CHAPTER EIGHT

The FINANCIAL PROCEDURES ACT

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ARTICLE I. POLICIES & PROCEDURES

SECTION 1. Definitions

§8-1.1. Definitions.
Within this Act, the following definitions shall apply:
(a) "FPA" or "Financial Procedures Act" refers to this Act and the policies contained in it.
(b) "SGA" refers to the Student Government Association.
(c) "OWAM" refers to Organizational Ways and Means Committee.
(d) "Committee" or "the Committee" refers to the entirety of the Organizational Ways and Means Committee which is comprised of the Chair and only voting members.
(e) "Fiscal Year" refers to the period of time beginning at the first allocation of the allotted budgeted funds and ending at the last OWAM hearing allocating funds.
(f) "SAFC" refers to the Student Activity Fees Commission.
(g) "Allocate" or any tense thereafter shall refer to the setting aside or spending for a particular organization.
(h) "Allot" or any tense thereafter refers the setting apart or dedication of funds as by share or purpose.
(i) "Grant" refers to a specific request made by an organization or transfer allocation made by the Committee, and can be Event, Publication, or Travel.
(j) “O.R.G.” refers to Organizational Requests per Grant, the sheet/agenda kept by the Committee and presented to Senate for approval as specific to each line item requested and allocated by the Committee per each organization and is structured as a Finance Bill. O.R.G. shall be presented weekly or whenever required as to pass by the Committee.
(k) "The Advisor to OWAM" or "The Advisor" refers to the Organizational Ways and Means Committee Advisor.
(l) "Precedents" shall refer to The Committee’s individual interpretation of policies outlined in this document.
(m) "Administrative Assistant" shall refer to the staff member serving in this position.
(n) A "revenue-producing event" is any event or program where money is collected either through ticket sales, monetary contributions, or admission fees.
(o) “Funding Period” shall refer to the month or months in which percentage of the budget is allocated.
(p) A “giveaway” shall be defined as: an item in which a student receives and does not participate in the creation of or interaction with.

SECTION 2. Types of Funding

§8-1.2. Grants Overview.
(a) The Committee shall establish a timeline for event, travel, and publication grants to make available on the student organizations website for groups looking for funding. The Committee may modify the schedule as necessary but must allow at least four weeks from the hearing date until the event or travel.
(b) Grants must be filled out completely according to instructions delineated in this Act and on the grants themselves.
(c) Grants must be signed and submitted via OrgSync by Friday at 5pm to be considered for the following week in hearings if applicable.
(d) Grants will include all necessary documentation for each line item where designated on OrgSync.
(e) Groups shall be notified of the Committee hearing results by the Committee Chairman no later than 24 hours after the Senate ratifies it.
(f) Grants shall include detailed cost estimates for every line item that is being asked for by the Organization.
(g) Grants may only be submitted by registered Student Organizations who are recognized by SGA.
(h) From the time a grant is submitted until 5pm on Tuesday, groups may withdraw their grant without penalty for any reason and may resubmit for a following week.
(i) Groups must meet with the Student Government Administrative Assistant to
sign the necessary paperwork in the required timeline as outlined in the approval notice.

(j) Once a grant has been approved by Senate General Assembly, another grant cannot be resubmitted for the same event by the same organization.

(k) Groups will have the opportunity to resubmit their grant one additional time if the grant is denied as long as it is still within the funding period.

§8-1.3. The Operational Fund.
Operational funds are meant for the day-to-day operations of student organizations. Receiving money from the Operational Fund does not require a hearing by the Committee.

§8-1.4. Travel Grants.
Travel funds are meant for organizations, looking to travel within the scope of their mission as charged by the University and whose travel benefits UNC Charlotte. Travel grants require a hearing by the Committee.

§8-1.5. Event Grants.
Event funds are used for organizations who are looking to plan events that benefit UNC Charlotte within the scope of their mission as charged by the University. Events must be on-campus unless UNC Charlotte cannot accommodate the needs of the student organization with their mission to the University. Event grants require a hearing by the Committee.

§8-1.6. Publication Grants.
(a) Publication funds are only available to organizations registered as media groups through the Act for Registration.

(b) Organizations eligible for publication grants are also only eligible for travel funding from the Committee. Travel for media groups is only permitted for training and development that will directly increase the effectiveness of the publication.

(c) This grant requires a hearing by the Committee.

SECTION 3. Funding Eligibility.

