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A BILL TO UPDATE THE FINANCIAL AFFAIRS CHAPTER OF THE SGA CODE OF LAWS TO REFLECT CURRENT PROCEDURES

Chapter 600 Financial Affairs Committee (FAC)

Chapter 600.1 Composition

Chapter 600.1.1 The FAC shall be composed of thirteen members.

Chapter 600.1.2 The following shall be members of the FAC: The SGA Vice President of Financial Affairs, the SGA Treasurer, five Senators from the Senate Committee on Finance, three members of the SOURCE Board of Governors, two student organization leaders, and the FAC Advisor.

Chapter 600.1.3 The Student Organization Leaders shall be appointed by the University of Alabama Administration's Vice President for Student Affairs.

Chapter 600.1.4 The Coordinating Council of Student Organizations members shall be appointed by the SOURCE Director of Financial Resources.

Chapter 600.2 Standing Rules

Chapter 600.2.1 The FAC shall follow the latest edition of Roberts Rules of Order Newly Revised.

Chapter 600.2.2 Each member of the Financial Affairs Committee must submit in writing to the Treasurer a list of every student organization registered with the SOURCE within which they are affiliated.

Chapter 600.2.3 A Financial Affairs Committee member must abstain from voting if the member is involved with the organization that is requesting funding.

Chapter 600.2.4 During deliberation concerning organizations with which a Financial Affairs Committee member is associated, the member shall only be permitted to discuss the matter when requested by the Vice President of Financial Affairs for strictly informational purposes.

Chapter 600.2.5 The Financial Affairs Committee shall meet at least monthly during the academic year unless quorum is not met or the SGA Treasurer deems funding to be unavailable for student organizations.

Chapter 600.2.6 Quorum constitutes two thirds of the committee's membership and shall be required in order to conduct business.

Chapter 600.2.7 Should a Financial Affairs Committee member accumulate two unexcused absences from monthly meetings, his/her FAC membership will be revoked.

Chapter 600.2.8 The Vice President for Financial Affairs shall exercise full discretion in determining what does or does not constitute an unexcused absence.

Chapter 600.2.9 The allocations recommended by the FAC must then be presented to the Senate for final approval. The FAC Advisor shall attend the meetings and be recognized by the Vice President of Financial Affairs to clarify UA policies and procedures and any dispute arising from the deliberation of the committee.

Chapter 601 FAC Student Organization Eligibility

Chapter 601.1 Definition of Eligibility

Chapter 601.1.1 For the purposes of application for FAC funds, an eligible student organization, hereafter referred to as organization, is hereby defined as an UA campus student organization who has been registered with the SOURCE for at least one month, and whose President or Treasurer has completed the FAC Online Training and quiz. attended a Foresight Training Workshop.

Chapter 601.1.2 The organization's credentials with the SOURCE must be renewed annually in order to remain eligible for receiving FAC funds.

Chapter 601.2 Forfeiture of Eligibility

Chapter 601.2.1 If an organization spends funding allocated from the FAC on a program or event and then does not execute the program or event, then the offending organization shall not be eligible for any FAC funding during the next fiscal year.

Chapter 601.2.2 The SGA Vice President of Financial Affairs shall have the ability to waive Chapter 701.2.1 in the event that the non-execution of the organization's event or program was due to unavoidable external circumstances.

Chapter 601.3 The FAC Advisor shall disregard any FAC applications made by organizations who have not fulfilled the requirements in the previous subsections.

Chapter 602 Application Procedures and Regulations

Chapter 602.1 All eligible organizations requesting FAC funding must submit an online budget request to FAC using mySource the CollegiateLink Portal before the deadline listed on the SGA website.

Chapter 602.2 The FAC Advisor shall compile all eligible organizational requests for the FAC in the form of a ledger listing the following items: Organization name, Total requested amount, Total eligible amount, Categorical distribution of the request, and any additional notes deemed pertinent to the request at the Advisor's discretion.

Chapter 602.3 An organization's president or treasurer must attend the FAC meeting to officially present the funding request and to answer questions from the FAC members.

Chapter 602.3.1 Organizations shall make their presentations in the chronological order in which the funding requests were made.

Chapter 602.3.2 The failure of either the student organization's president or treasurer to appear before the FAC shall result in said organization's budget request being denied, and a new funding request will be required for reconsideration.

Chapter 602.4 An organization's president or treasurer must provide the FAC with an accurate list of active members of the organization.

Chapter 602.4.1 Organizations shall provide the FAC with either a role or sign in sheet or a comparable document for the organizations last three (3) official meetings or events.

Chapter 602.4.1 The FAC will average member totals from the last three (3) official meetings or events in order to obtain an accurate view of the size and scope of the organization.

Chapter 603 Funding Guidelines

Chapter 603.1 Funds must be spent by student organizations in the fiscal year in which the allocation was made.

Chapter 603.1.1 Each student organization shall be allowed a maximum amount of $10,000 funding per fiscal year.

Chapter 603.2 Monies for student travel purposes may be funded to organizations in an amount based on FAC limitation regulations, per fiscal year.

