Title V

Financial Regulations
Chapter 1

Statement of Purpose and Definitions

Article I. Purpose and Definitions

Section 100. Purpose
The purpose of this Act is to establish the laws governing Student Government financial regulations for the University of North Carolina at Chapel Hill.

Section 101. Definitions
The following definitions shall apply:

A. Student Organization shall be defined as 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.

B. Sub-organization shall be defined 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).

C. Student Government Funds shall be defined as Student Activity Fees (SAF) allocated by direct or constitutionally mandated appropriations.

D. Generated Funds shall be defined as all quantities of outside income, excluding SG Funds, generated by an individual Student Organization which receives SG Funds.

E. General Reserve shall be defined as the Student Activity Fund Office (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 Terminal Student Congress Appropriations allocated to the Summer Student Congress in determining the Annual Appropriations Budget.

F. Annual Appropriations Budget shall be defined as the amount of funds that may be appropriated by Student Congress (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.

G. Subsequent Appropriations shall be defined as the amount of funds that may be appropriated by SC during the Subsequent 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.

H. Reversions Balance shall be defined as the amount of unspent appropriated funds by student organizations that are returned to the General Reserve at the end of the fiscal year.

I. Invested Reserve shall be defined as the interest-drawing cash reserve that may be appropriated only upon authorization of the Finance Committee Chairperson (FCC) and the Student Body Treasurer (SBT), subject to approval of the Student Body President (SBP).

J. Invested Reserve Requirement shall be defined as the minimum amount of money that the Invested Reserve must contain, as defined by Title V, Chapter 7, Article III, Section 722.

K. SAFO Fee shall be defined as Student Government share of SAFO operation cost as approved by Student Fee Audit Committee.

L. “In Writing” shall be defined as any document submission in this Title being referred to as “in writing,” the sufficiency of said document submission via email to the appropriate email address locatable on any of the Student Government websites.

M. Controllable Equipment shall be defined as any equipment or collection of items purchased with more than one-hundred dollars ($100) of SG funds.
N. Split expenditures shall be defined as expenditures made 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.
O. “Web issue” shall be defined as content appearing on the web space of Student Organizations producing SG-sponsored publications.
Chapter 2

Basic Financial Provisions

Article I. Provisions of Student Government Funding

Section 200. Overview
   A. The Student Activity Fees should be used primarily for the funding of programs, services, and events of benefit to the Student Body at Large.
   B. The following Treasury Laws shall regulate all financial activities of every organization (and any of their sub-organizations) that receive SG Funds.
   C. Exemptions from these regulations must first be approved by the FC, and then affirmed by SC by a two-thirds vote of present and voting members of SC.

Section 201. 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.

Section 202. Disbursement of SG Funds
   There shall be four (4) types of direct disbursement of SG Funds.
   A. Annual Budget Process shall be defined as 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 shall be defined as the allocation of funds from the Subsequent Appropriations Budget during the fall and spring semesters. Fall Subsequent begins one (1) week before the first day of classes of the Fall Semester, and ends at the termination of the Fall Semester. Spring Subsequent begins one (1) week before the first day of classes in the Spring Semester, and ends at the last meeting of SC in the Spring Semester.
   C. Terminal Student Congress Appropriations shall be defined as the allocation of funds by the SC from the first meeting of the newly-elected body of SC to the first full congress meeting of the Fall Semester. Terminal Appropriations begins one (1) week before the first meeting of the newly-elected body of SC, and ends on the last meeting of Student Congress. The Terminal SC Budget shall be at minimum four thousand dollars ($4,000).
   D. Mandatory Allocations Process shall be defined as the allocation of funds by SC for the upcoming fiscal year during the Spring Semester before the Annual Budget Process. The Mandatory Allocation Process may only allocate funds to approved Student Organizations found in Section 405.

Section 203. 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 204. Official Recognition
   Only groups that are officially recognized by the Division of Student Affairs shall be allowed to spend SG appropriations.

Section 205. 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 330.

