

ARTICLE II. THE STUDENT GOVERNMENT BUDGET

Section 3-2-10. Available Funds.

(A) The Associate Vice President for Student Life, or a designee, shall determine the funds available for allocation, prior to the allocation for the next fiscal year.

Section 3-2-20. The Student Government Budget.

(A) The Student Government Budget must be submitted as a bill by a senator by the second (2nd) Student Senate session following inauguration;

(1) The Student Government Budget shall be broken into two (2) respective budgets, March through June and July through February;

(2) The Student Government Budget shall contain allocations of all available funds for that fiscal year.

(B) The Office of the Student Body Treasurer must present an updated budget reflecting remaining funds before the final Student Senate session of the Fall Academic Semester.

(C) Initiative-based and Administrative-based budget items on the Student Government Budget require detailed documentation of projected expenditures and must be approved by the Senate body Treasurer by either an official memo or by approving an Internal Purchase Request in GarnetGate.

(D) Approved budgets must be made publicly available online by the Office of the Student Body Treasurer.

Section 3-2-30. Budget Oversight Dialogue.

(A) The Student Senate can request a detailed cost report for any budgeted event, program, or initiative in the annual Student Government Budget at any time.

(1) A senator can initiate a budget Oversight Dialogue by submitting a memorandum, which, upon receiving majority approval from the senators present, is then forwarded to the Student Body Treasurer by the senate speaker.

(2) The Office of the Student Body Treasurer is then required to present the detailed budget for the event, program, or initiative to the Senate no later than the second (2nd) session after receiving the request.

(3) This budget must include all costs, supported by receipts and documentation, as accurately as possible by the Office of the Student Body Treasurer

Section 3-2-50. Executive Fund.

(A) An Executive Fund, overseen by the Student Body President, may be included in the Student Government Budget (July-Feb);

(1) This fund may be used starting immediately after the Student Government inauguration.

(B) The Executive Fund shall not exceed (ten percent) 10% of the Student Government Budget (July-Feb).

(C) The Student Body President may permit executive officers to access this fund, via a memorandum to the Student Senate;

(1) This memorandum must specify the amount and purpose of the funds.

(2) The Student Body Treasurer must also approve of this use of the executive fund.

(D) The Student Senate shall be notified of any expenditure from the executive fund.

ARTICLE III. STUDENT BODY TREASURER'S WORKSHOP

Section 3-3-10. General Workshop Provisions.

(A) The initial workshop of each fiscal year must be conducted no later than the second Student Senate session of the Fall Academic Semester.

(B) The Office of the Student Body Treasurer is required to organize monthly Treasurer's Workshops for Student Organizations throughout the Fall and Spring Academic Semester.

(C) Following each workshop, the Office of the Student Body Treasurer shall document the attendance of participating members and assign them a comptroller within five University Days.

(D) Student Organizations unable to attend a Treasurer's Workshop may request a substitute meeting with the Student Body Treasurer, or a member of the Treasurer's staff.

(E) The Treasurer's Workshop aims to provide comprehensive education to Student Organizations regarding all aspects of the allocation request process as outlined in these codes. The workshop shall cover:

(1) Access to Student Government Governing Documents:

(i) The Student Government Constitution,

(ii) The Student Government Codes;

- (2) Restrictions on Allocation Requests;
- (3) Deadlines for Submission of Allocation Requests and Scheduling of Finance Dialogues;
- (4) Prerequisites for Student Organizations Before Requesting Funding;
- (5) Procedures for Reimbursement, including the Travel Authorization process:
 - (i) Documentation of expenses as required by the University of South Carolina;
- (6) Contact Information:
 - (i) Student Body Treasurer,
 - (ii) Respective comptroller of the Student Organization,
 - (iii) Chair of the Student Senate Finance Committee,
 - (iv) Speaker of the Student Senate;
- (7) Any additional information deemed relevant by the Student Senate Finance Committee.

ARTICLE IV. THE STUDENT SENATE FINANCE COMMITTEE OPERATIONS

Section 3-4-10. Operation and Responsibilities.

(A) The Student Senate Finance Committee is tasked with determining and publishing acceptable forms of supporting documentation for Allocation Requests.

