

Budget Rules and Regulations

TITLE VII. Rules for the Allocation of SGA Funds

Chapter 700. Allocation Rules

700.1 Activities being funded or subsidized by the SGA must benefit the University and the students in a timely and direct manner.

700.1.1 In order for an organization to receive money from SGA, it must be authorized as a registered organization through the Office of Campus Involvement and have been registered three consecutive semesters immediately preceding the budget request.

700.1.2 A two-thirds vote by the Senate may override Chapter 700.1.1.

700.1.3 The SGA may choose to co-sponsor certain projects or activities with another USA student organization.

700.1.4 SGA co-sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.

700.1.5 All chapter 700 laws with the exception of 700.3 and 700.9 apply to co-sponsorship requests. All requests must contain itemized price estimates as stated in 700.4 and must recognize SGA support as stated in 700.8. Co-sponsorship of an organizational event does not impact that organization's annual allocation, currently \$3,000.00.

700.2 Every organization seeking an SGA allocation must be able to demonstrate that a substantial effort has been made, on the part of that organization, to fund the project on its own.

700.3 No organization shall receive an allocation of more than \$3,000.00 in one SGA fiscal year.

700.4 All requests must contain itemized price estimates and be consistent with the rules of Budgetary Procedures of the State of Alabama, and the University of South Alabama.

700.5 Any organization which uses any part of an SGA allocation for private commercial gain shall have the remainder of its allocation cut off and shall not receive any SGA allocation for the remainder of that academic year.

700.6 Organizations must submit receipts for actual expenditures to the SGA Treasurer by 5:00 p.m. of the fifth day of the semester following the semester in which the event was held. Organizations must submit original receipts to the SGA Treasurer by the required time. Organizations will receive allocated funds for actual expenditures up to the amount allocated by the SGA. Organizations will lose their allocation if they fail to turn in actual receipts to the SGA Treasurer by the required time. Organizations that lose their allocation must go through the allocation process again.

700.6.1 The SGA shall only send allocation monies to an advisor of an organization or transfer reimbursement funds into an organization's University account. The SGA shall not send allocation monies directly to a student of an organization.

700.7 An allocation must be spent as stipulated by the SGA if such stipulation is applicable.

700.8 All advertising for an activity that is fully or partially funded by the SGA must effectively recognize the SGA's support. All publications must contain the SGA logo.

SGA will not pay for T-shirts unless the event is sponsored or co-sponsored by SGA, and, therefore, T-shirts must contain the SGA logo.

700.8.1 A t-shirt is defined as a non-collared, short or long-sleeved shirt with a ring neck. T-shirts may or may not have pockets.

700.8.2 The SGA may fund t-shirts as uniforms if the particular organization requesting the shirts provides the names and student numbers of the recipients. The t-shirts may not display advertising for an event and a sample design must be approved by the senate.

700.9 All requests for funds submitted to the Appropriations Committee must be received by the chair at least seven (7) working days prior to the time the allocation is needed. This rule may be waived with three-fourths approval of the Appropriations Committee.

700.9.1 All requests for co-sponsorships must be received at least seven working days prior to the event and a representative of the organization seeking co-sponsorship must be present at the Senate meeting in which the request is reviewed.

700.10 Requests for funds for any non-academic-related or non-university-wide publication must go through the Board of Student Communications. Determination of the status of publications seeking funds shall be made by the appropriate SGA reviewing body.

700.11 Any solicitation for funds from the SGA for a campus-wide publication must meet the following criteria, unless it is published each semester or annually:

- A. be a recognized student organization, and
- B. be recognized by the Board of Student Communication.

700.12 All budget request forms must be completed, as stated on the request form and Code-of-Laws, and turned in to the SGA office by 5:00 p.m. five (5) days prior to the budget meeting each semester. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at that meeting.

700.13 Every organization seeking a Student Government Association allocation must have a member present at the meeting at which funding is considered. The representative seeking allocation may not be a current member of the Student Senate or a member of the Student Government Executive Council. This law may be waived at any Senate meeting with two-thirds approval of the Senators present at the meeting.

700.14 No reimbursement for gas mileage will be given. The SGA van is available for use when the proper request has been approved by the SGA secretary. SGA will not pay for gas used in the vans.

700.15 Allocation of food and drinks will only be given for events sponsored by SGA, or co-sponsored by an executive committee.

700.16 SGA will not pay for equipment such as, but not limited to any type of media equipment, digital cameras, computers, printers, videos, and any other equipment. The only exception would be for equipment that is not available on campus and is vital for an organization to function, which will be decided by the Executive Council. If such equipment is approved then the equipment must be stored on campus and proof of on campus storage must be provided to the SGA Treasurer in order to be reimbursed.

700.17 SGA will pay up to \$900 for a speaker, which includes travel expenses and the actual speaker fee.

700.18 SGA will not pay for office supplies. Examples are, but not limited to, stationary, pens, paper, envelopes, film, stamps, invitations, paper clips, etc. and any other item not recommended by the Executive Council.

700.19 SGA will not reimburse expenditures for awards or plaques.

Chapter 701. Student Government funds cannot be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless:

701.1 The organization requesting the funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:

- A. submitting a paper at the event, or
- B. participating in competition at the event, other than delegation of the year, chapter of the year, spirit awards or equivalents thereof, or
- C. submitting a project or display at the event, or
- D. hosting the convention within two years of the date that the appropriation is approved by the Senate, or
- E. there for the sole purpose of receiving information on further education opportunities (after the student graduates) i.e. graduate schools seminars, law forums, etc.

701.2 The organization requesting the funds must attach to the Budget/Appropriation Request a list of the people planning to attend the event, and their student numbers, the majors and minors of all the students on the list, the office, if any, held by anyone on the list, the affiliation with the organization of all students on the list, a copy of the registration form, a travel itinerary, and any other information received by the organization related to the conference, convention or trip.

701.3 Within two weeks of returning, the organization requesting the funds must submit all receipts of expenditures, an itinerary of the conference showing dates and time of conference activities, a report of the activities, and physical proof of the fulfillment of one of the requirements in 701.1 (photographs of display, copy of paper submitted, awards won, letter of intent from national or regional organization stating that conference will be hosted here within two years) to the executive council. Failure to comply will result in the loss of the allocated funds.

Chapter 702.

702.1 Any one organization may only receive up to \$350.00 per person for travel, lodging, and/or registration expenses in one year.