§8-1.7. Organizational Exclusivity.
A student organization applying for funds must be registered with the Office of Student Activities and recognized by SGA. Accessibility to funding is dependent on registration status of the organization.

§8-1.8. Graduate Organizations.
Graduate student organizations may seek funding from the Graduate and Professional Student Government and are not funded by the Committee.

§8-1.9. Club Sports.
Club Sports teams may seek funding from Recreational Services and are not funded by the Committee.

SECTION 4. Budgeting and Procedures

§8-1.10. Budget Overview.
Of the overall budget allocated to the Committee from SAFC, certain percentages shall be reserved for certain types of funding or certain lengths of time to ensure fair and consistent funding for each fiscal year.

§8-1.11. Budget Percentages.
(a) A maximum of five percent of the total budget may be appropriated for Operational Funding, limited to two and a half percent each semester.

(b) 45 percent of the total budget awarded by SAFC shall be reserved for event, travel, and publication funding in the fall semester and summer weeks since the beginning of the fiscal year.

(c) 50 percent of the total budget awarded by SAFC shall be reserved for event, travel, and publication funding in the spring semester and summer weeks until the end of the fiscal year.

(d) No one student organization shall be permitted to spend more than five percent of the overall budget allocated by SAFC per fiscal year.

(e) No more than two percent of each semesters' budget may be used for publication grants.
§8-1.12. Spending Restrictions.
Funds allocated shall not be used by student organizations for the following:
(a) Donations, or contributions.
(b) Prizes or giveaways.
(c) Gifts or membership recognition.
(d) Personal recognition or awards.
(e) Financial aid or scholarships.
(f) Legal services.
(g) Expenses incurred prior to SGA approval.
(h) Wages, salaries, stipends for advisors, executive board members, officers, or members.
(i) Non-university printing (i.e. Kinko’s).
(j) Damages of any kind.
(k) SGA elections.
(l) T-shirts and clothing.
(m) Expenses of a personal nature.
(n) Existing organizational debts.
(o) Alcohol, tobacco, or drugs/drug paraphernalia.
(p) Contraceptives with the exception that the group’s mission is deemed by the Committee to involve sexual education.
(q) Travel resulting in academic credit, at UNC Charlotte or another institution.
(r) Travel required by an academic program.
(s) Internships for academic credit or professional development.
(t) Gaming Consoles.
(u) Induction Ceremonies

§8-1.13. Guidelines for Accessing and Using Funds.
(a) Funds will be accessible only after a statement of agreement is signed by the submitting student, declaring that the applicant understands and agrees to all SGA grant/funding rules and procedures, as well as all SAFC rules and procedures.
(b) All invoices and bills must be submitted within 20 business days of receipt, event, or travel, or SGA will not be responsible for payment.
(c) All awards for events or travel not utilized will return to the SGA for future allocation. Funds will not be held in student organization accounts for later use.
(d) After the funded event, publication, or travel, organizations must complete and submit an evaluation of their request within 10 business days of the event taking place, travel return, or publication print date.

Appeals of decisions of the Committee or actions of the Senate will be heard by SAFC in a manner consistent with the policies and procedures set by SAFC. Questions regarding the appeals process may be directed to the SAFC Business Manager.
ARTICLE II. COMMITTEE OPERATIONS

SECTION 1. Establishment

§8-2.2. Composition.
The Committee shall be comprised of a Chairman, Vice-Chair, and at least three other members.
(a) At the individual approval of and request of the Chair, ad-hoc members may vote and participate in meetings and hearings. An ad-hoc must be a senator.
(b) The Treasurer shall serve as a non-voting ex-officio member to the Committee.

§8-2.3. Members’ Roles.
(a) The Chair is responsible for ensuring all activities and responsibilities outlined in this document are completed and accurate, unless delegated to another member of the Committee: this includes but is not limited to: presenting O.R.G. to General Assembly; recording hearings; running meetings of the Committee; training new members and members of Senate; and submitting approval notices to applying student organizations.
(b) The Vice-Chair shall be responsible for receiving grants each week from the Administrative Assistant and creating O.R.G. for the hearings. The Vice-Chair shall also be responsible for submitting a committee report to the President Pro-Tempore, recording simple minutes of the meeting, and recording precedents decided by the Committee, unless delegated to another member of the Committee.
(c) Committee Members, or their proxies, who are voting Senators are required to be present at all meetings of the Organizational Ways and Means Committee, vote and consider legislation referred to or written by the Committee, deliberating/voting on Organizational Hearings, and attend at least two funded events a semester and report their findings to the committee.
(d) The Treasurer shall be responsible for attending Committee meetings, keeping track of the Committee's remaining funds, approving funds after they are allocated by the Committee, advising the Committee on the budget, and SAFC budget/reserve request as advised by the Committee and Senate.
(e) The Advisor shall provide guidance and direction for the Committee when requested or needed.

