



**Bill B-02-21**  
**The University of Alabama**  
**26<sup>th</sup> Senate 2021-2022**

**Authors:** Senator Benner Page; Sullivan Irvine, Vice-President of Financial Affairs

**Sponsors:** Senator Andrew Bregman, Senator Collier Dobbs, Senator Sims Johnson, Senator CJ Pearson, Senator Katie Morris, Senator Grant Haidu, Senator Deborah Oberkor, Senator Grayson Shook, Senator Will Goodloe, Senator Luke Shroeder, Senator Charlie Crouse, Senator Taryn Geiger, Speaker Darius Thomas, Secretary Grace Federico

**Endorsements:** Jill Fields, President; Sam Rickert, Executive Vice-President; Amanda Allen, Vice-President of Academic Affairs; Jack Steinmetz, Vice-President of Student Affairs; Madeline Martin, Vice-President of External Affairs; Colin Marcum, Executive Secretary; Lauren Gilonske, Vice-President for Diversity, Equity, and Inclusion; Nathan Yamaguchi, Chief of Staff

**A BILL TO UPDATE THE CODE OF LAWS FOR 2021**

*Be it enacted by the Senate of the Student Government Association assembled.*

**Section 1. Findings:**

- The Financial Affairs Committee has conducted a review of the Code of Laws.
- The Vice-President of Financial Affairs updated the Code of Laws with Bills of the Senate that were successfully passed.
- To make the process of allocation of funding through the Financial Affairs Committee more streamlined, equitable, and accessible, the Code of Laws needs to be updated as follows:

- Reduce fiscal year eligibility cap from \$10,000 to \$7,500
- Eliminate the individual required categories for spending, associated with funding
- Travel will have a per traveler cap of \$500 per traveler per fiscal year
- Equipment will have a cap of \$4,999.99 for a single item limit due to capital expenditure guidelines
- Cultural food will still be capped at \$2,000 per fiscal year, but will also have a per person limit of \$15.00 per student

- Require organizations to submit a budget with their funding request, for committee review

D. These alterations to the Code of Laws consist of modifications to **Title VI, Chapter 600**

## Section 2. Legislation:

The SGA Code of Laws shall be updated as reflected in the master Code of Laws Word document distributed to the SGA Senate. Additions, deletions, and revisions are **colored red**.

Chapter 504.2 The Deputy Director shall serve as chief administrative officer of the office in which he or she works.

Chapter 504.3 The Deputy Director shall advise the director of the office for whom he or she works on all fiscal matters and use of all resources.

#### **Chapter 505 Duties of Assistant Directors of offices**

Chapter 505.1 Assistant directors will be appointed on an as needed basis to serve specific functions of a particular office.

#### **Chapter 506 Duties of Office Personnel**

Chapter 506.1 Office personnel shall serve whatever purpose for the office that the director of that office prescribes for him or her.

Chapter 506.2 Office personnel shall have specific and descriptive job titles.

#### **Chapter 507 Creation, suspension, and dissolution of offices**

Chapter 507.1 Any member of the Executive Council may establish a new office so long as it reports to the executive officer who is creating it.

Chapter 507.2 New offices must be created in writing and filed with the Executive Secretary.

Chapter 507.3 All new offices are subject to approval or disapproval by the Senate.

#### **Chapter 508 Committees**

Chapter 508.1 Committees shall be, from time to time, established and duly charged by the President of the SGA or any member of the Executive Council as prescribed by the Constitution of the Student Government Association to investigate and report on some matter in which University of Alabama students have a vested interest or a stake of some sort.

Chapter 508.2 Committees must be established in writing to the Senate and filed with the Executive Secretary.

Chapter 508.3 Committees shall not be required to be temporary functions of this government.

### **TITLE VI**

#### **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 for 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 for Financial Affairs for strictly informational purposes.

Chapter 600.2.5 The Financial Affairs Committee shall meet ~~regularly 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.

#### 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.

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 for Financial Affairs shall have the ability to waive Chapter ~~601.2.3~~ 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~~ before the deadline listed on the SGA website.

~~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 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 ~~\$740,050~~ 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 603.2.12 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 603.45 Allocation for equipment purchases may be made based on UA Purchasing, Spending, and Risk Management policies.

Chapter 603.5 Funding for a single piece of equipment will be capped at \$4,999.99.

~~Chapter 603.5.1 Organizations will be allowed to receive a maximum of \$800.00 per fiscal year for equipment. The cost of a single piece of equipment cannot exceed the capital expenditure threshold of \$4,999.99.~~

Chapter 603.5.12 Items must be kept in a secure location on campus.

Chapter 603.5.23 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 603.67 The FAC considers the following factors when allocating

funds: Chapter 603.67.1 Nature of the project or activity.

Chapter 603.67.2 Number of students affected by the project or activity.

Chapter 603.67.3 Size of the student organization.

Chapter 603.67.4 Adherence to FAC

guidelines. Chapter 603.67.5 Degree of outside funding.

Chapter 603.67.6 Co-sponsorship of a project by two or more student

organizations. Chapter 603.67.7 Precedence based on previous FAC deliberations.

Chapter 603.67.8 The number of pending requests to the FAC made by Student Organizations.

Chapter 603.67.9 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 603.78 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 603.89 The FAC reserves the right to set additional limitations for funding ~~categories~~. Additional limits, processes and procedures shall be located in the FAC Funding Guidelines.

#### **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 regard 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 publicly 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 for 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 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 for 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 for 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 for 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.

### **TITLE VII**

#### **Chapter 700 Candidate Eligibility – Executive Offices**

Chapter 700.1 Undergraduate Candidates shall have the following:

Chapter 700.1.1 2.30 GPA on 4.00 scale (UA points only)

Chapter 700.1.2 36 UA credit hours

### Section 3. Copies:

Copies of this Bill shall be sent to: Jillian Fields, SGA President; Dr. Myron Pope, UA Vice President for Student Life; Katie Beth Crowe, SGA Attorney General; Sid Elkins, SGA Webmaster; Tynan Kozak, Director of Student Life Business Services; Kendra Powell, Associate Director of Student Life Business Services; Cassie Yeager, Manager of Student Life Business Services; Angel Narvaez-Lugo, Student Government Association Advisor