

Title V

Financial Affairs

Part 1

Terminology

Article I. Abbreviations used.

Section 101. Abbreviations

1. SAFO – Student Activity Fund Office
2. SC – Student Congress
3. SG – Student Government
4. SEB – Student Educational Broadcasting, Inc. (WXYC)
5. FMW – Federal Minimum Wage
6. SBP – Student Body President
7. SBT – Student Body Treasurer
8. FCC – Finance Committee Chair
9. FC – Finance Committee
10. OTr – Organizational Treasurer

Section 102. Definitions

1. **Student Organization** - a group that has met the requirements of official University recognition at the University of North Carolina at Chapel Hill for the current academic year and, thus, eligible to receive SG Funds.
2. **Sub-organization** - a subordinate group which is connected to a Student Organization either financially (e.g., sharing funds, supplies, telephone, paid labor, office space) or officially (e.g., connected by Constitution, charter, by-laws).
3. **Student Government Funds** - Student Activity Fees allocated by direct or constitutionally mandated appropriations, as specified in Title I, Part 1, Article 1, Section 4.I.
4. **Generated Funds** - all quantities of outside income, excluding SG Funds, generated by an individual Student Organization which receives SG Funds.
5. **General Reserve** - the SAFO estimate of Student Activity Fees for a fiscal year less constitutionally mandated appropriations, the SAFO fee, and the Invested Reserve to be determined at the time of the Annual Budget Hearings. For accounting purposes, SAFO shall not include the two-thousand five-hundred (\$2,500) allocated to the Summer SC in determining the Annual Appropriations Budget.
6. **Annual Appropriations Budget** - the amount of funds that may be appropriated by SC during the Annual Budget Process for the following fiscal year. This amount shall be no more than thirty five percent (35%) of the General Reserve.

7. **Subsequent Appropriations** - the amount of funds that may be appropriated by SC during the Sub-sequent Appropriations Process. This amount shall be no less than sixty five percent (65%) of the General Reserve and shall be divided equally between the Fall and Spring semesters for allocation.
8. **Reversions Balance** - the amount of unspent appropriated funds by student organizations that is returned to the General Reserve at the end of the fiscal year.
9. **Invested Reserve** - the interest-drawing cash reserve that may be appropriated only upon authorization of the FCC and the SBT, subject to approval of the SBP.
10. **Invested Reserve Requirement** - The minimum amount of money that the Invested Reserve must contain, as defined by Title V, Article XI, Section 1103.
11. **Summer Student Congress Budget** - the amount of Summer Student Activity Fees allocated to the Summer SC for appropriations (not exceeding \$2,500).
12. **SAFO Fee** - SG share of SAFO operation cost as approved by Student Fee Audit Committee.
13. **In Writing** - Wherever this Title refers to any document being submitted "in writing," it shall be sufficient to submit said document via email, provided the appropriate email address can be found on any of the student government websites.

Part 2

Article I. Basic Provisions and General Philosophy

Section 101. Primary Use

The Student Activity Fees should be used primarily for the funding of programs, services, and events of benefit to the Student Body at Large.

Section 102. Applicability of Treasury Laws

The following Treasury Laws shall regulate all financial activities of every organization (and any of their sub-organizations) that receive SG Funds. Exemptions from these regulations must first be approved by the FC, and then affirmed by SC.

Section 103. Fiscal Year

The fiscal year of SG and of all organizations which receive SG Funds shall run from July 1 until June 30 of the following year. Exceptions may be granted only with the approval of the SBT and the FCC and must be reported at the next SC meeting by the SBT.

Section 104. Disbursement of SG Funds

There shall be three (3) types of direct disbursement of SG Funds.

- A. **Annual Budget Process** - the constitutionally mandated distribution of funds administered by SC each Spring for the upcoming fiscal year. The amount of funds distributed during the Annual Budget Process shall not exceed the Annual Appropriations Budget.
- B. **Subsequent Appropriations** - the allocation of funds from the Subsequent Appropriations Budget during the Fall and Spring semesters.
- C. **Summer Student Congress Appropriations** - the allocation of funds by the Summer SC. The Summer SC Budget shall not exceed two-thousand five hundred (\$2,500).

Section 105. Ownership

All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SG Funds shall be considered the exclusive property of SG unless otherwise specified by SC.

Section 106. Official Recognition

Only groups that are officially recognized by the Division of Student Affairs shall be allowed to spend SG appropriations. By the first SC meeting in October, the FCC will approve the validity of all groups who were funded in the Annual Budget Process and have re-applied for Official Recognition by the University.

Section 107. Freedom of Expenditures

Though an organization may receive SG Funds, such funding does not limit use of said organization's Generated Funds in any way other than the ways restricted by Title V, Section 606(A).

Section 108. Reduce Speculation of Fund-raising

There should be conscientious efforts made by SC to reduce speculation in regards to an organization's ability to fund-raise or in regards to what effect partial funding of a program might have.

Section 109. Viewpoint Neutrality

Funding decisions for programs, services or events shall be made without regard to the viewpoints expressed.

Article II. Criteria for Funding

Section 201. Priority for Funding

The following criteria shall be used in the evaluations by the FC and SC for proposals for funding of organizations from Student Activity Fees. These criteria are listed in descending order of priority for funding.

- A.** Constitutionally funded organizations.
- B.** Campus-wide programs, services, and events of general interest, appeal, and access to a substantial portion of the Student Body.
- C.** Programs, services, or events sponsored by a club, competitive interest programs, open to the entire Student Body but of a more limited interest or appeal than in B. above.
- D.** Programs, services, or events not open to the entire Student Body.
- E. Funding Categories.** Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories in line with those of SAFO (such as supplies, telephone, secretarial, printing and publicity) essential to the continuation of the organization shall be considered for funding on the basis of how the organization's programs as a whole benefit the student body. Except for constitutionally and statutory funded organizations, funding for an organization as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.
- F.** Funds may be appropriated for programs originating beyond the University at local, state, and national levels that directly affect students at the University of North Carolina at Chapel Hill. Such appropriations may be made only with the approval of a two-thirds (2/3) majority of SC.
- G.** Congress shall not appropriate funds in a manner inconsistent with Title V, Section 606 and 607.

Section 202. Guidelines for Funding

The following guidelines should be used in judging the worthiness of any organization to receive funding:

- A. Representation.** SC should consider the number of students affected and the number of

students involved in a project. SC should try to anticipate this representation by looking at past involvement, enthusiasm for the program, current opinions about the program, and the amount of involvement anticipated by the organization.

- B. Vitality.** SC should consider how vital a program is to the organization. Criteria to be considered should be the priority of the program in relation to other programs sponsored by the organization, whether or not it is in part a fundraising program, and how it would affect the morale of the organization.
- C. Specialization.** The Congress should consider how unique a program is to the Student Body. It should consider the cultural/educational value of the program, whether or not it overlaps another program on campus, the amount of recognition it brings to the University, and the identification it has with the organization.
- D. Generated Funds,** i.e. outside income.