§8-2.4. Meetings.
(a) Meetings of the Committee shall take place on Tuesday unless otherwise determined by the Chair and the Committee.
(b) Quorum shall consist of the Chair or his specified designate and at least three other voting members, this includes ad-hoc voting members that are senators.
(c) The Student Body Treasurer and the Advisor, or their specified designate shall be present at all meetings of the Committee.
(d) Meetings shall consist of funding hearings of Student Organizations, New Student Organization approvals, any pertinent legislation to be considered by the Committee, and any other matters determined by the Chair.
(e) All meetings of the Committee shall be recorded to include at the minimum: call to order funding hearings of student organizations; relevant deliberation after hearings; and adjournment.
(f) All grant decisions must and will occur in a viewpoint neutral manner. Meaning that funding decisions will not be made on the basis of extracurricular speech, or expressive activities of a student organization. OWAM members will not discriminate, or ask questions that could be used to discriminate, based on race, color, national origin, religion, sex, sexual orientation, age, or disability.

§8-2.5. Organizational Funding Hearings.
(a) The Chair shall be responsible for recording hearings and requesting additional information when needed.
(b) Required recorded information for hearings is at the minimum:
   i. Chair introduction.
   ii. Student Organization name.
   iii. Deliberation.
   iv. Final vote on hearings.
(c) Organizations may not submit any supplemental material, documentation, or proofs for their grant after submission.

(a) The Chair of the Committee shall not be permitted to vote on legislation or hearings unless in the case of a tie.
(b) Senators are the only permitted persons allowed to vote on hearings except in the case of a tiebreaker.
(c) Committee members who have a conflict of interest with presenting organization must abstain from voting; however, their vote will still count and be recorded.
(d) The Treasurer and the Advisor are not considered voting members of the Committee.
(e) Only simple majority is required to pass a funding hearing.
(f) Meetings shall use Robert's Rules of Order Newly Revised unless otherwise stated in this Act.

SECTION 2. Process Outline and Timeline

§8-2.7. Monday.
(a) All grants received by the Committee the previous Friday will be organized electronically via Orgsync for the Committee and hearings on Tuesday.
(b) O.R.G. shall be sent out by the Chair by noon on Monday to other members of the Committee, the Advisor to the Senate, the Advisor, and the President Pro Tempore of the Student Senate.
(c) The Treasurer shall coordinate with the Administrative Assistant and cross-check groups applying for funding and verify if they are current with evaluations. Any groups applying for funding that are not current with evaluations will be notified at their current email addresses and found either on the grants or on the student organizations website that they have an overdue evaluation and they must be turned in by Tuesday in order to be heard by the Committee.

§8-2.8. Tuesday.
(a) The Committee, the Treasurer, the Committee Advisor shall meet to have student organization hearings.
(b) O.R.G. and the associated Finance Bill with accurate values are to be emailed to the President Pro Tempore after the adjournment of the Committee by the following day at noon.

§8-2.9. Wednesday.
(a) Receive and review O.R.G. and finance bill from the agenda emailed by the President Pro-Tempore to be considered by Senate.
(b) Receive Line-Item Transfers if applicable.

§8-2.10. Thursday.
(a) Chair or Vice-Chair, or delegate present O.R.G. and the associated finance bill to Senate for approval.
(b) Chair or Vice-Chair Create and queue approval and failure notifications.

§8-2.11. Friday.
(a) The Chair is to send out approval and failure notifications.
(b) Receive grants for next week via Orgsync.
(c) All grants must be submitted by Friday at 5pm to be heard for the following week’s hearings.
ARTICLE III. THE OPERATIONAL FUND

SECTION 1. Overview

§8-3.1. Budgeting.
(a) Operational budgeting shall be as outlined in Article I of this Act.
(b) That budget may be modified or changed by a Budget Bill passed by the Student Senate in accordance with the By-Laws of the Student Senate.
(c) After the close of Operational funding, any money still left in operational shall be moved over to the semester's general fund.
(d) Funds will not be considered spent from the operational budget; but set aside, until documentation is provided by the applying organization to the Administrative Assistant.
(e) No organization shall be eligible to receive more than $250 per semester in operational funding.
(f) This information is to be tracked by the Administrative Assistant and reported to the Treasurer.

