounts at the end of the fiscal year shall be deposited into the Senate Unallocated Account.

Chapter 720 SGA Joint Operations Account

720.1 An SGA Joint Operations account shall be established to fund all administrative and operational duties and tasks to effectively carry out the day-to-day operations of the Student Government Association. These shall include, but not to be limited to:

1. All salaried non-student employees approved by two-thirds (2/3) vote of the Student Senate.
2. Office Supplies
3. Office Equipment and Machinery
4. Office Furniture
5. Maintenance of all of the above

720.2 All expenditures for the line item “General Entertainment” must be jointly approved/signed by the current Student Body President and the Senate President.

720.3 Approval of expenditures from this account shall be constituted upon the signature of the SGA Coordinator and at least one of the three branch heads except in situations expressed within Section 1404.19.

Chapter 721 Vacancies in Student Government

721.1 The Legislative, Executive, and Judicial Branches of the Florida A&M University Student Government Association shall be required to fill all funded vacancies according to the governing documents of the Student Government Association. The funds of all unfilled vacancies shall be transferred to the Senate Unallocated branch heads.

Chapter 722 Sanctions for A&S Funded Entities

722.1 The ability to freeze funds of any A&S funded Entity, except University Departments, as outlined in Chapter 714 of the Student Body Statues will be defined through the following sanctions; that can be recommended to the Student Senate after an audit has been conducted (unless otherwise stated by said sanction) of A&S Entity; to be enacted upon 2/3 vote of the Student Senate

- A. Warning: notice that continuation of specified conduct may be cause for disciplinary action; issued by Organization and Finance Committee (OFC)
- B. Censure: written reprimand, which shall remain in organization’s file for a time period not to exceed two years.
- C. Probation: allows entity to remain A&S funded, however, presented before Student Senate, not to exceed fifteen (15) working days. The Student Senate Organization and Finance (OFC) chair and/or Comptroller can enact probation with Senate President’s approval.
- D. Interim Suspension – allows entity to remain A&S funded, however, each expense must be approved by a two-thirds (2/3) vote of the Student

Senate, which may delegate authority to Organization and Finance Committee (OFC); no to exceed one (1) academic year.

- E. Suspension – activity and Service funded entity is cited for misuse of funds, entity is excluded from participation and privileges of Activity and Service funding, not to exceed one (1) academic year.

722.2

Maximum and Minimum A&S Entity Sanctions

- A. The maximum penalty that may be imposed by the Student Senate shall be suspension
- B. The minimum penalty for an offense shall be a warning
- C. Any sanction can be appealed to the Vice President of Student Affairs, who can deliberate or refer to the Student Judicial System. (Student Body Statute 714.5)
- D. Any sanction can be removed by two-third (2/3) vote of the Student Senate

Chapter 723

Accessibility of Meetings & Events

723.1

Exempting SGA-sponsored concerts, no Florida A&M University student shall be charged admission for any event funded in whole or in part by A&S monies, unless the student is unable or unwilling to provide proof of studentship that shall include, but not be limited to, their valid FAMU student ID. All SGA-funded events and meetings must also be well publicized and conducted in an environment that is generally accessible to the public.

- A. No event or meeting at which A&S Fees are utilized may be conducted in a private residence. This includes, but is not limited to, apartments, homes, and condominiums. This does not apply to community clubhouses. Exceptions to this rule shall require a 2/3 vote of the Student Senate.
- B. Evidence of an adequate advertisement plan of A&S Fee utilizing meetings and events must be presented at the time the expenditure is initially presented to the ASFBO for processing. Failure to properly promote an event is grounds for rejection of all expenditures associated with the event.
- C. SGA-sponsored concerts shall include the annual Homecoming concert and any other concerts that seeks to attain the sponsorship of A&S fees. Such concerts must have their ticket prices approved by Student Senate through resolution.

Chapter 724

Acknowledgement of SGA Funding

724.1

All online and printed materials purchased or manufactured with A&S Fees must include the FAMU SGA logo. On printed materials, the SGA logo shall be no less than 1/30 of the size of the area in which the logo is placed on materials not advertising a specific event, the logo may be substituted with the words “Paid for by SGA” or Student Government Association in clearly visible font. One of the following areas on printed materials must be used to meet the logo requirement:

- A. On the front of posters and flyers
- B. On the front or back cover of pamphlets and other publications
- C. Inside the front cover of publications

- 724.2 All audio and video advertising funded in whole or in part with A&S Fees shall publicly acknowledge SGA funding by including the statement “Paid for by FAMU SGA” or “Funded in part by FAMU SGA”. Classified advertisements must either include the Student Government logo or the words "Paid for by FAMU SGA".
- 724.3 Any printed materials sponsored by an A&S fee funded entity must include the name of recipient.
- 724.4 All printed materials and broadcasts expressing a political message must also include, with the SGA logo: "The views expressed herein do not necessarily reflect those of the FAMU Student Government Association."
- 724.5 All electronic equipment purchased or installed solely or in part by A&S fees must feature periodic SGA advertisements at no cost. Certified student organizations will receive discounted advertisement rates for the aforementioned equipment. These advertising periods include, but are not limited to, sporting events in which the aforementioned equipment is in operation.

Chapter 725 Self-Generated Funds

- 725.1 Money accrued by SGA-funded entities through such activities as fundraising, the collection of dues, the receipt of outside donations, and profit-generating ventures (such as charging event admission to non-FAMU students) shall be considered Self-generated provided that (1) the money is not A&S fees and (2) the money was not earned at an event or in a manner that utilized any A&S fees.
- 725.2 In the case of non-A&S money generated at an event (or in a manner) utilizing A&S fees, all money yielded, up to the amount of the initial A&S expenditure, must be properly accounted for and placed back into the appropriate account(s) from which the A&S money was initially expended. These funds shall not be considered self-generated, and shall be held to all the applicable guidelines and restrictions (both general and category-specific) of A&S fees, including those outlined in the Finance Code.
- 725.3 If funds are generated in excess of the amount of the initial expenditure of A&S money, the excess shall be considered Self-Generated money. In this case, such funds must be properly accounted for and stored in accordance with the Office of Student Activities financial policies for certified student organizations.
- 725.4 Decisions over what constitutes money generated “at an event (or in a manner) utilizing A&S fees” shall be made by the SGA Coordinator and Vice President of Student Affairs (or the VPSA’s designee).

Chapter 726 Miscellaneous

- 726.1 The authority and responsibility of SGA Senate to determine the allocation and expenditure of A&S funds does not:
1. Convey authority to enter into contractual agreements not heretofore authorized

2. Convey authority to hire, supervise, or terminate personnel of the A&S Fee funded entity.
3. Convey authority to make operational decisions of the A&S Fee funded organization
4. Convey authority in any way to deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida

726.2

The Student Government Association reserves the right to be notified, in writing, of any university administrative, departmental, financial, operational control/oversight or organizational chart shifts that directly or indirectly effect the day-to-day operations of the Student Government Association. This is to promote a continuously synergetic atmosphere for student leaders and university administrators as well as propel SGA student leadership to effectively execute all functions as mandated by Florida Statutes.

726.3

In the event of any university administrative, financial or operational control or oversight issues of the Student Government Association may arise, an ad-hoc committee will be formed to find the most feasible solution to said issues. The committee will consist of the Vice President of Student Affairs and/or his/her designee, SGA Coordinator, Student Body President/University Trustee, Senate President, and Chief Justice. The committee's recommendation will be forwarded to the university General Counsel's office to ensure its legality. This committee shall also mutually agree upon a plan of action moving forward.