Section 203. Funding for Political Activities

- A.** It is the policy of SG of the University of North Carolina at Chapel Hill to promote the free exchange of ideas and diversity of opinion necessary to a complete education. Programs, services or events which promote thoughtful and open discourse on the issue of the day are a cherished part of the heritage of this University and are to be encouraged by whatever means SC shall deem appropriate and lawful.
- B. Electioneering.**
 - (1) **Definition.** For purposes of this Section, "electioneering" means a campaign activity such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, sponsorship of a fundraiser, designed to further or hinder the candidacy of an individual or individuals for elected office.
 - (2) SC shall appropriate no Student Activity Fees to fund programs, services, or events the purpose of which is the furtherance or hindrance of the candidacy of an individual or individuals for federal, state, local, student-elected, faculty-elected, or employee-elected office through electioneering.
- C. Lobbying.**
 - (1) **Definition.** For purposes of this Section, "lobbying" means an effort to persuade any government official (including those officials within national, state, or local administrations) to take a certain position on any issue through direct communication with that entity or official.
 - a. Efforts to persuade officials within the University of North Carolina System's administration will not be considered lobbying.
 - (2) Except as provided below, SC shall appropriate no Activity Fees to fund programs, services, or events the purpose of which is to lobby. Congress shall not appropriate, nor shall any student organization utilize Student Activity Fees for such purposes unless:
 - a. SC approves the specific expenditure by way of a separate appropriations bill approved by a two-thirds vote of the membership; and,
 - b. Nothing in this Section shall be construed to prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by an organization receiving Student Activity Fees, or by a member of such an organization, as long as the expenses of such efforts are funded by General Funds and not Student Activity Fees, except that no organization or member of an organization created by Title I of this code shall, as an organization or as an individual in an official capacity, make any endorsement of a candidate for office as described above.

Section 204. Funding of publications - Definitions

A. Publication means any student organization that receives more than \$100 in Student Government funds in a fiscal year for the purpose of printing any kind of periodical, such as a magazine, newspaper, or journal.

B. Print Issue means a printed collection of content created by a Publication.

C. Web Issue means a collection of content, available via an Internet protocol (which includes, but is not limited to, HTTP and the World Wide Web) , which consists of substantially the same amount of original content as a Print Issue, and which is freely accessible by UNC students.

D. The Number of Print Issues (NPI) is defined as the number of unique Print Issues printed by the Publication in a fiscal year.

E. The Number of Web Issues (NWI) is defined as the number of unique Web Issues produced by the Publication in a fiscal year.

F. A Publication's Funding Multiplier is defined in the following table, by finding the row corresponding to NWI and the column corresponding to NPI:

	Print = 1	2	3	4	5 or more
Web = 0	0.25	0.50	0.75	1.00	NPI/2 - 1
1	0.75	1.00	1.50	2.00	NPI/2
2 or more	1.00	1.50	2.25	3.00	NPI/2 + 1

G. A Publication's Funding Limit is defined as its Funding Multiplier, multiplied by the average cost for it to print a single Print Issue.

Section 205. Funding of Publications - Restrictions

No Publication shall be allocated a printing amount in excess of its Funding Limit without a two-thirds vote of Student Congress.

Article III. Funding Process

Section 301. Process

The process by which Student Activity Fees are dispersed by SC shall follow the procedures outlined in these Sections.

Section 302. Funding Process Orientation

SC, upon election of its officers, shall convene for a general Funding Process Orientation Session. The purpose of this session will be to inform the entire Congress of the funding process procedures, financial operating procedures in general, conceptions of funding criteria, and the general philosophy of funding.

Section 303. Documentation Requirements

It shall be required that each organization applying for funding be recognized by the University and have a certified OTr who has passed the Treasurer's Test administered by the SBT. Upon receiving a funding request, the FCC shall confirm University recognition with the Carolina Union, and OTr <http://>

www.designtavern.com/2009/04/recycled-paper-homes-to-address-homelessness-and-developing-countries/
with the SBT. If an organization has not satisfied both of these requirements, the FCC shall deny their
request to appear before the FC until those requirements have been met.

Article IV. Budget Process

Section 401. Schedule of Budget Process

With the assistance of the SBT and upon consultation with the FC, the FCC shall establish a schedule for the Annual Budget process by the second week of classes of the Spring semester. This schedule shall include an Organization Budget Orientation Meeting, to be held no earlier than ten calendar days after the mailing of Schedules and no later than one calendar week before the deadline for the submission of organizational Budget Request Forms. This deadline shall be no later than ninety-six (96) hours before the commencement of the FC hearings. Organizations that miss this deadline shall not be allowed to participate in the Annual Budget Process. The FC hearings shall conclude no later than seventy-two (72) hours before the commencement of the Final Budget hearing in the full SC.

Section 402. Notification Requirements

The FCC, with the assistance of the Assistant Director for Student Activities and Organizations, shall make publicly available the schedule and shall forward it to the president and/or treasurer of each organization recognized by the Office of Student Affairs. The FCC shall include in this notification a brief abstract of this Part, with specific mention of organizational responsibilities in the Annual Budget Process and the philosophy and criteria for funding.

Section 403. Organizational Budget Orientation Meeting

The Organization Budget Orientation Meeting shall be held for organizations to aid them in preparation of their budget requests and their organizational description for the following year. Every group wishing to participate in the Annual Budget Process is required to send a representative, preferably a certified organizational treasurer, to this meeting. It shall be conducted by the SBT, FCC, and Speaker of SC. The format of the workshop shall be as follows:

- A. The Annual Budget Process shall be explained in detail to the organizations. This explanation shall include criteria used in funding, the procedure groups must follow during the Annual Budget Process, and the kinds of questions to expect when they appear before the FC and SC during the hearings outlined in this Article.
- B. The Treasury Laws shall be discussed in such fashion as to ensure that all groups follow prescribed rules in drawing up their budget requests.
- C. SC members conducting this meeting shall demonstrate how to draw up a budget request or provide a sample request.
- D. Questions and answers should be encouraged among the representatives, especially such that past experience from the Annual Budget Process is shared by SC members and organizational representatives alike.

Section 404. Organization Budget Requests

Each organization shall be required to submit to the FCC a detailed Budget Request Form. The Budget Request Forms shall require organizations to provide their total budget for a fiscal year and a budget that specifies their anticipated use of SG Funds (their request for SG Funds). Additionally, the form shall include the name, phone number, and email address of the president and treasurer of the organization. These forms shall be created and approved by the SBT and the FCC.

Section 405. Order of Budget Hearings

Upon the FCC's confirmation that the organization has official University recognition and a certified OTr and approval of the Budget Request Forms by the SBT and FCC, the FC will hold preliminary Budget Hearings in order to construct the Annual Budget Bill. The order of the FC Budget Hearings shall be determined randomly.

Section 406. Appropriations Budget

With the assistance of SAFO, by SBT and FCC shall determine the total SG funds to be appropriated by the SC during the Annual Appropriations Process. The Annual Appropriations Budget shall be a maximum of 35% of the General Reserve. The remainder of the General Reserve shall be available for Subsequent Appropriations.