Section 206. Viewpoint Neutrality
Funding decisions for programs, services or events shall be made without regard to the viewpoints expressed.

Section 207. Documentation Requirements
Upon receiving a funding request, the FCC shall confirm the Student Organization’s OTr and University recognition. If an organization has not satisfied both requirements, the FCC shall deny the request to appear before the FC until those requirements have been met.

Section 208. 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, Chapter 6, Article II, Section 611.

Article II. Duties and Responsibilities of Financial Officers

Section 210. General Duties of the Finance Committee Chair
A. The FCC, with the assistance of the SBT, shall organize and implement the Annual Budget Process in accordance with Title V, Chapter 4.
B. The FCC shall organize and implement the Subsequent Appropriations Process in accordance with Title V, Chapter 5.
C. The FCC shall be responsible for educating student groups about SG funding.
D. 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.
E. The FCC shall regularly attend SFAC meetings.
F. The FCC shall regularly attend SFAS meetings.
G. The FCC shall attend TFAT meetings if requested by the SBP.

Section 211. 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 212. Certification of Organizational Treasurers
A. Organizations receiving SG Funds are required to 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.
B. An OTr's term for a particular organization will start immediately after they are certified by completing and passing the Treasurer’s Test made available by the SBT. The term will end at the end of the fiscal year on June 30th.
C. OTs must pass the Treasurer’s Test before meeting with the FC in regards to a funding request.
D. Each OTr must pass the Treasurer's Test each fiscal year before requesting SG funds, regardless of the previous status of certification.
E. A link to a version of the OTr list will appear on the SC website on the funding page.
   1. This list will omit the personal information of the OTrs to ensure compliance with FERPA regulations.
   2. This link will be updated 168 hours or one week before any FC funding deadline.
F. Each OTr must register the appropriate contact information with SAFO for each organization that they are an OTr for.
Chapter 3

Criteria for Funding

Article I. Funding Priorities

Section 300. Priorities for Funding
The following criteria shall be used in the evaluations by the FC and SC for proposals to fund student 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; and/or,
D. Programs, services, or events not open to the entire Student Body.

Section 301. Funding Categories
A. 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.
B. 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.
C. Congress shall not appropriate funds in a manner inconsistent with Title V.

Section 302. Funding Guidelines
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 examining 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 303. Funding for Political Activities
A. The UNC SG shall promote the free exchange of ideas and diversity of opinion necessary to a complete education.
B. Electioneering.
1. Electioneering shall be defined as a campaign activity such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, sponsorship of as 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, faculty-elected, or employee-elected office through electioneering.

C. Lobbying.

1. Lobbying shall be defined as 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. Efforts to persuade officials within the University of North Carolina System’s administration shall not be considered lobbying.

2. Except as provided below, SC shall appropriate no Activity Fees to fund programs, services, or events for which the purpose is lobbying. Congress shall not appropriate, nor shall any student organization utilize Student Activity Fees for such lobbying purposes unless SC approves the specific expenditure by way of a separate appropriations bill approved by a two-thirds vote of members present and voting.

3. Nothing in the Student Code shall prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a student organization receiving Student Activity Fees, or by a member of such a student organization, so long as the expenses of such efforts are funded by Generated Funds and not Student Activity Fees.

Section 304. Funding for Publications

A. A Publication shall be defined as 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. A Print Issue shall be defined as a printed collection of content created by a Publication.

C. A Web Issue shall be defined as a collection of material, available via an Internet protocol (which includes, but is not limited to, HTTP and the World Wide Web), and which is freely and readily accessible by UNC students.

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

E. The Number of Web Issues (NWI) shall be defined as the number of unique Web Issues with original content produced by the Publication in a fiscal year.