(1) This must be completed fifteen University Days prior to the end of the Spring Academic Semester

(B) Allocation of funds from the Undergraduate Organizational Fund to Student Organizations requires a majority vote of the Student Senate Finance Committee senators present;

(1) Approved allocations by majority vote must be recommended to the Student Senate;

(C) Student Senate Finance Committee Member Roles:

(1) A representative from the Office of the Student Body Treasurer will serve as an ex-officio, non-voting member of the Student Senate Finance Committee, particularly during the review of funding allocation requests;

(i) This member is required to be present for all business conducted in the scheduled meetings of the Student Senate Finance Committee;

(2) Student Senate Finance Committee members must abstain from voting on Allocation Requests involving Student Organizations they are affiliated with;

(3) Except for the chair, members must vacate the room during Allocation Request discussions concerning a Student Organization they are affiliated with;

(4) Student Senate Finance Committee members are prohibited from submitting Allocation Requests;

(5) The chair of the Student Senate Finance Committee is permitted to vote only in the event of a tie or to meet quorum requirements.

(D) The Student Senate Finance Committee will:

(1) At the start of each fiscal year, the Finance Committee will set the Undergraduate Organizational Fund's budgets for January-June and July-December

(i) This will be submitted as a bill by a senator by the second (2nd) Student Senate session following inauguration.

(ii) Any changes to this allocation during the year must be approved by a two-thirds (2/3) Finance Committee vote and resubmitted as a bill.

(2) Review all Allocation Requests from Student Organizations;

(3) Hold Finance Dialogues with Student Organizations that request a Finance Dialogue;

(4) Sponsor recommendations for funding Allocation Requests to the Student Senate;

(5) Review the Student Government Budget and any other legislation referred by the Student Senate.

Section 3-4-20. Reserved Rights and Allocation Request Timeline.

(A) The Student Senate Finance Committee reserves the right to review, approve in full or in part, or deny any Student Organization's Allocation Requests;

(1) The office of the Student Body Treasurer shall have the responsibility of creating and maintaining the Guidelines for Funding Allocation prior to the first Senate session of the fall semester;

- (i) The purpose of these guidelines is to outline the standards by which the Student Senate Finance Committee allocates funding;
- (ii) The Guidelines for Funding Allocation must be approved by the Student Senate Finance Committee by a majority vote prior to the second Senate session of the fall semester;
- (iii) The Student Senate Finance Committee may vote on a regular set of revisions to the Guidelines for Funding Allocation once every fiscal year after the last Senate session of the fall semester;
- (iv) A regular set of revisions may be proposed by the Office of the Student Body Treasurer and must be approved by a majority vote of the Student Senate Finance Committee;
- (v) The Student Senate Finance Committee may vote on an emergency revision to the Guidelines for Funding Allocation at any time, provided they are proposed by the Student Body Treasurer or any member of the Finance Committee, and approved by a 2/3 vote of the committee;
- (vi) Any revision to the Guidelines for Funding Allocation must be posted publicly via an appropriate electronic medium at least four (4) business days before being brought to a vote by the Student Senate Finance Committee;
- (vii) The most recent version of the Guidelines for Funding Allocation, once approved, shall be published as an appendix to the Finance Committee's governing documents and referenced in allocation decisions;

(2) The Student Senate Finance Committee may not review any Student Organization Allocation Requests until the Guidelines for Funding Allocation have been approved in accordance with Section 3-4-20(A)(b).

(B) The Student Senate Finance Committee reserves the right to review any Student Organization's previous Allocation Requests and events;

(1) This review can be incorporated into any part of the Allocation Request review process, based on the Student Senate Finance Committee's discretion;

(2) The Student Senate Finance Committee is entitled to request, at any time, detailed information from the Student Organization regarding the Student Organization's previous events, as part of the decision-making process for current allocation requests.

(C) The Student Senate Finance Committee will:

(1) Review all submitted Allocation Requests;

(2) Make decisions to approve or deny funding, providing a written explanation in cases of denial.

(D) Events seeking funding must be scheduled to occur within the fiscal year;

(1) Allocation Requests for events that have already occurred will not be considered by the Student Senate Finance Committee;

(2) Exceptions can be made by the Student Senate Finance Committee under certain conditions:

(i) If payment for the event is required before the start of the fiscal year;

(ii) If the event takes place prior to the 1st Student Senate Finance Committee session of the Fall Academic Semester;

(iii) Unexpected advancement in competition.