Section 407. Nature of Budget Hearings

- A. The Annual Budget Hearings are divided between a hearing of the FC and a Final Budget Hearing.
 - (1) **FC Hearing.** At least one meeting of the FC is required no sooner than two weeks prior to the Final Budget Hearing. The FC shall determine and prepare to recommend to SC, in the form of a Section of the Annual Budget Bill, a budget divided by the SG Funds expense categories. Each organization's budget shall be a separate paragraph of the Annual Budget to be recommended to SC.
 - (2) **SC Budget Hearing.** At least one meeting of SC is required and shall begin no later than the last Saturday before the final regularly scheduled meeting in the term of the SC. The Annual Budget Bill shall be presented by the FCC to SC for its approval and/or revision. The FCC is ultimately responsible for the compilation of the Annual Budget Bill.
 - (3) **Scheduling.** The FCC shall assign times during both the FC and SC Budget Hearings for an organization to present its budget requests, as follows.
 - a. The FCC shall assign, at random, time slots to each organization to appear at the FC Budget Hearing. The FCC shall allot each organization a five (5) minute time slot during this phase of budgeting. The FCC shall notify each organization of its scheduled appearance no less than one (1) week prior to the appearance. The FCC shall make every reasonable effort to contact the organization regarding its scheduled time slot, but shall not be responsible for the failure of an organization to appear at its scheduled time.
 - b. Each organization requesting funds during the budget process shall receive an electronic copy of its budget recommendation, as amended during the FC Budget Hearings, no later than one (1) week following the finalization of the FC Budget Hearings.
 - i. The FCC, or the officer presiding over FC Budget Hearing, shall ask each organization's representative(s) whether the organization plans to challenge the FC budget recommendations before SC.
 - ii. Any organization wishing to challenge FC budget recommendations shall be allotted a five (5) minute time slot during the SC Budget Hearings.
 - iii. Any organization not wishing to challenge FC budget recommendations shall not be

attend SC Budget Hearings.

vi. The FCC shall deliver electronic copies of the completed schedule for the SC Budget

Hearing to the SC forty-eight (48) hours in advance of the hearing.

B. The following procedure applies to both the FC and SC Budget Hearings:

- (1) Every member of the body shall have access to a paper or electronic copy of all Annual Budget Request Forms forty-eight (48) hours in advance of the hearings. The body shall evaluate the expenditures being requested and consider the expenditures of each organization to see that efforts were made by the organization to be cost-conscious. An itemized comparison between the previous year's allocations and the current request shall be provided.
- (2) Each organization shall be permitted two to address the body with information about the character, purpose, appeal, and scope of the organization and additional budget information. It is the right of a representative or representatives of a group to be present during all actions taken by the body on that group's budget.
 - a. If an organization fails to appear before the FC for the discussion of its request, it shall be considered withdrawn from the Budget Process, unless unforeseen circumstances prevent the discussion of the organization's budget within three (3) hours of its scheduled hearing time, or if a written explanation has been provided in advance to the FCC. If it cannot attend its hearing, the organization must waive its speaking privileges or entrust a member of the FC with the explanation of the request.
 - i. Subject to a majority vote by the SC during the SC Budget Hearings, an organization that has been withdrawn pursuant to this Section may have its budget request reinstated. Nothing in this section shall guarantee funding in whole or in part to a reinstated budget request.
- (3) Following all discussion of each particular organization's budget, the floor shall be open to the body for SG funding amendments. The determination of the level of SG funding for an organization shall be based upon the philosophy and criteria for funding outlined in Articles II and III, the availability of funds from the Annual Appropriations Budget, attempts to secure other sources of income, level of dues charged to members, and past financial performance. Motions and amendments are in order for the sole purpose of determining the Amount of SG Funds to be allocated. Such amendments shall contain the necessary adjustments in the appropriate categories and semester.
 - a. The following procedures apply only to the SC Budget Hearings:
 1. If an amendment is proposed to any organization's budget at the SC budget hearings, the Chair is required to recognize the representative of the organization for the purpose of addressing that organization's budget for no more than thirty (30) seconds. If a group's budget is cut by more than 5% of the FC recommendation, they must be notified by the FCC and give a chance to appeal.
 - b. The following procedures apply only to the FC Budget Hearings:
 1. Each organization shall be permitted one minute to address the body with information about the character, purpose, appeal, and scope of the organization and additional budget information.
- (4) The Annual Budget Bill shall be considered as a whole with each organization considered a separate paragraph. Save upon organizational request, amendments to the budget bill shall be made only to the effect of altering the amount of SG funds allocated or of amending or creating restrictions on the organization's use of SG funds. Amendments shall be entertained only for the organization under consideration, and the previous question may be moved for each organization. In each amendment proposed, categories shall be adjusted so as to maintain a balanced organizational budget. The body may create a rider to the organization's budget. This Section may contain a listing of any expenses ineligible for the use of SG Funds,

or any other restrictions on the use of SG Funds.

- (5) Upon adoption of question, the body shall go into a period of voting on the total level of SG funding for an individual organization.
- (6) If no deficit exists after all paragraphs have been considered, the only amendments which shall be in order shall pertain to corrections to totals, correction of typographical errors at any point in the bill, and amendments to those groups which did not appear for the budget process.

Section 408. Reconciliation of the Budget

Upon completion of SC Budget Hearings, if the amount of funds to be allocated exceeds the Annual Appropriation Budget by more than 1%, a recess of at least two (2) hours shall be called by the chair. During this recess it shall be the responsibility of members of the body to create written amendments to the Annual Budget Bill so as to decrease the amount of SG funds allocated. When the body reconvenes, all amendments shall be announced. The FC shall notify all groups subject to amendment of the date, place, and approximate time when those cuts may occur, and the body must recess until those groups: are able to attend this discussion; have waived its speaking privileges; or have entrusted a member of the body as its proxy. At such a time, the body will come back to order and the amendments shall then be drawn randomly and considered by the body. At any point after the Annual Budget Bill has become balanced or leaves a surplus, the previous question may be called and, if passed, the body shall vote on the Bill. If, after all amendments have been considered, the Annual Budget Bill remains unbalanced, the aforementioned process shall be repeated until a balance or surplus is achieved.

Section 409. Budget Must Be Balanced

The previous question shall be in order on the entire Budget Bill only after each organization has been considered and a balanced budget or a budget with surplus has been achieved as outlined in Sections 507 and 508.

Section 410. Emergency Budget Hearing

If the Annual Budget Bill fails, an Emergency Budget Hearing for the purpose of discussing the Bill as amended in SC Budget Hearing shall be held twenty-four (24) hours from the adjournment of SC Budget Hearing. The Emergency Budget Hearing shall be governed by the following provisions:

- A. The entire Bill shall be open to amendment;
- B. The Hearing shall be conducted solely to propose and debate amendments designed to produce an acceptable Annual Budget Bill. Only amendments to the income budget of an organization shall be in order. There shall be no presentations by organization members;
- C. A fifteen (15) minute break shall be provided every two (2) hours if no one has the floor; a lunch break of one (1) hour shall begin at noon (12:00 p.m.), and a dinner break of one (1) hour, if necessary, shall begin at seven (7) p.m. or as soon thereafter as no one has the floor; and,
- D. The previous question may be called on the entire Budget Bill only, and only when a balanced budget or a budget with surplus exists.