F. A Publication's Funding Multiplier shall be defined as within the following table, by finding the row corresponding to NWI and the column corresponding to NPI:

<table>
<thead>
<tr>
<th></th>
<th>Print=1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web=0</td>
<td>0.15</td>
<td>.40</td>
<td>0.65</td>
<td>0.90</td>
<td>NPI/2-1</td>
</tr>
<tr>
<td>1</td>
<td>0.65</td>
<td>.90</td>
<td>1.40</td>
<td>1.90</td>
<td>NPI/2</td>
</tr>
<tr>
<td>2 or more</td>
<td>0.90</td>
<td>1.40</td>
<td>2.15</td>
<td>2.90</td>
<td>NPI/2+1</td>
</tr>
</tbody>
</table>

G. A Publication's Funding Limit shall be defined as the Publication’s Funding Multiplier multiplied by the average cost for the publication to print a single Print Issue.

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

Section 305. Publications Electioneering

A. Recognized Student Organizations may advance or hinder the candidacy of an individual in a publication 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, Chapter 9. If said publication contains pages without said language, those pages may be paid for by SG Funds.
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, Chapter 9. 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, Chapter 9.

**Article II. Salaries, Stipends, and Wages**

Section 310. Salaries

A. 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 PID number and signature. The SBT shall provide time sheets for the organizations.

B. 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.

C. Wages. Employees paid hourly 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.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Maximum raise over FMW</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6 months</td>
<td>$0.15</td>
</tr>
<tr>
<td>6-9 months</td>
<td>$0.30</td>
</tr>
<tr>
<td>9-12 months</td>
<td>$0.45</td>
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<tr>
<td>12+ months</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Section 311. Stipends

The only SG funds can be used to finance stipends as follows:

1. Student Body President shall receive a stipend of $300.00 a month.
2. Student Body Vice-President shall receive a stipend of $200.00 a month.
3. Student Body Treasurer shall receive a stipend of $200.00 a month.
4. The Undergraduate Student Attorney General shall receive a stipend of $200.00 a month.
5. The Student Honor Court Chair shall receive a stipend of $200.00 a month.
6. The SBT shall be required to submit to the FCC a monthly report documenting what the above stipend money has been spent on over the past month.
7. In the event that the above stipended positions do not accept the stipend, each monthly amount shall be placed back into the following Subsequent Appropriations Budget via required actions from the SBT.
8. No other SG funds shall be used for scholarships or stipends except those delineated 2/3 (two-thirds) present and voting members.
9. 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.
10. Title V, Chapter 3, Article II, Section 311 shall only be amended by 2/3 (two-thirds) majority of present and voting members of SC.

**Article III. Funding Categories**

Section 320. Printing and Publicity
A. 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 shall decide what circumstances permit exceptions to this rule.

B. SC shall allocate up to twenty-seven dollars ($27.00) per student organization per event for the purpose of publicizing.

Section 321. Telephones

A. 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.

Section 322. Travel

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. 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.
   i. Lodging for Speakers. The maximum allowance from SG Funds for room rent shall be a maximum of ninety dollars ($90.00) per night per Speaker on the UNC Campus.
   ii. Lodging for Conferences. The maximum allowance from SG Funds for room rent shall be a maximum of ninety dollars ($90.00) per night per four students attending the conference.

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 coequal 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.
i. 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.

ii. 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.

iii. Air Travel. The advance shall be made in the form of a check to the appropriate airline or travel agent.

iv. Privately-owned Cars, Vans, or Buses. 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.

Section 323. Capital Expenditures
Capital expenditures shall be defined as expenses over three hundred dollars ($300.00) in whole or in part from funds that the SG Funds, for material items with benefits lasting more than one year. All capital expenditures require the approval of two-thirds (2/3) of present and voting members of SC.

Section 324. Speaker 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. After the date of the event, the SBT forfeits the ability to approve or disapprove the speaker specified for said event. 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 Student Organization submitted to the FC and SC. Name/identity of the speaker(s) must be in accordance with riders.

C. The Ehrman Clause. No current UNC-Chapel Hill or UNC Hospital employee, including professors, faculty and staff, shall receive in excess of $500.00 from the Student Activities Fee within the period of one fiscal year for any number of events or services. The funding limit applies to all expenses including but not limited to:

   i. Speaking Fees/Honorarium
   ii. Lodging
   iii. Travel
   iv. Equipment
   v. Reimbursements for Miscellaneous Expenditures

D. Student groups that apply for annual, summer or subsequent appropriations through the FC must identify speakers who are employees of accredited universities or colleges and their affiliation in their finance request.