Chapter 603.2.1 Organizations will be allowed to receive up to $400.00 per student, with a maximum amount of $2,400.00 per fiscal year for travel.

Chapter 603.2.2 The FAC shall have full discretion regarding what constitutes an acceptable travel expense and eligibility for travel funding.

Chapter 603.3 Food and beverages are not eligible for allocation unless the event is cultural in nature and food is the focus of the event.

Chapter 603.3.1 Food or beverages for regular meetings are not eligible for allocation.

Chapter 603.3.2 Organizations will be allowed to receive up to $2,000.00 per fiscal year for cultural food.

Chapter 603.4 Funding for general office supplies, postage, printing, or advertising may be funded by FAC up to a maximum amount of $800.00 per fiscal year.

Chapter 603.4.1 Printing for newsletters, fliers, posters, and directories shall qualify as office supplies

Chapter 603.4.2 Advertising expenses shall qualify under office supplies and expense limits listed in Chapter 601.4

Chapter 603.5 Allocation for equipment purchases may be made based on UA Purchasing, Spending, and Risk Management policies.

Chapter 603.5.1 Organizations will be allowed to receive a maximum of $800.00 per fiscal year for equipment.

Chapter 603.5.2 Items must be kept in a secure location on campus.

Chapter 603.5.3 Items purchased with FAC approved funding are property of the University of Alabama

Chapter 603.6 Certain expenses not explicitly covered under FAC guidelines may be allocated for project expenditures such as speakers, musicians, venue rental, equipment rental, at the discretion of the committee.

Chapter 603.6.1 Organizations may spend a maximum of $6,000.00 per fiscal year on project expenditures.

Chapter 603.7 The FAC considers the following factors when allocating funds:

Chapter 603.7.1 Chapter 603.7.2 Chapter 603.7.3

Nature of the project or activity.

Number of students affected by the project or activity. Size of the student organization.

Chapter 603.7.4 Chapter 603.7.5 Chapter 603.7.6

Adherence to FAC guidelines.

Degree of outside funding.

Co-sponsorship of a project by two or more student organizations.

Chapter 603.7.7 Precedence based on previous FAC deliberations.

Chapter 603.7.8 The amount of pending requests to the FAC made by Student Organizations.

Chapter 603.7.9 Percentage of student organization members who have undergone Office of Student Involvement-recognized training programs including, but not limited to, Safe Zone, Suicide Prevention training, Bama Boot Camp, Bystander Intervention, Poverty Simulations, and PIE Workshops.

Chapter 603.8 National dues, awards, plaques, gifts, donations, first-class air travel, alcoholic beverages, personal items, Holiday cards, flowers and live plants shall not be funded by the FAC.

Chapter 603.9 The FAC reserves the right to set additional limitations for funding categories.

Chapter 604 Senate Consideration of FAC Allocations

Chapter 604.1 The FAC shall submit the allocations to the Senate in the form of an act.

Chapter 604.1.1 The act shall detail the name of the recipient organization, the amount requested for each individual item, and the amount granted for each individual item.

Chapter 604.1.2 If the item funded is for travel, then the act shall specify the nature of the event, the location of the event, and the number of persons travelling to the event.

Chapter 604.1.3 If the item funded is for a project, then the act shall specify the nature of the project and the dates in which the project will be undertaken.

Chapter 604.2 At the request of any Senator, a student organization shall be required to provide a written explanation no longer than one paragraph detailing the need for funding, how the funds will be disbursed, the recipients of the funds, and the event or programs related to said disbursement, which will be read on the Senate floor.

Chapter 604.3 Failure for an organization to provide the written explanation detailed under Chapter 605.2 will lead to the automatic tabling of the funding request, providing that the request for written explanation was made in a timely manner.

Chapter 604.4 The Senate shall have the authority to:

Chapter 604.4.1 Approve all proposed allocations en bloc.

Chapter 604.4.2 Consider and vote upon the proposed allocations seriatim.

Chapter 604.4.3 Amend the allocations individually, provided that the amended allocation does not exceed the funding limits or prohibitions defined in Chapter

603 and its subsections, or that the amendment does not seek to override the FAC's decision to table or deny a funding request.

Chapter 604.4.4 Table a particular allocation.

Chapter 604.4.5 Deny all proposed allocations en bloc.

Chapter 604.4.6 Votes on any motions made in regards to this Chapter shall be taken via the recording of the yeas and nays of the members.

Chapter 604.5 The Senate shall consider the FAC allocations in accordance with their rules and procedures along with the rules contained hereinbefore in this Title.

Chapter 604.5.1 The Senate shall not have the power to award any money to a student organization that has not requested that money through the Financial Affairs Committee or was denied that money through the Financial Affairs Committee.

Chapter 605 FAC Reimbursement Procedure

Chapter 605.1 Advance funds may be available in certain circumstances using the UA procurement procedures; organizations wishing to take advantage of this option should contact the FAC Advisor regarding availability of these funds.

Chapter 605.2 A Reimbursement Request Package containing the original proofs of purchase and proofs of payment must be presented upon completion of the project or activity for reimbursement of funds; reimbursement requests should be made within sixty days of notification of award, or date of travel or event.