(iv) If the event occurs between the first day of class and ten (10) university days following the first official treasurer's workshop of the fiscal year;

(v) An Allocation Request eligible under Section 3-4-20(D)(d) must be submitted by October 1st.

ARTICLE V. STUDENT ORGANIZATION FUNDING PROCEDURES

Section 3-5-10. General Allocation Provisions.

(A) The Student Senate may allocate funds from the Undergraduate Organizational Fund to Student Organizations.

(B) Student Organizations that receive funds from any university-set fee shall not receive funds from the Undergraduate Organizational Fund besides the Student Organizational Funding Assistance Board.

(C) Student Organizations shall neither be discriminated against nor given preferential treatment based on their viewpoint, in compliance with university policy and federal, state, and local law.

(D) Allocations are reviewed on a continuous basis during each allocation period as defined by the Student Senate Finance Committee.

(E) All Student Organizations must submit receipts and other documentation related to allocations by May 30th for the Spring Academic Semester, and January 31st for the Fall Academic Semester to be eligible for refunds.

Section 3-5-20. Funding Suspension.

(A) The Student Senate Finance Committee may suspend any Student Organization from receiving funds from the Undergraduate Organizational Fund for the remainder of the fiscal year with a two-thirds (2/3rd) majority vote from the members in the Student Senate Finance Committee.

(B) This action may be invoked if a Student Organization:

(1) Utilizes funds for purposes other than those for which they were allocated or submits falsified documentation.

(2) Uses funds in a manner that breaches:

- (i) University policy,
- (ii) Student Government Codes,
- (iii) Federal law,
- (iv) State law,
- (v) Local law.

Section 3-5-30. Student Organization Requirements for Funding.

(A) Allocation Requests shall be done on a rolling basis throughout the fiscal year.

(B) Student Organizations may be eligible to request funding from the Student Government throughout the fiscal year, provided they comply with the following criteria:

(1) A Student Organization representative who has attended the Treasurer's Workshop in the current fiscal year must submit Allocation Requests.

(i) Allocation Requests must be submitted on the Garnet Gate website;

(2) Allocation Requests should align with these Student Government codes and adhere to deadlines set at the start of the fiscal year on July 1st;

(3) Allocation requests must be submitted at least fifteen University Days prior to the event to ensure consideration by the Senate Finance Committee

(i) Allocation Requests for events that have already occurred will not be considered by the Student Senate Finance Committee;

(1) Review exceptions to this rule in Section 3-4-20

(ii) Allocation Requests must be submitted at least five University Days prior to the last Student Senate Session;

(1) However, the Finance Committee may approve requests submitted fewer than fifteen (15) University Days before the event if at least two-thirds (2/3) of the Finance Committee members present approve the request by vote.

(2) Section 3-5-30 (a)(3)(i) and Section 3-5-30 (a)(3)(ii) shall remain in effect for a period of thirty (30) days from its enactment date. Upon the conclusion of this thirty-day period, the provisions within this code shall automatically expire and be struck from the codes and hold no further force or effect, unless expressly reauthorized or extended through subsequent legislation or resolution.

(4) The Student Organization has spent no more than \$10,000 of the Undergraduate Organizational Fund during the fiscal year;

(i) The Student Senate Finance Committee may allocate funds to a Student Organization that has exceeded the \$10,000 limit, with a two-thirds (2/3rd) vote of the Student Senate Finance Committee.

(5) Student Organizations are required to submit accurate costs, supported by quotes or invoices;

(6) Provide the attendance and scope of engagement at the event;

(7) Attend a Finance Dialogue for Allocation Requests exceeding \$3,000 or at the request of any Student Senate Finance Committee member.

(C) A comptroller is authorized to edit or modify an Allocation Request to adhere to request guidelines during their designated editing phase.

(D) All allocation requests must be reviewed by a member of the Treasurer's Staff, the Treasurer, and the Student Senate Finance Committee.

Section 3-5-40. Programs.

(A) Programs are defined as any social, recreational, or educational event that is on-campus;

(1) Off-campus events may be classified as programs at the discretion of the Student Senate Finance Committee.

(B) The Student Senate Finance Committee may not fund recurring programs.