E. Title V, Chapter 3, Article III, Section 324(C) cannot be suspended.

Section 325. Costume Expenditures
A. SC shall allocate to a student organization annually up to $50.00 per fiscal year per performing member of a student organization for the purpose of obtaining costumes and other clothing items for performances or any other related and relevant student organization activities.

B. Costumes must be in standard sizes and cannot be custom tailored for a student.

C. T-shirts do not fall under the category of costumes and will not be funded by SC.

Article IV. Prohibited Types of Expenditures
Section 330. 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, stipends, or campaign subsidy expenditures (as specified in Title VI).
3. Alcohol, Tobacco, and Illegal Substances. No exceptions may be granted.

Section 331. SG Funds.

A. 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 for this subsection may be granted by the FC.
2. Political. Expenditures for electioneering or lobbying (as specified in Title V, Chapter 3, Section 303).
3. Benefit Received in Later Fiscal Years. Expenditures for a purpose that will primarily be realized in a following fiscal year.
5. Donations. Donations to any organization except in exchange for a speaker who, in lieu of an honorarium, has submitted a written an explicit request for such.
6. Food for consumption. Exceptions may be granted by the FC and SC by a two-thirds (2/3) majority of members present and voting of Full Congress
7. Purchase of firearms.
   i. Firearms may be rented or leased with Student Government funds.
   ii. Ammunition may be funded for an event.
8. Weaponry.
9. Advertisements. Advertisements in publications, such as newspapers or magazines, or on websites. Candidates in campus elections and campus referenda are exempt.
10. Websites. For the purpose of advertising a student organization or containing general information pertaining to said organization.

B. 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 two-thirds (2/3) majority of present and voting members of Full Congress.

Article V. Recognition of Student Government

Section 340. 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.” Additionally, 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 shall be exempted from this 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 Article. 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.
Chapter 4

Annual Budget Process

Article I. Pre-Hearing

Section 400. 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 Orientation Meeting, to be held 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 Annual Budget 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 full SC.

Section 401. Notification Requirements
The FCC, with the assistance of the Director for Student Activities and Organizations, shall make available publically the schedule and shall forward it to the president and/or treasurer of each organization recognized by the Office of Student Affairs that has submitted a Budget Request Form. The FCC shall include in this notification an outline of organizational responsibilities in the Annual Budget Process and the philosophy and criteria for funding specific to the Annual Budget Process.

Section 402. Organizational Budget Orientation Meeting
The Organization Budget Orientation Meeting shall be held for organizations to aid them in preparation of their budget request. Each 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 the Speaker of SC. The format of the workshop shall be as follows:

1. 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.

2. The Treasury Laws shall be discussed in such fashion as to ensure that all groups follow prescribed rules in drawing up their budget requests.