Section 411. Veto of the Budget bill

If the Annual Budget Act is vetoed by the President and this veto is not overridden by SC, no

organizations shall be funded save by subsequent appropriation from SG until the Congress shall pass an Annual Budget Bill in accordance with all the provisions in this article, except those concerning the time at which the Budget Hearing shall be held.

Section 412. Multiple Funding Requests

- A. For all expenses related to any single program, service or event, the Student Congress shall allocate funding to no more than one student organization during the Annual Budget Process. Student Government campaign organizations are exempt from this rule.
- B. This section shall not be construed to deny Student Congress consideration of additional funding requests during Subsequent Appropriations to cover remaining expenses related to individual programs, services and events. However, additional funds may be allocated only to the same sponsoring organization that originally received the initial funding during the Annual Budget Process.

Article V. Subsequent Appropriations

Section 501. Authority

SC shall have the authority to spend funds from the Subsequent Appropriations Budget each semester.

Section 502. Unappropriated Balance

At each SC meeting, the SBT or FCC shall provide an estimate of the amount of funds able to be allocated for the current semester. This estimate should be called the Unappropriated Balance.

Section 503. Deficit Spending Prohibited

SC may not approve Subsequent Appropriation requests in excess of the Available Balance for that semester.

Section 504. Separate Consideration

SC may disburse portions of the Subsequent Appropriations Budget of each semester to all student organizations who meet the criteria stated in Article III, irrespective of whether they have previously received funds for the current fiscal year.

Section 505. Requests by Organizations

Organizations who wish to supplement the SG funds received in Annual Budget and organizations who have not received SG funds for the current fiscal year shall use a Subsequent Appropriation Request Form provided by the FCC. Such requests shall be considered as follows:

- A. The organization shall submit the Subsequent Appropriation Request Form and a one-page summary describing the funding request to the FCC, who shall consult the Carolina Student Union to confirm the organization's official recognition and the SBT to confirm that the organization has a certified treasurer who has passed the official Treasurer's Test.
- B. Each Subsequent Appropriation Request Form shall be considered a draft bill. The FCC shall be re-sponsible for transcribing the form into a bill. This piece of legislation shall be considered

”introduced by the FCC.”

- C. The FC shall first allow a representative of the organization to explain the budget for a time period not to exceed five (5) minutes. The budget shall then become amendable to members of the FC as per Article V, provided that a balanced budget be obtained with each amendment and that the recommendation for SG Funds not exceed the Available Balance. The organizational representative(s) shall have the right to obtain the floor for a time period not to exceed two (2) minutes each time after an amendment to their group’s budget has been proposed and explained. Upon non-debatable motion from the floor, these speaking privileges may be extended. At the end of discussion, adoption of the question shall be required before the committee may discuss the report of the bill.

Section 506. Appearance Before Finance Committee

- A. **Requirements to Appear.** To appear in front of the Finance Committee, a Student Organization must be officially recognized by the Carolina Student Union, and must have a certified OTr who has passed the Treasurer’s Test administered by the SBT.
- B. **Failure to Appear.** In case organizational representatives do not appear at their scheduled hearing, their request shall be considered tabled until the next meeting of the FC. An exception may be made if an authorized officer of the organization in question submits a written explanation to the FCC in advance. In this case, the organization must waive its speaking privileges or entrust a member of the FC with the explanation of the request.

Section 507. Consideration by Congress

The full SC shall consider Subsequent Appropriation requests like all other pieces of legislation. However, the representative(s) of the requesting organization shall have the floor for a time not to exceed two minutes each time amendments to their budget or subsequent request are introduced in the full SC. Amendments to the organization’s budget may only be made to the effect of altering the SG allocation as per Article V.

Section 508. Retroactive Appropriations

A two-thirds majority of all members present and voting shall be necessary for the full SC to approve a late appropriation request. A late appropriation request is a request considered by the full SC after the pertaining programs or services have already been performed, have commenced, or have been realized within the accounts payable of the organization requesting the money.

Section 509. Decreasing a Previous Appropriation

The FCC may decrease a previous appropriation only when such a decrease is initiated by the group.

Article VI. Deposit and Expenditure of Funds

**Secti
o n
601.**

A. Student Activity Fund Office. All organizations receiving SG Funds must deposit all revenues, regardless of source, into SAFO, which maintains these funds in an account at Central Carolina Bank or Wachovia. Generated Funds received and deposited by an organization shall be placed in a separate Generated Funds category for that organization, differentiating these funds from SG Funds.

B. Exceptions.

- (1) The only exception without FC scrutiny to this policy is an organization's use of the Carolina Annual Fund.
- (2) The FC shall have the authority to exempt organizations from depositing their Generated Funds into SAFO. An exception granted by the FC is valid until the FC revokes the exemption.
- (3) The SBT shall maintain a list of these exemptions. For each exemption, the list shall specify the name of the student organization and the depository institution(s) at which the student organization is depositing its General Funds. At the end of the SBT's term, the outgoing SBT shall transfer this list to the incoming SBT.

Section 602. Funds Must Be Expended According to These Laws.

All funds of organizations that receive SG Funds must be expended in accordance with the Student Code, Title V, and the Treasury Laws. No exceptions may be granted except where specifically written in law. Transfers between funding categories may be granted only with the approval of both the SBT and FCC. All exceptions must be reported by the SBT to SC at its next meeting after the authorization of said exception.

**Section 603.
Procedure**

- A.** Any expenditure of \$300.00 or more shall require approval of the SBT.
- B. Checks.** Once a purchase has been made or a service received a check should be written to settle the payment due. Before a check may be secured, an invoice from the vendor must be presented to SAFO. All checks must be official Student Activities Fund checks, and must be signed by the certified OTr and processed by SAFO before they may be presented as payment.

Section 604. Expenses Not Incurred by Above Procedure

- A. Split Expenditures.** A split expenditure is an expenditure using a combination of SG Funds and Generated Funds. Such expenditures are permitted so long as all requirements and restrictions relating to each type of fund are satisfied.

**Section 605.
Budgets**

Expenditures may be made only if in compliance with a Budget as approved by SC. Copies of all approved budgets must be supplied to the SBT, the FCC, and SAFO by the Speaker of SC via the SBP. Budgets must separately identify SG Funds. The total of all SG expense categories must equal SG Funds appropriated. No organization or council shall have the authority to increase a salary above an amount specified by SC with either SG Funds or Generated Funds.