§8-3.2. Timeline.
(a) Operational funding may be requested beginning 10 business days before the first day of classes and ending 10 business days before the last day of classes, in both the fall and spring semesters.
(b) When the operational funding window has closed, the Committee shall inform all student organizations that the funding has been expended and that Operational funding has been closed.
(c) After an operational fund is approved by the Administrative Assistant, the organization who receives the funding has 10 class days to spend the funds or the funds will not be released.

SECTION 2. Process

§8-3.3. Application.
(a) Student organizations may apply for operational funding at any time during the semester when operational funding is open.
(b) There is no hearing required before the Committee when applying for Operational funds.
(c) Funds are applied for by consulting the Administrative Assistant, who will then determine the validity of the request.
(d) Denied requests by the Administrative Assistant will be given to the Treasurer, who may override a denial if he or she feels that it is in fact a valid request.

SECTION 3. Line Items

§8-3.4. Food and Beverage.
(a) All food and beverage applied for under this line item must consist of prepackaged items.
(b) Food may only be applied for in the first half of the operational availability timeline/window and no group may spend more than $75.00 in this line item per semester.

§8-3.5. Printing and Binding.
(a) Funds used for printing services must be used for the printing or copying of newsletters, agendas, informational resources, organizational constitutions, meeting announcements, etc. Only University printers may be used for operational printing.
(b) The SAFC/SGA name, logo and disclaimer must be included on all items printed with operational funds. Failure to print this disclaimer and information will result in a loss in operational printing for the remainder of the semester.

Advertising and Promotional items must be used to promote the student organization and its meetings, its purpose, and the recruitment of members. Any off-campus services shall be determined valid or invalid on a case-by-case basis by the Administrative Assistant.

§8-3.7. Equipment and Other Supplies.
(a) Items under this line item may include equipment and supplies, rentals or tech-
services used in line with the applying organizations' mission to the University.

(b) Equipment rental must be provided by the Conferences, Reservations and Event Services. Most items are provided without costs.

(c) Technician requests also must be provided by the Conferences, Reservations and Event Services office.

(d) These funds may not be used to pay damages to facilities or equipment.

§8-3.8. **Office Supplies.**

(a) Office Supplies are used for the necessary supplies to conduct business and meetings.

(b) Items that are readily available in the Student Government and Organizations Complex may not be purchased with this line item.

(c) Only University vendors may be used to purchase office supplies.

(d) All items purchased as Office Supplies must remain in the possession of the student organization and cannot be purchased again within the same fiscal year.
ARTICLE IV. EVENT GRANTS

SECTION 1. Overview

§8-4.1. Overview.
The Event Grant is offered by the Organizational Ways and Means Committee for Student Organizations to provide relevant programming, beneficial to the University. The Event Grant fund shall be used to support the programming needs of registered student organizations on campus.

§8-4.2. Eligibility.
(a) All registered student organizations at UNC Charlotte, not otherwise classified or under any other student association are eligible for event grant funding.
(b) Organizations who have been allotted money for publication grants are not eligible to receive event grant funding.
(c) Organizations may not request Event grants for recruitment events.

SECTION 2. Process

§8-4.3. Application and Approval.
(a) A maximum of $2,500 can be allotted per on-campus event.
(b) Student organizations may apply for an unlimited amount of event grants per fiscal year.
(c) At least 50 percent of all attendees at event funded by the Committee should be UNC Charlotte students.
(d) Grants and hearings should delineate a clear and effective marketing or advertising plan for the event being applied for.
(e) Binding safety or legal concerns, any event being funded is required to allow any student to attend and enter at any time. Predetermined guest lists or exclusivity based on dress code, membership or other criteria are strictly prohibited.

SECTION 3. Line Items

§8-4.4. Contracted Services.
(a) Defined as monies given to an artist, lecturer, entertainer, performer, or otherwise professional individual or group providing services.
(b) Any associated costs for contracted services must be included in this line-item and may not be funded through any other line-item in event grants.
(c) The applying organization is required to make all travel arrangements pertaining to travel for the individual or group.
(d) A university contract must be used when making arrangements and securing payment after funds have been allotted for this category.
(e) A biography or description of the services to be provided, as well as the name and contact information of the individual, group or agency, and documentation/proof of cost must be submitted with this line item in order to be considered by the Committee.