3. SC members conducting this meeting shall demonstrate how to draw up a budget request or provide a sample request.

Section 403. Organization Budget Request
Each organization shall be required to submit to the FCC a detailed Budget Request Form. The Budget Request Forms shall require organizations to provide a budget that specifies their anticipated use of 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 404. 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 by the chronological order that student organizations submitted their requests.
Section 405. Appropriations Budget
A. With the assistance of SAFO, the SBT and FCC shall determine the total SG funds to be appropriated by the SC during the Annual Appropriations Process.
B. The Annual Appropriations Budget shall be a maximum of 35% of the General Reserve.
C. The remainder of the General Reserve shall be available for Subsequent Appropriations.
D. The Annual Appropriations Budget shall include appropriations to the UNC Honor System (“Honor System”) pursuant to this subsection.
   1. The UNC Honor System shall have a certified Treasurer who is a member of the Attorney General staff.
   2. All funds from the annual allotment to the Honor System must meet the requirements and stipulations of Title V.
   3. Stipends. The Honor System shall receive an allocation for stipends that allows the UNC Honor System to pay stipends pursuant to Title V, Chapter 3, Article II, Section 311.
   4. Printing and Publicity. The Honor system shall receive an allocation for printing and publicity that is at least equal to the result of the following formula: (Average cost of printing per case, using data from the last three school years * Average number of cases per year, using data from the last 3 school years) + (0.5 * (Maximum variation in caseload from any one semester in the past 3 school years to any other semester in the past 3 school years))
   5. Equipment. The Honor System shall receive an allocation for equipment that is at least equal to the result of the formula.
   6. The Honor System shall not be mandated to attend Annual Budget Hearings. Instead, the Honor System shall be required to submit a report to the FCC and SBT presenting the calculations and results for all formulae in this subsection. The Honor System shall submit this report no later than 96 hours before the commencement of the FC Hearings
   7. At the end of the fiscal year, all unused funds from the annual allotment to the Honor System shall revert to the reversions balance.

Article II. Budget Hearings

Section 410. 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. Each organization’s budget shall be a separate paragraph of the Annual Budget to be recommended to SC. The budget shall be divided up by the SG Funds expense categories.
   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.
      i. The FCC shall assign, chronologically, time slots to each organization to appear at the FC Budget Hearing. The FCC shall allot each organization a ten (10) minute time slot during this phase of budgeting. The FCC shall notify each organization of its scheduled appearance no later than twenty-four (24) hours after the budget requests close. The FCC shall not be responsible for the failure of an organization to appear at its scheduled time.
      ii. Each organization requesting funds during the budget process shall be notified of budget changes as amended during the FC Budget Hearings, no later than one (1) week following the finalization of the FC Budget Hearings. Student Organizations must notify the officer presiding over the FC Budget Hearings if they plan to challenge the FC budget recommendations and will receive five (5) minutes in front of SC. The FCC shall deliver
Section 411. 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 thirty (30) minutes shall be called by the chair. During this recess it shall be the responsibility of members of the body to create amendments to the Annual Budget Bill so as to balance the Annual Budget Funds. The FC shall notify all groups subject to amendments that they must appear before SC and the body will reconvene at a later date when all Student Organizations can be represented in front of SC and the amendments shall considered randomly by the body. At any point after the Annual Budget Bill has become balanced or leaves a surplus, 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 412. 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 the SC Budget Hearing. The Emergency Budget Hearing shall be governed by the following provisions:

1. The entire Bill shall be open to amendment;
2. The Hearing shall be conducted solely to propose and debate amendments designed to produce a balanced Annual Budget Bill. Only amendments to the budget of an organization shall be in order. There shall be no presentations by organization members; and,
3. The previous question may be called on the entire Budget Bill only when a balanced budget or surplus exists.

Section 413. 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 chapter.

Section 414. Appeals of the Annual Budget Bill

Any organization that is permitted to appeal decisions made by the Full Congress shall be notified within twenty-four (24) hours of the conclusions of the meeting of Full Congress. After twenty-four (24) hours, they shall have seventy-two (72) hours to respond to the appeal. The appeal shall be heard in Full Congress as a split bill from the original Annual Budget Bill at the next Full Congress meeting.
Chapter 5

Subsequent Appropriations

Article I. Appropriation Process

Section 500. General Provisions
A. SC shall have the authority to spend funds from the Subsequent Appropriations Budget each semester.
B. At each SC and FC meeting, the SBT or FCC shall provide an estimate of the amount of funds left to be allocated for the current semester. This estimate should be the Un-appropriated Balance. SC may not approve Subsequent Appropriation requests in excess of the Available Balance for that semester. FCC shall create the agenda based on chronological order of funding request submissions.
C. No more than twenty (20) organizations shall appear to FC meetings each cycle unless the FCC deems it appropriate that more organizations should be heard. Such organizations should be considered in chronological order.