A. Placement.

- (1) **SG Funds.** All SG Funds received by an organization shall be placed into its SG Funds account at the direction of the full SC. This placement of SG Funds should correspond to the organization's approved SG Budget in line with SAFO accounting.
- (2) **Generated Funds.** Any funds generated from a source outside of SG shall be deposited

into the organization's Generated Funds account. Such deposits may be made without the supervision of the SBT. Organizations are not required to place their Generated Funds into specific expense categories. However, should the organization incur any debt in its SG Funds, the SBT is authorized to transfer money from the organization's Generated Funds to the appropriate SG Fund. The Student Congress shall have the power to allocate funds specifically for the purposes of fundraising. These funds shall be allocated in a category called "Fundraising," and may be appropriated during the Annual Budget Process or during Subsequent Appropriations. If an organization makes expenditures from its Fundraising category, the organization must return to the General Reserve from its Generated Funds the amount spent from its Fundraising category during the fiscal year. This payment shall occur by June 30 under the supervision of the Student Body Treasurer and the Director of the SAFO. In the event that the group has insufficient funds in its Generated Funds account to pay back its Fundraising debt or any other authorized loan from Student Government, the following shall occur:

- a. The SBT shall report to SC all groups that failed to reimburse fully the debt incurred at the end of the Fiscal Year due to insufficient funds in the Generated Funds account.
- b. The SBT shall instruct the staff of the SAFO to refrain from issuing checks to any group with an outstanding balance due to insufficient Generated Funds. This shall go into effect at the beginning of the following Fiscal Semester and shall terminate when the President and OTr of the organization have met the SBT have met to set up a payment plan satisfactory to the

SBT. The payment plan shall include specific dates and amounts of repayment. The SBT shall report the payment plan to SC, who shall approve or reject the plan in its entirety, unless the debt occurs at the end of the Fiscal Year, in which case the payment plan may be approved by the Summer SC.

- c. In the event that the group does not adhere to the payment plan set with the SBT, the SBT shall freeze the organization's funds.
- d. At the end of the Fiscal Year, the organization's debt shall be subject to a five (5) percent simple interest charge only on the amount that is outstanding at the end of the Fiscal Year. In the event that the group has accumulated additional debt during the Fiscal Year through Fundraising or other authorized loans, that debt shall not be subject to the interest charge. This process shall be supervised by the SBT and the Director of the SAFO.

B. Transfers. There shall be no transfers from an organization's SG funds account to its Generated Funds account. There shall be no transfers from an organization's Generated Funds account to its SG Funds account except to pay debt in a particular SG Fund.

C. Creation of Categories.

- (1) **SG Funds.** Before expending any SG Funds, an organization must submit a list of SG Funds expense categories to the SBT and the FCC. No organization may create any SG Funds expense category that they are prohibited by SC from creating.
- (2) **Generated Funds.** No organization may establish any Generated Funds salary or scholarship expense category without the approval of SC.

D. Interpretation of Categories. The SBT is authorized to interpret organizational category definitions. This interpretation may be appealed to be overturned by the FC or the Board of SEB if WXYC is involved. The SBT may take the matter to the FC for final interpretation if his/her interpretation is overturned by the Board of SEB.

Section 606. Prohibited Types of Expenditures.

- A. All Funds.** No expenditure may be made from any SG Funds or Generated Funds that is one of the following types:
- (1) **Payment to Ex-Employee.** Payments of salaries to people no longer employed by an organization, except in settlement of salary due at the time of termination of employment.
 - (2) **Individual Gain.** Expenditures that result in a tangible gain for any individual. Exceptions are salary, stipend (as specified in Title V, Section 606), or campaign subsidy expenditures (as specified in Title VI, Section 402(B)-(C)).
 - (3) **Alcohol, Tobacco, and Illegal Substances.** No exceptions may be granted.
- B. SG Funds.** No expenditure may be made from any SG Funds category that is any of the following types:
- (1) **Social.** Expenditures for parties, picnics, social events, entertainment, or banquets. Exceptions may be granted by the FC.
 - (2) **Political.** Expenditures for lobbying or electioneering (as specified in Title V, Section 203).
 - (3) **Benefit Received in Later Fiscal Years.** Expenditures for a purpose that will primarily be realized in a following fiscal year. Exceptions are capital expenditures (as defined in Title V, Section 707(F)).
 - (4) **Stockpiling.** Expenditures for purchases beyond immediate operational needs.
 - (5) **Paper Standards.** All uncolored and colored paper printed using student fees must contain at least twenty (20) percent post-consumer recycled paper. Any group wishing to use paper not meeting these standards may do so with the approval of a simple majority of Full Congress.
 - (6) **Donations.** No donation to any organization is permitted except in exchange for a speaker who, in lieu of an honorarium, has submitted a written explicit request for such.
 - (7) **Food for consumption.** Exceptions may be granted by the FC and SC.
 - (8) **Purchase of firearms.**
 - a. Firearms may be rented or leased with Student Government funds.
 - b. Ammunition may be funded for an event so long as it is not stored by a student or student organization.
 - (9) **Weaponry.** Exceptions may be granted by the FC and SC.
 - (10) **Advertisements.** Advertisements in publications, such as newspapers or magazines, or on websites. Candidates in campus elections and campus referenda are exempt.

Section 607. Provisions and Restriction for Special Types of Expenditures

- A. Prepayments.** A check may be secured for a job order before the job order is completed if a copy of the contract, order blank, or prepayment invoice is presented to SAFO. (This is an exception to Title V, Section 603(B).)
- B. Printing.** Requests for SG Funds for printing jobs costing at least one hundred dollars (\$100.00) must be accompanied by signed bids from at least two (2) printers. The lowest bidder shall receive the printing job, except if there are extenuating circumstances. The FC or the Board of SEB for WXYC shall decide what circumstances permit exceptions to this rule.
- C. Salaries.**
- (1) **Payments.** In paying a salary, a Time Sheet (serving as an invoice) must be presented at this time and must include the hours of work, the wage rate, the employer's signature, other University employer's signatures (if any), and the employee's Social Security number and signature. The SBT shall provide time sheets for the organizations.

- (2) **Stipends and Scholarships.** SG funds can be used to finance stipends only as follows:
- a. Student Body President shall receive a stipend of \$300.00 a month
 - b. Student Body Vice-President shall receive a stipend of \$200.00 a month
 - c. Student Body Treasurer shall receive a stipend of \$200.00 a month
 - d. Student Body Secretary shall receive a stipend of \$125.00 a month
 - e. The Undergraduate Student Attorney General shall receive a stipend of \$200.00 a month.
 - f. The Student Honor Court Chair shall receive a stipend of \$200.00 a month.
 - g. The Student Honor Outreach Coordinator shall receive a stipend of \$125.00 a month.
 - h. These stipends shall not be altered without 2/3 (two-thirds) of present voting members.
 - i. No other SG funds shall be used for scholarships or stipends except those delineated 2/3 (two-thirds) present voting members.
 - j. Other organizations may fund stipends from a Generated Funds category only if applicable to a leadership position whose responsibilities continue through the summer months. SC shall set a maximum limit to this category for each group.
 - k. This section of the Student Code (Title V. Section 607(C)[2]) may only be amended by 2/3 (two-thirds) present voting members.
- (3) **Salaries.** SC has the authority to fund salaries only for non-leadership positions whose responsibilities are exclusively clerical or administrative in nature. SC has the authority to allow a group to designate some of its own Generated Funds for a salary, the amount to be established by SC, only when such funds are designated for a non-leadership position whose responsibilities are exclusively clerical or administrative in nature. Lists of all salaried employees shall be submitted by the OTr's to the SBT and the FCC each fiscal year no later than October 15.

