BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF SOUTH ALABAMA

WHEREAS, the Student Government Association of the University of South Alabama recognizes the need for continuous updating and improvements to the Code-of-Laws and Financial rules; and
WHEREAS, the Student Government Association recognizes the need for the best possible system of allocation for student organizations; and
WHEREAS, the Student Government Association recognizes the need for the Code-of-Laws to reflect the needs of the student organizations as best possible; and
WHEREAS, this means frequently updating the Code-of-Laws, and making the financial rules flexible to best serve the needs of students to have successful student organizations; and
WHEREAS, the Student Government Association recognizes the importance of the Appropriations Committee and the relationship it holds between the Student Government Association Treasurer and student body.

Section 1: The Student Government Association Code-of-Laws “Title VII. Rules for Allocation of SGA Funds” shall be removed.

Section 2: The Student Government Association Code-of-Laws “Title VII. Rules for Allocation of SGA Funds” shall be added to read:

Chapter 700 Financial Rules
700.1 No amount of the Student Government Association’s funds may be spent before the forming of a senate approved budget; this is to exclude the purchase of necessary office supplies and professional development programming.
700.1.1 Necessary office supplies include, but are not limited to, copy paper, pens, pencils, tape, highlighters, permanent markers, etc.
700.1.2 Professional development programming includes, but is not limited to, retreats and conferences.
700.2 All funding done by the Student Government Association shall be in the form of 
reimbursement.
700.2.1 The form of reimbursement shall be a valid receipt, invoice, etc. The recommendation of such 
reimbursement shall be up to the Student Government Association Treasurer.
700.2.2 The decision if reimbursement is valid can be decided by a five-sevenths approval of the 
Appropriations Committee.
700.3 The Senate must allocate a portion of the semesterly budget to be used for allocation to 
students, student organizations, and University departments.
700.4 The Appropriations Committee will have the authority to approve funding requests made 
by student organizations or University departments.
700.5 Funding requests must be approved by five-sevenths of the Appropriations Committee 
and signed by the President of the Student Government Association.
700.6 Any and all allocations must be spent as stipulated by the Student Government 
Association if such stipulation is applicable.
700.7 All advertising for an activity and/or item that is fully or partially funded by the Student 
Government Association must effectively recognize the Student Government Association’s support.
700.8 The Student Government Association shall not pay for office supplies. Examples are but 
are not limited to stationery, pens, paper, envelopes, film, stamps, invitations, paper clips, etc.
700.9 The Student Government Association shall not reimburse expenditures for awards, gifts, 
giveaways, or plaques.
700.10 The Rules Committee shall be the sole authority within the Student Government 
Association Senate in auditing the Financial Requests brought to the Appropriations Committee.
700.10.1 The Student Government Association Treasurer and President shall have authority to 
audit any and all Financial Requests brought to the Appropriations Committee.

Chapter 701 Publication A001
701.1 “Student Government Association Publication A001 Rules for Allocation of Student 
Government Association Funds to Non-Student Government Association Entities” shall be established.
701.2 Publication A001 shall be maintained by the Treasurer of the Student Government 
Association.
701.2.1 Publication A001 shall be made available to the public and reasonably accessible to 
student organizations and University departments interested in applying for Student Government 
Association allocation of funds.
701.2.2 Publication A001 shall be published in the Lowdown following the Student Government 
701.3 Amendments to Publication A001 shall be jointly proposed by the Treasurer of the 
Student Government Association and Appropriations Chair of the Student Government Association.
701.3.1 Amendments to Publication A001 must be approved by five-sevenths of the 
Appropriations Committee and signed by the President of the Student Government Association.
701.3.2 All amendments to Publication A001 shall be given by the Appropriations Chair to the 
Senate at the next regularly scheduled meeting of the senate immediately following adoptions of said 
changes.
701.4 The Senate may propose and approve amendments to Publication A001 using regular 
voting procedure in accordance with the Code-of-Laws and must be approved with a two-thirds of those 
voting at the Senate meeting.
701.5 Publication A001 will maintain all rules and requirements to be eligible for Student 
Government Association allocation of funds in the form of Appropriations, Supplemental Travel Grants, 
and Co-Sponsorships.

Publication A001 must be in accordance with University of South Alabama policy on reimbursement and in accordance with all applicable federal, state, and local laws, regulations, and ordinances.

Chapter 702 First Year Council Expenditures

702.1 After the Student Government Association approves the funding for the First Year Council, the First Year Council has sole authority to allocate these funds to the projects that it deems appropriate. This approval process will be determined by the First Year Council governing documents.

702.2 The First Year Council Director or Freshman-at-Large shall report on this approval of funds by the First Year Council to the Student Government Association Senate at the next regular meeting of the Student Government Association Senate immediately following the approval of a project by the First Year Council.

702.3 The Student Government Association Senate may reverse the funding decision by the First Year Council only by a two-thirds majority vote using standard voting procedure.

Chapter 703 Forms of Allocation to Non- Student Government Association Entities

703.1 Supplemental Travel Grants shall be defined as allocations of funds to student organizations or University departments for the purpose of travel in compliance with Publication A001.