Section 501. Requests by Organizations
Organizations who wish to receive funding from SG 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 an explanation describing the funding request to the FCC, who shall confirm the organization’s official recognition and that the organization has a certified treasurer. The organization shall be required to submit all pertinent documentation (i.e. invoices, digital communication, etc. regarding speaker fees, building/venue, production costs, capital expenditures, dues and fees, professional labor/fees, security) relating to line items in their request form.
B. Each Subsequent Appropriation Request Form shall be considered a draft bill. The FCC shall be responsible 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 two (2) minutes. The budget shall then become amendable to members of the FC as per Chapter 5, provided that a balanced budget is obtained with each amendment. 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.
D. The FCC may decrease a previous appropriation when such a decrease is initiated by the group.

Section 502. Appearance Before Finance Committee
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 officer of the organization in question submits an 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 503. Consideration by Congress
The full SC shall consider Subsequent Appropriation bills like any other piece of legislation. The same procedure applied to FC will be in effect as a request is presented before SC. Amendments to the organization’s budget may only be made to the effect of altering the SG allocation as per this document.

Section 504. Retroactive Appropriations
A two-thirds (2/3) majority of present and voting members of SC shall be necessary to approve a retroactive appropriation request. A retroactive 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.
Chapter 6

Deposits, Expenditures, and Lending

Article I. Deposits

Section 600. The Student Activity Fund Office (SAFO)
A. All organizations receiving SG Funds must deposit all revenues, regardless of source, into SAFO. 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.
   4. If an organization has not submitted information regarding their external accounts, they may be prohibited from receiving additional funding at the direction of the FC.

Section 601. Placement of Funds
A. 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.
B. Generated Funds. Any funds generated from a source outside of SG shall be deposited into the organization’s Generated Funds account. Organizations are not required to place their Generated Funds into specific expense categories. 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. No organization may establish any Generate Funds salary or scholarship expense category without the approval of SC.
C. 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.
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.

Article II. Expenditures

Section 610. Capital Expenditure Approval
Any expenditure of $300.00 or more shall require approval of the SBT.

Section 611. Receiving Checks
In order to receive a check from SAFO, student groups must present an invoice from the vendor to SAFO. All Activities Fund checks must be signed by the certified OTr and processed by SAFO before being presented as payment.
Article III. Lending of Funds

Section 620. Capital Expenditure Approval
A. SC may loan funds only from the Fundraising Reserve to organizations receiving SG Funds.
B. 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.
C. SG shall have the authority to transfer funds from the Fundraising Reserve to the Student Government account by a 2/3 majority of presenting and voting members of SC. After such transfer, the reversions shall be used to repay the transfer and make the Fundraising Reserve whole.
D. All reversions from loans for Fundraising will revert back to the Fundraising Reserve.
E. The Fundraising Reserve shall not exceed 4% of Annual Appropriations Budget.

Section 621. Paying Back Fundraising Loans
A. All SG Funds placed in the Fundraising category must be paid back in full by June 30, or according to a payment plan approved by the SBT.
B. 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:
   1. 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.
   2. 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 with the SBT and establish a satisfactory payment plan. The payment plan shall include deadlines with specific payment amounts. The SBT shall report the payment plan to SC, who shall approve or reject the plan in its entirety.
   3. The Summer SC shall have the power to approve the payment plan if the debt occurs at the end of the Fiscal Year.
   4. 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.
   5. At the end of the Fiscal Year, the organization’s debt shall be subject to a five (5) percent simple interest charge on the amount that is outstanding at the end of the Fiscal Year. This process shall be supervised by the SBT and SAFO Director.
Chapter 7

Reversions and Excess Funds

Article I. Reversions

Section 700. Reversions of SG Funds
Any organization’s SG Funds shall be subject to reversion at the end of the fiscal year. Constitutionally funded organizations, with the exception of the Honor Court, shall not be subject to reversions of their SG Funds.

Section 701. Terminal Appropriations Reversions
Any funds unappropriated from the at minimum four thousand dollars ($4000) allocated to Congress to use before the first full congress meeting of the Fall Semester shall revert back to SG on the first fall meeting of SC. This Reversions Balance shall be available for the appropriations process immediately following the reversion.