- (4) **Wages.** Employees paid by the hour shall receive at least the Federal Minimum Wage (FMW).

Raises may be granted for merit or duration of employment by the employer, with FC approval, within the following limits. No raises are ever required.

Duration	Maximum raise over FMW
0-6 months	\$0.15
6-9 months	\$0.30
9-12 months	\$0.45
12+ months	\$1.00

D. Telephones.

- (1) **Payment of Bills.** In paying a phone bill, the check is written after receipt of the bill. All organizations shall pay for telephone service by the due date specified on the phone bill. No SG Funds from an organization's budget may be applied to the restoration of service that is disconnected because of delinquency in paying phone bills.
- (2) **SG Funds.** The following rules apply to any organization which has a SG Funds telephone expense category:
- a. **Personal Identification Number.** All organizations are required to obtain personal identification numbers for long distance phone usage to guard against unauthorized phone use. PINs shall be changed each year by the SBT before September 1.
 - b. **Reduced Rates.** All organizations must take full advantage of the reduced rates available on long distance calls as provided in the DAIN System. The reduced rates are to be used only for business calls.

E. **Travel and Lodging.** The following rules on travel and lodging expenditures apply only to

expenditures from SG Funds:

- (1) **Meals.** No meals shall be paid for with SG Funds, except where such meals are part of conference registration of compensated SG employees attending a work-related conference.
- (2) **Registration Fees.** If a registration fee includes the cost of meals and/or lodging, the fee shall be itemized as accurately as possible so that fees, meals and lodging can be considered separately. The cost of meals may not be paid for with SG Funds, and lodging expenses shall be funded only within the guideline below.
- (3) **Lodging.** The maximum allowance from SG for room rent shall be a maximum of ninety dollars (\$90.00) per night. Individuals may be reimbursed for lodging expenses which fall within these guidelines if a receipt from the place of lodging is presented to SAFO within thirty (30) days of return. The receipt should be verified by the president of the organization involved. Compensated SG employees attending job-related conferences shall be entitled to reimbursement for the cost of the conference lodging at the official University rate.
- (4) **Air Travel.** Members of organizations who wish to travel by air must receive the approval of the SBT and FCC at least two (2) weeks before the beginning of the conference or event. Criteria for approval shall be the necessity, cost, and distance involved. Organizations should seek out the most inexpensive times and tickets of flights, and be prepared to travel by car if their request is not approved.
- (5) **Privately-owned Cars, Vans, or Buses.** The maximum allowance for travel in a car is the most recently published Internal Revenue Service Standard Mileage Rate for miles driven in service of charitable organizations. The maximum allowance for travel in a van is the most recently published Internal Revenue Service Standard Mileage Rate for miles driven for moving purposes. The maximum allowance for travel in a bus is the most recently published Internal Revenue Service Standard Mileage Rate for business miles driven. Use of privately-owned vehicles must be authorized by the president of the organization involved. To be reimbursed for travel expenses, an individual must submit, within thirty (30) days of return, to SAFO both receipts for

actual gasoline and oil expenditures and beginning and ending odometer readings of the trip; reimbursement shall be made per mile or for actual expenditures, whichever is less.

- (6) **Cars, Vans, or Buses Owned by UNC Motor Pool.** The maximum travel allowance will be concurrent with the rates set by the UNC Motor Pool (BFI-65-70).
- (7) **Advances.** A check may be taken out in advance if necessary for the following travel and lodging expenditures. Receipts must be kept of actual expenditures and travel vouchers must be submitted to SAFO upon return; refunds shall be made to the appropriate accounts if the amount of the advance exceeded the actual expenditures, and additional payment shall be made to the appropriate parties if actual expenses exceeded the amount of the advance. Failure to comply with these requirements within thirty (30) days of the return shall be cause for the SBT to freeze the travel and lodging funds of the organization involved, in accordance with Article XIII.
 - a. **Registration Fees.** If a registration fee includes the cost of meals and/or lodging, the eligibility of each component of the fee for an advance shall be considered separately. The advance shall be made in the form of a check to the party to whom the registration fee is owed.
 - b. **Lodging.** A lodging advance shall normally be in the form of a certified check or cashier's check made out to the place of lodging. If an organization determines by advance inquiry that a place of lodging will not accept a certified check or cashier's check, then the advance shall be made in the form of a money order or traveler's checks, but not cash.
 - c. **Air Travel.** The advance shall be made in the form of a check to the appropriate airline or travel agent.
 - d. **Privately-owned Cars, Vans, or Buses.** Advances shall be adjusted by the same

procedure outlined for reimbursements in Title V, Section 607(E-5); both gasoline and oil receipts and beginning and ending odometer readings shall be provided to SAFO, and refunds or additional payments shall be based on the lesser amount.

- (8) **Commercially-owned Cars, Vans, Buses.** All organizations that plan to use commercially-owned vehicles must provide SAFO with a rate card listing at least three (3) vehicle rental agencies. Group chairs will be required to check for rate changes before each trip and sign a statement that shows the chosen form is the least expensive. Rate checks may be made by the FCC or SBT at any time.

- F. **Capital Expenditures.** Capital expenditures are defined as expenses over three hundred dollars (\$300.00) in whole or in part from funds the Student Congress appropriated either in Annual Budget or in Subsequent Appropriation, for material items with benefits lasting more than one year. All capital expenditures require the approval of two-thirds (2/3) the Student Congress present and voting.

Section 608. Speakers' Fees

- A. Any expenditure made for a single speaker's honorarium, travel and/or lodging totaling \$2,000 of SG funds or more shall require the approval of the SBT. These expenditures must be in compliance with all riders that shall be attached by the Principal Clerk to the laws that allocated these funds from the Annual Budget Process or through Subsequent Appropriations.
- B. Speaker's fee/honorarium and travel/lodging must be disbursed in accordance with the SG funds request the SO submitted to the FC and SC. Name/identity of the speaker(s) must be in accordance with riders.

Section 609. Advancing or Hindering the Candidacy of an Individual(s) in a Publication.

- A. **Recognized Student Organizations may do so with Split Expenditure.** The pages within an issue of a publication paid for or distributed by a recognized student organization that contain any language considered by SBT as electioneering and all copies of those pages shall not be paid for by SG Funds.

This interpretation may be appealed pursuant to Title V, Section 1202. If said publication contains pages without said language, those pages may be paid for by SG Funds. Electioneering is defined by Title V, Section 203 (B-1).

- B. **Penalty.** In the instance that a recognized student organization publishes language deemed to be electioneering and uses SG Funds to pay for any of said language, the SBT shall freeze said organization's funds pursuant to Title V Article XIII. SBT shall transfer proper amount according to part A of this section from said organization's Generated Funds to proper SG Fund category. In the event that said organization has insufficient funds in its Generated Funds account to pay the penalty, SBT shall take action pursuant to Title V Section 605(A-2), parts a-d.

Section 610. Recognition of Student Government

Student Organizations that receive funding from SG shall recognize the role SG had in the funding of their event or publication in the following ways.