703.1.1 No Supplemental Travel Grant request shall be granted until a portion of the Student Government Association budget has been allotted and set aside for Supplemental Travel Grants.

703.2 Appropriations shall be defined as allocations of funds to student organizations for the purpose of successful operations of a student organization in compliance with Publication A001.

703.2.1 No Appropriations request shall be granted until a portion of the Student Government Association budget has been allotted and set aside for Appropriations.

703.3 Co-Sponsorships shall be defined as allocations of funds to student organizations or University departments for the purpose of programming or other events that benefit the student body in compliance with Publication A001.

703.3.1 Co-Sponsorships should be aligned with the Student Government Association’s overall vision for the University of South Alabama campus community.

703.3.2 No Co-Sponsorship request shall be granted until a portion of the Student Government Association budget has been allotted and set aside for Co-Sponsorships.

Section 3: This act shall take place immediately upon passage.

President, Student Government Association
Student Government Association  
Publication A001  
Rules for Allocation of Student Government Association Funds to Non-Student Government Association Entities  
Revised July 2016

Title I. Definitions
100.1 Appropriations Committee: a standing Senate committee charged with the review and approval of all requests by outside entities for Student Government Association funds.
100.2 Financial Request: A formal written request asking for Student Government Association funds to be utilized in a manner stipulated in the request.
100.3 Fiscal Year: The financial year starting in June and running into the end of May of the next calendar year; Summer, Fall, and Spring semesters.
100.4 Appropriation: A type of allocation to a student organization. Must adhere to appropriation rules, as well as allocation and financial request rules.
100.5 Co-sponsorship: A type of allocation to a student organization or University of South Alabama entity. Must adhere to co-sponsorship rules, as well as allocation and financial request rules.
100.6 Supplemental Travel Grant (STG): A type of allocation to a student organization or University of South Alabama department. Must adhere to STG rules as well as allocation and financial request rules.

Title II. Financial Rules
200.1 All funding done by the Student Government Association shall be in the form of reimbursement.
200.1.1 The form of reimbursement shall be a valid receipt, invoice, etc. The recommendation of such reimbursement shall be up to the Student Government Association Treasurer.
200.1.2 The decision if reimbursement is valid shall be made by five-sevenths approval of the Appropriations Committee when necessary and can be overridden by two-thirds approval of the Senate.
200.2 Informational meetings for students and organizations regarding the Appropriation, Co-sponsorship, and Supplemental Travel Grant processes and requirements shall be held each semester before the end of the first two weeks of the Allocation period and shall be hosted by the Student Government Association Treasurer, Comptroller, President, or some combination thereof.
200.3 All financial requests submitted to the Appropriations Committee must be received at least seven (7) business days prior to the time the allocation is needed. This rule may be waived with five-seventh approval of the Appropriations Committee.
200.4 Any and all allocations must be spent as stipulated by the Student Government Association.
200.5 Any organization which uses any part of its allocated funds from the Student Government Association for private or commercial gain and/or not in accordance 200.4 shall have the remainder of its allocation cut off and shall not receive any Student Government Association allocation for a minimum of three semesters to follow.
200.6 In order for a student organization to receive an allocation from the Student Government Association, it must be an authorized and registered organization through the Office of Student Activities and have been registered for three consecutive semesters (Fall, Spring, Summer; Spring, Summer, Fall; Summer, Fall, Spring) immediately preceding the Financial request.
200.6.1 In order for an organization to receive an allocation from the Student Government Association, the organization must have a representative present at any required hearings stipulated by the Appropriations Committee.
200.6.2 The organization will be notified at least 72 hours in advance by the Appropriations Committee of a required hearing.

200.7 The Student Government Association Treasurer must announce by the end of the first week of the semester all dates pertaining to allocation of Student Government Association funds to non-Student Government Association entities. These dates include, but are not limited to, the start and end dates for appropriations, co-sponsorships, and supplemental travel grants.

Title III. Financial Request Requirements

300.1 Requirements for the Financial Request are as follows and will be included on the fillable form on the SouthSync Budget Request:

a. Itemized and numbered list of items requesting payment for.

b. Explanation of all parts.

c. Contact Information (including e-mail and phone number).

d. Proof of costs for all expense items--uploaded as supporting documentation.

e. Items requiring Jag Numbers and Names must be included within an itemized and numbered list--uploaded as supporting documentation.

f. Advisor approval--uploaded as supporting documentation (screenshots are acceptable).

Title IV. Promotional Materials

400.1 All advertising for an activity and/or item that is fully or partially funded by the Student Government Association must effectively recognize the Student Government Association's support. All publications that are funded by the Student Government Association (which includes t-shirts, flyers, banners, etc.) must contain the Student Government Association logo.

400.2 The Student Government Association will not pay for promotional items for events unless the event is sponsored by the Student Government Association.

Title V. Appropriations Requirements

500.1 An organization shall only receive a maximum of $2,000.00 per fiscal year in appropriation allocations.

500.1.1 An organization may only request up to $500.00 per person for travel, lodging, and/or registration expenses per fiscal year out of their appropriation allocation budget.