§8-4.5. Printing.
(a) The printing line item is for all items that are to be printed or contracted to print, regardless of the purpose behind it (ie: advertising or program supplies). This includes but is not limited to: programs, handbills, posters, fliers, etc.
(b) University printers must be used for this line item, with no exceptions.
(c) Proof of cost for all printing must be submitted.
(d) All items printed through this line item must contain the SGA/SAFC name, logo, and disclaimer printed on the item, where the entirety of the brand is visible and legible. The disclaimer shall be made available on the SAFC website.
(e) Failure to use the aforementioned logo will result in not being approved by the Committee or treasurer or loss of future printing allocations from the Committee.
§8-4.6. Advertising.
(a) Advertising is defined as any form of marketing or publicizing including social networking, University Media, promotional material, outside publications and prints, and anything else related to advertising with the exception of items that are funded under the printing line item.
(b) Information required for this line item to be considered by the Committee is as follows: a proof or picture of the advertisement; language to be used; quantity; size; and duration of advertising processes where applicable.
(c) All paid social media advertising must include the phrase "Funded in part by the SGA with your student activity fees. SGA & SAFC do not necessarily endorse the beliefs or actions of this organization." or a link to the disclaimer site.
(d) All event grants, whether funding is being asked for advertising or not, must show proof of advertising for the event to receive funding.

§8-4.7. Equipment and Technicians.
(a) This line item is solely reserved for University services, technicians, equipment, and other similar items offered through the University.
(b) Most items being applied for in this category are through the Reservations Office, and they should be contacted for quotes, pricing, and reservations before groups are applying for grants.
(c) Information required for grant applications are as follows: quotes and pricing from the University offices, the number of technicians and hours needed, equipment necessary to the success of the event, and proof of cost.

§8-4.8. Program Supplies.
(a) Program supplies are items that are crucial to the success of the event through outside vendors.
(b) Program supplies must be kept and maintained by the applying organization and may not be given away, sold, or destroyed. If financed items are deemed to be reusable the items must be relinquished to the SAFC storage area. If SAFC has the item being applied for, the organization must use those items rather than purchase their own.
(c) Program supplies require documentation of price, quantity, and purpose for each individual item in order to be considered by the Committee.
(d) Parking vouchers may be applied for under this line item. In order to be considered by the Committee parking vouchers will require the name of the person receiving the voucher. Current UNC Charlotte students may not receive parking vouchers through Event Grants.

§8-4.9. Food and Beverage.
(a) Food and beverage for events must be for only UNC Charlotte students, unless the Committee determines other attendees requested to be fed are crucial to the success of the event. The Committee will make sure of this by verifying through the hearing process with questions to groups.
(b) In order to be considered by the Committee, food must be from Chartwells unless given a special exception, must include itemized documentation and appropriate menus, or dummy contracts or invoices from Chartwells. Non-Chartwells pre-packed food is acceptable.
(c) Food may not go over the per diem rate per student as set by the state, student organizations should check with the SGA Administrative Assistant to receive the most up to date per diem rates.
(d) Organizations are only eligible to receive food for two events per semester, and may not exceed half of the cap set for event grant funding.
(e) Event grants may include Food and Beverage as the only line item in the request.

SECTION 4. Fundraisers and Revenue Generating Events.

§8-4.10. Fundraising Events.
(a) Fundraisers are highly encouraged to help student organizations programs, events, and travel.
Supplies used for a fundraiser become property of the student organization and must be maintained by that group. Should the student organization have no space to store supplies, the advisor should assist the group with locating an appropriate location.

If an Event Grant is approved and the student organization choose to hold a fundraiser, the amount of money awarded from SGA for the fundraising event must be paid back in-full to SGA within 24 hours of the event.

The remaining monies raised, above and beyond the amount awarded from SGA, must be deposited in the student organizations' on campus account within 24 hours of the event.

These monies deposited into the groups' account can be spent as the group decides, so long as it is within SGA policies. This money can be carried over to the next fiscal year.

For example, XYZ group was awarded $100 to get supplies for a car wash. They raised $200 at the car wash. The group must pay $100 back to SGA within 24 hours of the event and the other $100 must be deposited into their on-campus account for the group to spend when they need.