Chapter 605.3 Any funds remaining unclaimed after the sixty days will be returned to the FAC for re-allocation.

Chapter 605.3.1 Funds must be spent by student organizations in the fiscal year in

which the allocation was made

Chapter 606 Recognition of FAC Contributions and Transparency

Chapter 606.1 After the Senate consideration of the FAC allocations, the act, in both "as introduced" and "as passed" forms, shall be made available on the SGA website as public information.

Chapter 606.2 All relevant documents pertaining to FAC applications, procedures, and rules shall be posted and maintained on the SGA website.

Chapter 606.3 All organizations who receive funding from FAC for the purposes of executing their project shall publically recognize the FAC's contribution.

Chapter 607 SGA Budget and Pay Scale

Chapter 607.1 The SGA Executive branch shall prepare a budget proposal for each fiscal year.

Chapter 607.1.1 Each SGA official responsible for the utilization of funds within an SGA account within the Operating Budget shall prepare a detailed budget of expected needs for the account over the following fiscal year.

Chapter 607.2 The Vice President of Financial Affairs or his/her designee shall present the following year's budget to the Senate during a legislative session.

Chapter 607.2.1 The SGA Budget shall be sent to the Senate Committee on Finance for Review.

Chapter 607.2.2 A roll call vote of approval for that budget by the Student Senate shall be held no less than seven days later at a meeting of the Student Senate.

Chapter 607.3 The SGA Executive Branch shall prepare a pay scale proposal at the beginning of each SGA administration.

Chapter 607.4 The Vice President of Financial Affairs or his/her designee shall present the following year's Pay Scale to the Senate during a legislative session.

Chapter 607.4.1 The SGA Pay Scale shall be sent to the Senate Committee on Finance for review.

Chapter 607.4.2 At the request of any Senator, a detailed description of each salaried position shall be provided by the Executive Secretary or the Vice President for Financial Affairs.

Chapter 608 SGA Appropriations

Chapter 608.1 Legislative Spending

Chapter 608.1.1 Senators who require access to SGA funds shall be required to submit an appropriations act to the Senate for ratification.

Chapter 608.1.1.1 At the request of any Senator, the Senator requesting the funds must provide specific details as to the amount of funds desired and the exact manner in which they shall be used.

Chapter 608.1.2 Operational expenses from the Office of the Speaker under $2,000 are exempt from the appropriations bill requirement.

Chapter 608.1.3 First Year Councilors who require access to SGA funds shall be required to submit a joint appropriations act to the First Year Council and the Senate for ratification.

Chapter 608.1.4 At the request of the Senate Committee on Finance Chair or the First Year Council Financial Affairs Committee Chair, the Councilor requesting the funds must provide specific details as to the amount of funds desired and the exact manner in which they shall be used.

Chapter 608.1.5 The Legislative branch must conform to current accounting guidelines established by the UA Financial Accounting Department.

Chapter 608.2 Executive Spending

Chapter 608.2.1 Any allocation by the Executive Council of more than $2,000 must be presented to the Senate for approval in the form of an act.

Chapter 608.2.2 At the request of any Senator, the Executive Council must provide specific details as to the amount of funds desired and the exact manner in which they will be used.

Chapter 608.2.3 The Executive Council must conform to any rules and guidelines set for it by the FAC for all of its allocations as well as those established by the UA Financial Accounting Department.

Chapter 608.3 Judicial Spending

Chapter 608.3.1 Expenditures from the Judicial Branch shall come from a sum allocated to the Student Court account annually within the SGA budget.

Chapter 608.3.2 Additional allocations to the Student Court Account must be approved by the Senate through an appropriations act.

Chapter 608.3.2.1 At the request of any Senator, the Chief Justice of the Student Court must provide specific details as to the amount of funds desired and the exact manner in which they will be used.

Chapter 608.3.3 The Judicial Branch must conform to current accounting guidelines established by the UA Financial Accounting Department.

Chapter 608.4 Negative Balance Contingency Plan

Chapter 608.4.1 Should any account contained in the SGA budget experience a negative balance, then the Vice President of Financial Affairs, at his or her discretion and without the consent of the Senate, shall be vested with the authority to transfer funds from the Executive Contingency account to the account exhibiting the negative balance such that the resulting balance of that account is zero.

Chapter 608.4.2 Nothing in this subchapter shall be construed to grant the Vice President of Financial Affairs the authority to transfer funds from other accounts in the SGA budget, with exception of the Executive Contingency account, to rectify negative account balances.

Chapter 609 Recognition of SGA Contributions and Transparency

Chapter 609.1 A financial statement of all SGA expenditures, along with all pertaining acts approved by the Senate, shall be posted on the SGA website monthly.

Chapter 609.2 All available past SGA financial records shall be made available on the SGA website.

Chapter 609.3 The SGA pay scale, along with all pertaining acts approved by the Senate, shall be posted on the SGA website.

Chapter 609.4 Any organization receiving funding derived from monies contained within the SGA budget shall publicly recognize the SGA’s contribution.