500.2 An organization may receive funding for uniforms.

500.2.1 An organization requesting uniforms is not required to provide Jag Numbers and Names of the students receiving the uniforms until the organization turns in the reimbursement form.

500.2.2 An organization requesting uniforms will only be reimbursed for the number of valid Jag Numbers and Names and will only receive up to the amount per uniform listed in the required quote.

500.2.3 Uniforms are defined as torso and leg garments and only such garments will be approved.

500.2.4 An organization may receive up to $30.00 per person for uniform(s) for each fiscal year.

500.3 The Student Government Association shall not pay for equipment such as, but not limited to, any type of media equipment, audio equipment, digital cameras, computers, printers, videos, books, hardware, tools, recreational equipment, individual sports safety equipment, or intramural equipment.

500.3.1 The Student Government shall pay for equipment listed in 500.3 that may not be reasonably available on campus and that is vital for the organization to function.

500.3.2 500.3 may be suspended with five-sevenths approval of the Appropriations Committee.

500.3.3 If equipment is purchased using allocation of funds from the Student Government Association it must be stored on campus and proof of storage must be brought to the Student Government Association Treasurer.
500.4 The Student Government Association shall not pay for an organization’s fees such as, but not limited to, website fees, chapter fees, and intramural fees.

500.5 The Student Government Association shall not pay for food or drink requests from any organization.

Title VI. Co-Sponsorships Requirements
600.1 All requests for co-sponsorships must be received at least two weeks prior to the event.
600.2 Organizations are allowed to request financial support for food and drink in a co-sponsorship.
600.3 A Student Government Association Co-Sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.
600.4 A co-sponsorship shall entail the following additional information to be presented to the Appropriations Committee, as included but not limited to:
   a. Information about the project’s full scope
   b. Information about additional sponsors, their support, or additional funding methods
   c. A full copy of all receipts for services, materials, or items used in the project, not just receipts limited to the project portions co-sponsored by the Student Government Association
   d. An after-event report of the co-sponsorship’s goals, accomplishments, and results to be presented to the Appropriations Committee
   e. Any additional information requested by the Appropriations Committee
600.5 Every organization seeking a Student Government Association co-sponsorship must be able to demonstrate that a substantial effort has been made, on the part of the organization, to fund the project on its own.
600.6 The Student Government Association will only reimburse up to a maximum of 65% of the total approved project’s cost (receipts of all actual expenditures, not just planned expenditures).
600.7 Co-sponsorship of an organizational event does not impact that organization’s annual appropriation allocation.
600.8 An organization shall not receive funding for conference expenses, travel, lodging, and registration expenses through co-sponsorships.
600.9 Any and all non-philanthropic events co-sponsored by the Student Government Association shall be free and open for the student body.
600.9.1 Co-sponsorships whose purpose may be deemed philanthropic by the Appropriations Committee may charge a maximum of $5.00 per student per event.
600.10 If an organization is requesting a co-sponsorship for an off campus venue, they must provide (1) a bid for an on-campus venue as well as (2) additional off campus venue bids with an estimation of attendance for the event.

Title VII. Supplemental Travel Grant Requirements
700.1 Supplemental Travel Grants (STGs) are for travel, lodging, and/or registration expenses for conferences only.
700.2 STGs may be passed by the Appropriations Committee by a five-seventh majority vote if the appropriate amount of funds remain in the STG budget.
700.3 STGs may be requested by academic departments and student organizations on behalf of individual students.
The maximum a student can receive through an STG is $500.00 per Student Government Association fiscal year.

The maximum a student organization or department can request is $1,000.00 per Student Government Association fiscal year.

STG eligibility is strictly limited to students who are actively participating in academic and/or professional conferences only.

Examples of actively participating in an academic and/or professional conference include, but are not limited to:

a. Presenting a paper
b. Being an invited commentator
c. Presenting a poster presentation
d. Participating in an academic competition

Networking, team-building, or attending workshops are not actively participating in academic and/or professional conferences.

Title VIII. Travel Rules

Student Government Association funds may not be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless the organization requesting funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:

a. Participating in competition on behalf of the university at the event (this does not include delegation of the year, chapter of the year, spirit awards, or equivalent thereof), or
b. Hosting the convention within one year of the date that the appropriation is approved by the Appropriations Committee, or
c. Attending for the sole purpose of receiving information on further education, academic, or professional opportunities.

The Student Government Association cannot provide for funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.

Trips that result in little to no academic or professional development for those attending are considered leisure or recreational.

The organization requesting funds for travel to a conference or event must include in their financial request an itemized, numbered expense list.

The itemized, numbered expense list shall include a list of the people planning to attend the event, their student ID numbers, proof of registration (such as an email, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).

The Student Government Association shall reimburse for gas mileage (per University policy) or gas receipts, whichever is lower.

The Student Government Association shall reimburse for mileage or gas for one vehicle for every four students attending the conference and/or event (i.e. 1 vehicle: 1-4 people; 2 vehicles: 5-8 people; etc.)

Estimated mileage must be calculated using the main campus as the starting point.