§8-4.11. Revenue-Producing Events.

(a) If an Event Grant is approved and the student organization chooses to collect money through ticket sales, monetary contributions, or admission fees, the amount of money awarded from SGA for the revenue generating event must be paid back in-full to SGA within 24 hours of the event.

(b) The remaining monies raised, above and beyond the amount awarded from SGA, must be deposited in the student organizations' on campus account within 24 hours of the event.

(c) These monies deposited into the groups’ account can be spent as the group decides so long as it is within SAFC policies. This money must be spent by the end of the fiscal year or be lost.

(d) Within 24 hours after the event, the organization must submit a receipt book documenting all ticket sales from the event to the Administrative Assistant.

(e) Additionally, all money must be submitted to the Administrative Assistant for deposit.

(f) The intent is to provide free events/programs to students at UNC Charlotte using student activity fee funds. This policy encourages student organizations to sponsor free events to the campus community.

(g) Any group in violation of this rule shall be ineligible for any SGA grant until such time as the group comes into compliance. The Organizational Ways and Means Committee may suspend other SGA grants to an organization until such a time as the group comes into compliance. A group may lose its status as a registered student organization for failure to comply with these procedures.

(h) For example, ABC group was awarded $1,000 to hold a comedy show and they are charging admission. They raised $1,500 in ticket sales. The group must pay $1,000 back to SGA within 24 hours of the event and the other $500 must be deposited into their on-campus account for the group to spend by the end of the fiscal year.

§8-4.12. Off-Campus Events.

(a) Off-Campus Events are permitted when there is no appropriate venue on campus for the nature of the event and is in line with the mission of that particular student organization.

(b) Off-Campus events must utilize the closet possible facility to hold their event. This must be demonstrated through any one of various online map or route generating services showing the route from the University to the address of the event must be submitted with each off-campus event grant before it is even considered for funding by the Committee.

(c) Student Organizations are only eligible for two off-campus events per semester, and each grant may not exceed $700.00 per request.

(d) Off-Campus Events count toward the applying student organizations cap of no
more than two events with food per semester, and vice-versa.
(c) The Food and Beverage line item in off-campus event grants may not exceed $200 per request.

(f) Other than the strict stipulations set forth under this subsection and the use of a different grant made available online by the Committee, off-campus events are applied for and received just as if they are any other type of event.

(g) All off-campus events must be within the greater Charlotte area with no exceptions.

(h) Off-Campus event grants may not be held at a personal residence.

(a) Organizations may cosponsor events with other student organizations recognized by SGA provided they meet the stipulations outlined in this section.
(b) Groups that co-sponsored must fill out the Co-Sponsored Event grant found on the student organizations website.
(c) A maximum of $4,000 may be given for each co-sponsored event grant.
(d) This grant hearing will require a member of each applying organization to be in attendance.
(e) Organizations may request one co-sponsored event grant per semester.
(f) The entire requested amount, divided by the number of requesting groups, will be put toward each respective group’s maximum cap per year.
ARTICLE V. TRAVEL GRANTS

SECTION 1. Overview

§8-5.1. Overview.
The Travel Grant is offered by the Organizational Ways and Means Committee for Student Organizations looking to travel in a way that will benefit the University, increase the effectiveness of their organization, or complete travel that is in within the scope with the applying organization's mission as charged by UNC Charlotte. The Travel Grant Fund shall be used for travel that directly aids student organizations in achieving organizational goals and in representing UNC Charlotte.

§8-5.2. Eligibility.
(a) All registered student organizations at UNC Charlotte, not otherwise classified or under any other student association are eligible for travel grant funding.
(b) Organizations who have been allotted money for publication grants are eligible to receive travel grant funding.
(c) Organizations may only be eligible to receive funding for the following types of travel: competitions or conferences.

SECTION 2. Process

§8-5.3. Application.
(a) A maximum of $1,500.00 can be allotted per single organization each fiscal year.
(b) Each individual student on the applying grant is eligible for up to $200.00 in travel monies.
(c) Each individual student on the applying grant is eligible for up to $400.00 if they are presenting or competing at their conference with proof of presentation or competition.
(d) A maximum of $1,000 may be allotted per travel grant.
(e) Applications for summer and August travel must be submitted by the last Friday prior to the last meeting date of the Committee.
(f) Organizations must submit an itinerary, and any other plans or official documents association with travel, at minimum to be considered by the Committee for funding. If no itinerary can be found, one from previous years will suffice.
(g) Organizations must also submit a breakdown of all co-sponsorships by source, if applicable.
(h) Food may not be applied for in any capacity on travel grants.