- A. **Publications.** All publications receiving funding from SG shall place the following statement upon either the cover or title page of each copy of their publication: This publication funded at least in part by Student Fees which were appropriated and dispersed by the Student Government at UNC-Chapel Hill.
- B. **Events.** At all events which are funded with SG funds an announcement shall be publicly made to the audience that states, This event funded at least in part by Student Fees which were

appropriated and dispersed by the Student Government at UNC-Chapel Hill. In addition any flyers advertising the event and any programs to be distributed at the event shall bear this message on the front of the program in at least 7-point font. An event may be exempted from the announcement requirement if there is an official program for the event which states the same in writing.

- C. Enforcement.** The SBT shall have the authority to freeze the funds of any group that neglects to recognize the role of SG in their funding as required by this section. The SBT may further require the group to repay all SG funds spent on the event or publication and may keep the group's funds frozen until such time as repayment is made or a plan to repay has been agreed to by the group, the SBT, and the FCC. Groups may appeal the decision of the SBT to freeze their funds and demand repayment to the FC of SC who may overturn the decision of the SBT by a 2/3 vote that must then be sustained by the Full Congress by a simple majority vote.

Article VII. Lending of Funds

Section 701. Lending of Funds

SC may loan funds only from the Fundraising Reserve to organizations receiving SG Funds. These funds must be paid back by the end of the fiscal year or according to the payment plan approved by the SBT.

- A. The Fundraising Reserve shall exist for the purpose of providing recognized student organizations with funds to raise generated money. This reserve can be used for the Annual Budget and Subsequent Appropriations funding processes.
- B. SG shall have the authority to transfer funds from the Fundraising Reserve to the Student Government account by a 2/3 majority of full SC. After such transfer, the reversions shall be used to repay the transfer and make the Fundraising Reserve whole.
- C. All reversions from loans for Fundraising will revert back to the Fundraising Reserve.
- D. The Fundraising Reserve shall not exceed 4% of Annual Appropriations Budget.

Article VIII. Excess Funds

Section 801. Reversions of SG Funds

Any organization's SG Funds shall be subject to reversion at the end of the fiscal year. Constitutionally funded organizations shall not be subject to reversions of their SG Funds.

- A. Summer Student Congress Reversions.** Any funds unappropriated from the two-thousand five-hundred (\$2,500) allocated to the Summer SC or any unspent SG Funds appropriated to Student Organizations during the Summer sessions shall revert back to SG on the first fall meeting of SC. This Reversions Balance shall be available for the Subsequent Appropriations Process.

- B. Annual Reversions.** On June 30, a Student Organization's unspent SG Funds appropriated from the Annual Appropriations Budget or Subsequent Appropriations allocated by SC shall revert to the SG Reversions Balance. The Annual Reversions Balance shall be used first to replenish the Invested Reserve if its balance is less than the Invested Reserve Requirement. Any remaining funds in the Annual Reversions Balance shall be transferred to the General Reserve and used during the Annual Budget Process and the Subsequent Appropriations. At the beginning of the Fall Semester, the SBT and the FCC shall meet to determine the percentages at which the Reversions Balance shall be divided between the Annual Budget Process and Subsequent Appropriations. The General Reserve shall be divided accordingly once their recommendation has been approved by the FC and SC. Upon passage, SAFO should be notified of the chosen percentages, which shall be set for the current fiscal year.

Section 802. Annual Appropriations Budget Surplus

If, at the conclusion of the Annual Budget Process a surplus exists, then this surplus shall become part of the Subsequent Appropriations Budget.

Section 803. Subsequent Appropriations Budget Surplus

The Subsequent Appropriations Budget Surplus shall become part of the following academic year 's General Reserve.

Section 804. Interest of Invested Reserve

Two weeks before the FC meeting that begins the Annual Budget Process, the SBT and the FCC shall take the interest accrued in the prior calendar year and transfer it to the Annual Appropriations Budget.

Article IX. Control of SG Equipment

Section 901. Basic Provisions

- A. Equipment for the purpose of this article, are capital items according to Title V Section 607(F) that were purchased with SG Funds.
- B. Each organization shall develop operating procedures for the control of supplies and equipment which are consistent with the policies herein contained. Organizations must submit their procedures to the SBT for approval.

Section 902. Responsibility for Inventory and Control

The organization president is accountable to the SBT for all supplies, materials, and equipment purchased with SG funds in the organization's name. The organization president is responsible for seeing that the approved equipment control procedures are implemented to protect such material from theft and abuse and that records on equipment for proper identification and location are maintained. Should theft or abuse of the equipment occur as a result of a member's failure to follow the organization's approved procedures, that member shall be personally liable for replacement of the property.

Section 903. Equipment Control System

SBT shall operate a system for implementing and maintaining accountability for all capital items purchased with SG Funds.

- A. Controllable equipment shall be identified with a numbered SG decal. The inventory records on controllable equipment will contain the following information:
 - (1) Full description;
 - (2) Model and serial number;
 - (3) Cost;
 - (4) Location.

Should a piece of equipment be of a shape or size which is inappropriate for the attachment of a decal the item shall be recorded in the inventory and the decal for the item shall be attached to the inventory records. Copies of the inventory records shall be kept by both the SBT and the OTr of each organization.

- B. The SBT shall update the inventory as acquisitions of controllable equipment are made. The SBT shall make an annual inventory check to verify the location and condition of random controllable equipment, and to insure that security procedures are followed.
- C. Should a piece of controllable equipment be reassigned to a new location, it is the responsibility of the Organization Chair to notify the SBT prior to relocating the equipment so the inventory may be maintained accurately.

Section 904. Disposition of Equipment

- A. Disposition of all equipment shall be made by the SBT or his/her designee at the SBT's discretion, with the approval of the SBT and the FCC.
- B. Should an organization liquidate, ownership of all equipment purchased with SG funds shall lie solely with SG. Organization officers or members may not sell or otherwise dispose of equipment when liquidating the organization's assets.

Section 905. Personal Use and Conflicts of Interest

Materials and equipment purchased with SG Funds are the property of the SG and are not for personal use, either on- or off-campus.

Section 906. Lease and Loan of SG Equipment

- A. The lease of SG equipment to any individuals or non-student organizations is prohibited.
- B. The loan of SG equipment by one student organization to another student organization is permitted and encouraged in an effort to promote the efficient use of resources. Should an organization borrow equipment, it assumes responsibility for the equipment and must take adequate precautions to insure that the equipment is neither misused nor abused. Liability for damage to or by the equipment is the responsibility of the borrowing organization and equipment shall be returned in the same condition in which it was borrowed. The loan of SG equipment to individuals is not permitted.

Article X. Financial Officers

Section 1001. General Duties of the SBT

- A. The SBT shall fulfill all financial mandates given him/her by the SBP in accordance with the Constitution, Title V. and existing legislation. The SBT shall report executive mandates to SC.
- B. The SBT shall execute and administer these Treasury Laws and all the financial acts of SC.
- C. The SBT shall act as an advisor to the FC and SC.
- D. Periodic Report by the SBT. At each meeting of FC and SC, the SBT shall present a report of financial position to the SBP, the Speaker, the FCC, and each member of SC. The report must include an estimate of the SG cash position and the SG Investment Account.