(1) Recurring programs are defined as regularly scheduled events with similar structure and are subject to the discretion of the Student Senate Finance Committee;

(C) To be eligible for funding, programs must not restrict entry to any student, subject to review by the Student Senate Finance Committee.

(D) The Student Senate Finance Committee will fund expenses for events including but not limited to:

(1) Marketing materials, subject to review by the Student Senate Finance Committee;

(2) Food, to a maximum of \$50.00 per person, subject to review by the Student Senate Finance Committee;

(3) Unless catered by university catering services, funding for food, including any cutlery defined as disposable, may be funded at up to \$15.00 per person, up to a total cost of \$500 per event.

(4) Venue fees, including audio-visual and setup costs, subject to review by the Student Senate Finance Committee.

(E) Equipment purchased by a Student Organization with the Student Activity Fee becomes property of the University of South Carolina;

(1) Student organizations purchasing equipment must include an on-campus storage plan for all inventoriable items in their allocation request.

(2) All usage must be monitored by the Student Organization Faculty Advisor for adherence to University guidelines.

(F) The Student Senate Finance Committee may allocate up to \$1,500.00 for an artist/speaker per Program;

(1) Food, lodging, and travel expenses pertaining to the artist/speaker shall not be funded.

(G) The following items shall never be funded from the Undergraduate Organizational Fund as part of a program:

(1) Alcoholic beverages;

(2) Travel expenses;

(3) Gift cards, cash rewards and charitable donations;

(4) Individual membership or private lessons;

- (H) Any program where a Student Organization collects profitable revenue shall not be funded.
- (I) Total funding for Programs may not exceed \$10,000 for non-university vendors.

Section 3-5-50. Tournaments.

(A) A tournament is defined as a contest or series of contests designed to showcase a Student Organization's talent in a competitive setting;

- (1) A tournament may encompass various forms, including athletic events, academic contests, research presentations, and other competitive activities that highlight the skills and achievements of students.

(B) The Student Organization requesting funds must:

- (1) Provide a summary as to what persons are going, how they are the best candidates, and why the tournament is beneficial to the University of South Carolina;

(C) Tournament Allocation Guidelines:

- (1) Tournament registration shall be the first (1st) expenditure considered in the allocation process of each request;

(2) Mileage for personal vehicles will be reimbursed at the university's current rate;

- (i) For each additional vehicle filled to capacity, that additional vehicle's mileage is eligible for reimbursement;

(3) Other travel methods may be reimbursed at the Student Senate Finance Committee's discretion;

(4) A minimum of two separate rooms must be allocated when attendees are of different sexes;

- (i) Occupancy limits for accommodations should comply with the specifications of the non-traditional accommodation listing or hotel;

- (ii) Maximum cost for lodging is \$350 per room per day;

(5) Parking fees, taxis, shuttles, or taxi-like services will not be funded;

(6) Food expenses are not eligible for funding;

(7) Inventoriable items, defined as durable goods intended for repeated use, are not eligible for funding;

(D) Total funding per Tournament shall be no more than \$6,000.00

Section 3-5-60. Conferences.

(A) A conference is defined as a scheduled professional event, usually spanning over a number of days, involving various experts and practitioners in a specific field gathering to exchange knowledge and network;

(1) An event may be classified as a Conference at the discretion of the Student Senate Finance Committee.

(B) The Student Organization requesting funds must:

(1) Provide a summary as to what persons are going, how they are the best candidates, and why the Conference is beneficial to the University of South Carolina;

(2) Submit current Conference registration forms and any Conference information.

(C) Conference Allocation Guidelines:

(1) Conference registration fees shall be the first (1st) expenditure considered in the allocation process of each request;

(2) A minimum of two separate rooms must be allocated when attendees are of different sexes;

(i) Occupancy limits for accommodations should comply with the specifications of the non-traditional accommodation listing or hotel;

(ii) Maximum cost for lodging is \$350 per room per night;

(3) Food expenses are not eligible for funding;

(4) Inventoriable items, defined as durable goods intended for repeated use, are not eligible for funding;

(5) Travel expenses are not eligible for funding.

(D) Total funding per Conference shall be no more than \$3,000.00.

CHAPTER 4 – ELECTIONS COMMISSION AND ELECTIONS

ARTICLE I. ELECTIONS COMMISSION