§8-5.4. Approval.
(a) Travel grants must contain names, student identification numbers, and class standings of all individuals attending the travel with no exceptions.
(b) An itinerary or outline of the trip must be submitted with the grant.
(c) To be considered for Travel, the organization must be considered in travel status by the University, which is greater than 35 miles from the University.
(d) Organizations applying for travel costs that cover non-students will not be funded.

SECTION 3. Line Items

§8-5.5. Registration.
(a) Registration costs are paid for student organizations for conferences, training, or any other type of event that requires registration costs as an entrance.
(b) Registration costs may not be funded if the costs include membership fees.
(c) Information required at minimum to be considered by the Committee is as follows: conference itinerary, outline, or printout defining the registration price; and contact information of who the registration is to be paid to.

§8-5.6. Transportation.
(a) Transportation costs cover things like airfare, vehicle rental, bus and cab fare, and personal vehicles.
(b) Airfare may be utilized if the intended destination is more than 300 miles from the departure point. First-class airfare is strictly prohibited. All groups wishing to use airfare must submit quotes or prices.
from two different airlines or companies, and then the lowest price shall be funded.

(c) Personal vehicles will be reimbursed by the Committee at the state rate. In order to be considered for personal vehicle travel the applying organization must submit documentation listing mileage printouts to and from the intended travel, the make and model of the car(s) that will be used, and a list of students utilizing this transportation. The state rate for reimbursement is dynamic and changes at the discretion of the state, groups should contact the Administrative Assistant for the most recent and accurate rate.

(d) Charters or contracted travel may be used. Groups must submit documentation of mileage to and from the destination and a list of students who are utilizing such services. Groups must use one of the two companies on contract with the University: Rose Transportation, Coach America and Horizon Van Lines.

(e) Other costs include cab fare, tolls, and commuter buses. These may be applied for as reimbursable expenses under Transportation.

(f) Rental Cars may be used. Groups must submit quotes or prices from two different rental services and the lowest price shall be funded. Groups must also submit documentation of mileage to and from the destination and a list of students who are utilizing such services. Groups may use any rental car company as long as a quote is provided.

(g) Motor Fleet may be used on the contingency of students paying for mileage.

§8-5.7. Lodging.

(a) Lodging is to cover accommodations that are necessary for the organization to use during their travel.

(b) Items that may be purchased are hotels, motels, suites, centers, cabins, or any other contracted overnight stays.

(c) Hotels and Motels have in-state and out-of-state rates that may be reimbursed by the state. Student organizations should note that they are traveling on state business when traveling on fees given by the Committee and therefore may ask for the state-rate or out-of-state rate accordingly when making arrangements. The Committee may not allocate more than those aforementioned rates to organizations.

(d) In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, the students who will be utilizing these services, a list of rooms and persons staying, and the start and end date of the requested lodging.

§8-5.8. Other.

(a) Other services can be applied for, that will be incurred costs during the travel. This includes luggage fees, parking fees, etc. Each item applied for under this line item requires documentation to be considered.

(b) Each item applied for under this line item will be approved on a case by case basis by the Committee.
ARTICLE VI. PUBLICATION GRANTS

SECTION 1. Overview

§8-6.1. Overview.
The Publication Grant is a grant offered by the Organizational Ways and Means Committee to organizations that are registered as media groups as per the Act for Registration, and whose primary mission is printing or other types of publications.

§8-6.2. Eligibility.
(a) Only student organizations registered as media groups shall be eligible to apply for and receive publication funding.
(b) Organizations may apply for an unlimited amount of publication grants, at a maximum of $1,000 per grant.

SECTION 2. Process and Application

§8-6.2. Timeline.
(a) Student organization listed as eligible in the previous section of this article may apply for publication grants at any time during the year unless the budget cap for publication grants has been expended.
(b) Groups applying for publication grants shall follow the same timeline used for all other grants, as made available on the Student Organizations website.
(c) Publication grants, made available on the Student Organizations website must be made available.

§8-6.3. Process.
(a) Groups shall apply through a grant made available on the Student Organizations website.
(b) Applications are to be filled out completely, signed and turned into the Administrative Assistant no later than noon, Friday on the week previous to the desired Tuesday hearing with the Committee.