Section 1002. Executive Assistants to the SBT

- A. The SBP and SBT shall have the authority to appoint (or dismiss) one or more Executive Assistants to the SBT.
- B. An Assistant SBT shall be granted as much authority as the SBT desires, the limit on that

authority being that to the SBT him/herself is entitled.

- C. The SBT shall be held accountable for all actions of the Executive Assistant to the SBT.

Section 1003. General Duties of the FCC

- A. The FCC, with the assistance of the SBT, shall organize and implement the Annual Budget Process in accordance with Title V, Article V of the Student Code.
- B. The FCC shall organize and implement the Subsequent Appropriations Process in accordance with Title V, Article VI of the Student Code.
- C. The FCC shall be responsible for educating student groups about SG funding. This shall include, but not be limited to, annually updating a manual, which provides an overview of SG funding. A digital copy of this document shall be posted on the SC website.

Section 1004. General Duties of the FC

- A. Members of the FC shall be required to pass the OTr test no later than second regular meeting after becoming a member of the committee.

Section 1005. Supreme Authority of SBT to Make Expenditures

The SBT shall have the supreme authority to expend SG Funds of all organizations receiving them only in accordance with the Constitution, Treasury Laws, and acts of Congress. No transfer of funds shall be made from the student government fee fund balance to a student organization without the prior approval of Congress in the current or previous fiscal years.

Section 1006. Certification of Organizational Treasurers

Organizations receiving SG Funds may nominate students to act as Treasurers of their respective organizations, with the authority to expend SG and Generated funds. The SBT shall have the ultimate authority to expend SG Funds. The SBT shall have the ultimate authority to allow or disallow OTr/s the privilege of expending SG Funds pursuant to the OTr's knowledge of the Treasury Laws and successful completion of an OTr test.

- A. An OTr's term for a particular organization will start the day the SBT approves their OTr Contract for that particular organization and end promptly at the end of the day of June 30th following the start of the OTr Term.
- B. OTs getting certified for the first time must take the OTr test without exemption. They must fill out a separate OTr contract for each organization for which they are nominated to be the treasurer.
- C. OTrs seeking certification for an additional term may petition the SBT to receive recertification. Recertification must be requested in adjacent fiscal years. OTrs must submit a new OTr contract for each organization in which they are nominated to be the treasurer. An OTr who is granted recertification shall be provided with information by the SBT about changed to Title V that have occurred since his or her previous certification or recertification.
- D. A link to a version of the OTr list will appear on the SC website on the funding page
 - a. This list will omit the personal information of the OTrs to ensure compliance with FERPA regulations.
 - b. This link will be updated 168 hours or one week before any FC funding deadline.

E. The correct pronunciation of the acronym OTr is "Otter".

Article XI. Investment of the Reversions Balance

Section 1101. Authorization

SC shall have the authority to invest the Reversions Balance with a 2/3 majority of full SC. The SBT and the FCC shall have the authority to return the investment to SAFO in order to meet the operating needs of the SG. The SBT shall report all such action to SC.

Section 1102. Limitations

No investment is allowed which would reduce the cash position of SG below ten thousand dollars (\$10,000.00). Priority shall always be given to the needs of organizations for their SC appropriations.

Section 1103. Invested Reserve Requirement

The Invested Reserve Requirement will be \$40,000.

Article XII. Enforcement of the Treasury Laws

Section 1201. Freezing of Funds

The SBT shall have the authority to freeze the SG and Generated Funds of any organization that has failed to comply with these Treasury Laws or any other current financial law of SC with written notice being sent to the OTr, the FCC, and SAFO. The FC shall convene at the earliest possible time thereafter to set a termination date of the freeze and take any other action they deem necessary. The SBT shall not have the authority to re-freeze funds of an organization on the same incidental grounds.

Section 1202. Appeals

Appeals of any decision made by the SBT or the FCC shall first be taken to the FC. Appeals of the action of the FC may be made to SC.

Section 1203. Prosecution

Any person or persons responsible for repeated or serious violation of these Treasury Laws shall be subject to prosecution for an offense against the Student Body in a means consistent with the Instrument of Student Judicial Governance.

Section 1204. The Student Fee Audit Committee

The Student Fee Audit Committee shall have the authority to supervise SAFO in accordance with the SG Code. The committee shall receive SAFO accounting services fee directly from the SG for all organizations receiving SG Funds. This fee shall not be considered a direct SC appropriation, hence

excluding the Student Fee Audit Committee from these Treasury Laws. The composition of the Student Audit Committee, as provided for in Title I, Part 1, Article IV, Section 4, shall have as voting members: the SBT, SBVP, FCC, the Speaker of SC, GPSF President, and GPSF Treasurer. The Student Fee Audit Committee shall also have as members the Director of the Student Union and a representative from the Office of the Vice Chancellor for Student Affairs, who shall have voting rights on matters aside from student fee allocations. The director of SAFO shall serve as a non-voting ex-officio member. Additionally, the SBP will select four persons, the GPSF President will select three persons, and the Speaker of SC will select two persons to sit as voting members. Each additional member must have one of the following characteristics with priority given to the first four criteria and then the fifth and sixth:

1. Is a treasurer of an organization with an account in SAFO;
2. Is an Executive Assistant to the SBT;
3. Is a member of the FC of SC or the FC of GPSF;
4. Is a former member of the committee;
5. Is a previously certified treasurer of a group with an account in SAFO; or
6. Has other experiences and talents that uniquely qualify them for service.

The SBP shall be a member of the committee. The SBT shall chair the Student Fee Audit Committee. This board shall have the authority to inspect all financial records (the books) of any organization receiving SG Funds.

Article XIII. Severability

Section 1301. Severable

If any Part, Article or Section of this Act is held unconstitutional, it shall not affect any other Part, Article or Section of this Act.

Article XIV. Authority of Law

Section 1401. These Law Supersede All Prior Legislation

These Treasury Laws shall supersede all prior financial legislation of SC pertinent to SC Treasury Laws.

Section 1402. These Laws Supersede All Organizational Rules

These Treasury Laws shall supersede the by-laws, charter, constitution, or statement of purpose of any Student Organization that receives SG Funds.
(BFI-62-76)

Article XV. Accountability of Constitutionally Funded

Organizations

Section 1501. Constitutionally Funded Organization Defined

A constitutionally funded organization shall be any organization that receives funding in any of the following ways.

1. Student Congress has the power to determine or levy a student fee for the purpose of funding the organization.
2. The Constitution provides that the organization receive a set fraction or percentage of the student activity fee.

Section 1502. Accountability Requirements

The FCC shall request a written report from all constitutionally funded organizations by February 1 of each year. The FCC shall present this documentation in his or her report to SC. Additionally, upon request of the SC, a representative of any constitutionally funded organization shall be present at the first meeting of the Finance Committee following the submission deadline of written reports. At this meeting, the representative shall make an oral presentation highlighting important information contained in the written report and then shall stand for questions from the full committee. If the Finance Committee deems it necessary, it shall have the power to compel the organizational representative to appear before the Full Congress at the next scheduled Full Congress Meeting.