Section 702. 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 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 assigned to Subsequent Appropriations. The General Reserve shall be divided accordingly once their recommendation has been approved by the FC and SC. Upon passage, SAFO shall be notified of the chosen percentages, which shall be set for the current fiscal year.

Article II. Excess Funds

Section 710. Annual Appropriations Budget Surplus
At the conclusion of the Annual Budget Process, if a surplus exists, then this surplus shall become part of the Subsequent Appropriations Budget.

Section 711. Subsequent Appropriations Budget Surplus
Should there be a budget surplus during the Fall Subsequent Appropriations period, any additional funds shall be transferred to the Spring Subsequent Appropriations period. Any surplus from the Spring Subsequent Appropriations period shall be transferred to the Terminal Appropriations period. Any surplus from the Terminal Appropriations period shall be transferred to the following fiscal year’s General Reserves.

Section 712. 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 III. Investment of the Reversions Balance

Section 720. Authorization
SC shall have the authority to invest the Reversions Balance with a 2/3 majority of present and voting members. The SBT and FCC shall have the authority to return the investment to SAFO in order to meet the operating needs of SG. The SBT shall report all actions to SC.

Section 721. 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 722. Invested Reserve Requirement
The Invested Reserve Requirement shall be $60,000.
Chapter 8

Student Government Equipment

Article I. Handling and Distribution of SG Equipment

Section 800. Basic Provisions
A. Equipment for the purpose of this article, are capital items according to Title V Chapter 3 Article IV Section 333 that were purchased with SG Funds.
B. Each Student Organization shall develop operating procedures for the control of supplies and equipment. These procedures shall be consistent with the policies of Title V. Organizations must submit their procedures to the SBT and Finance Committee Vice-Chair for approval.
C. All Student Organizations shall be responsible for submitting accurate and up-to-date inventories of all property purchased equal to or exceeding $50 with SG funds to the Finance Committee Vice-Chair within two weeks of such purchase. Every time a student organization submits an appropriations request, it shall also submit an up-to-date inventory to the Finance Committee Vice-Chair.
   1. All clothing items need to be included in the inventory.
   2. For publications, a count of all undistributed magazines currently held by the student organization shall be included in the inventory.
   3. Bulk purchases of items, where each individual item has a value less than $50 but where the entire purchase is equal to or exceeds $50, shall be included in the inventory.

Section 801. Responsibility for Inventory and Control
A. The organization president shall be:
   1. Accountable to the SBT and the Oversight Committee Chair for all supplies, materials, and equipment purchased with SG funds in the organization’s name.
   2. Responsible for seeing that the approved equipment control procedures are implemented to protect such material from theft and abuse and that the records for the location of equipment are maintained.
B. Should theft or abuse of the equipment occur as a result of a member’s failure to follow the organization’s approved procedures, that organization shall be held liable for replacement of the property.

Section 802. Equipment Control System
A. The SBT shall operate a system for implementing and maintaining accountability for all capital items purchased with SG Funds.
B. Copies of the inventory records for all Student Organizations receiving SG funds shall be kept by the SBT. The OTr of each Student Organization shall keep a copy of the inventory record for his/her organization.
C. The SBT shall update the inventory as acquisitions of controllable equipment are made.
D. To ensure security procedures are followed, the Finance Committee Vice-Chair shall perform an annual audit of random controllable equipment, checking on location and condition of said equipment.
E. 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 803. Disposing of Equipment
A. The disposing of all equipment shall be made by the SBT or his/her designee at the SBT’s discretion, with the approval of the SBT, FCC and the Finance Committee Vice-Chair.
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 804. 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 805. 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 ensure 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.
Chapter 9

Government Oversight

Article I. Authority of Law

Section 900. 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.

Article II. Enforcement of the Treasury Laws

Section 910. Freezing of Funds
A. 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.
B. 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 911. 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 912. 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.