SECTION 3. Line Items

§8-6.4. Printing.
(a) The printing line item is for all items that are to be printed or contracted to print, regardless of the purpose behind the request (i.e., advertising or program supplies). This includes but is not limited to programs, handbills, posters, fliers, etc.
(b) University printers must be used for this line item, with no exceptions.
(c) All items printed through this line item must contain the SGA/SAFC name, logo, and disclaimer printed on the item, where the entirety of the brand is visible and legible. The disclaimer shall be made available on the SAFC website.
(d) Failure to use the aforementioned logo will result in not being approved by the Committee or the Treasurer or loss of future printing allocations from the Committee.

§8-6.5. Advertising and Promotional.
(a) Advertising is defined as any form of marketing or publicizing including social networking, Student Media, promotional material, outside publications and prints, and anything else related to advertising with the exception of items that are funded under the printing line item.
(b) Information required for this line item to be considered by the Committee is as follows: a proof or picture of the advertisement; language to be used; quantity; size; and duration of advertising processes where applicable.
(c) Advertising in publication grants is to be used to advertise only the organization or specific publications they produce.
(d) All paid social media advertising must include the phrase "Funded in part by the SGA with your student activity fees!"
SGA & SAFC do not necessarily endorse the beliefs or actions of this organization."
or a link to the disclaimer site.

§8-6.6. **Professional Services.**

(a) Professional services as defined by the Committee are services rendered by persons outside the applying organization.

(b) Services that may be applied for are: graphic design; publication consulting; web design; training; and other functions outside the skill set of media groups.

(c) In order for this line item to be considered before the Committee, the services requested must be through the University if at all possible.

(d) Individuals contracted through this grant require documentation of a price quote and professional skills to be submitted with the grant.

(e) Entities or companies contracted through this grant require documentation of a price quote and company profile to be submitted with this grant in order to be considered by the Committee.
ARTICLE VII. ORGANIZATIONAL & COMMITTEE ACCOUNTABILITY & RESPONSIBILITY

Student Organizations will, to the best of their ability, uphold all responsibilities outlined in the Act for Registration and this Act, and will:
(a) Request funds with fiscal responsibility and other organizations in mind;
(b) Utilize student fees allotted to them in a way that will benefit UNC Charlotte as a whole and provide services to members and non-members alike;
(c) Will be familiar with the policies of the Organizational Ways and Means Committee;
(d) Provide feedback so the process may be enhanced and changed to benefit future organizations; and,
(e) Make sure that requests are within the mission of organization and benefit the Student Body.

§8-7.2. Accountability of the Organization to the Committee.
Organizations found to be intentionally misleading the Committee, misallocation of funds, knowingly submitting false or doctored information, or any other form of malicious intent related only to monies allocated by the Committee or the process will be subject to fiscal penalties by the Committee as outlined in this article.

§8-7.3. Process.
(a) Any violations shall be considered by the Committee at the Committee's discretion and will require a motion for penalty consideration and assessment.
(b) This motion shall require two-thirds of voting committee members' approval.
(c) At the passage of this motion, a member shall present and provide evidence and take questions from Committee members concerning the alleged offense.
(d) The Committee will then vote and determine if the organization is responsible. If the organization is found responsible, the Committee shall assess an appropriate penalty to the organization and inform the organization and all advisors, and the Student Senate of the proceedings, evidence, decision, and penalty by the next full Senate meeting.

§8-7.4. Penalties.
Possible penalties in order of severity are as follows:
(a) Organization is not approved for any funding for the grant in question;
(b) Organization eligible to receive only 50 percent of the cap set for grant requests for the remainder of the fiscal year; and,
(c) Organization not eligible for funding for remainder of the semester;
(d) Organization not eligible for funding for the remainder of the fiscal year.

§8-7.5. Duration.
(a) All penalties incurred over the course of an academic year are absolved upon the first day of the following academic year.
(b) The Committee may retract or suspend penalty infractions at any time.

§8-7.6. Appeals.
(a) Any penalty levied against a student organization may be appealed to the President Pro-Tempore in writing (or via email) by the next committee meeting.
(b) This appeal shall take place in General Assembly. The Chair shall present the evidence, discussion, and decision to the Assembly, followed by a period of questions for the Chair.
(c) The Organization will then have a chance to respond and accept questions from the floor.
(d) The assembly will vote on whether the appeal will be granted, amended or not granted by simple majority vote.