

Student Government Appropriations Act of 2006

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Section I – Definitions

As used in this chapter, unless the context otherwise specifies:

- (1) “Registered Student Organization (RSO)” means a student group that is officially registered with the University of Kentucky
- (2) “Funding Request” means any application for appropriation of funds. Funding requests include General Funding Requests, Service Grants, Club Sport Grants, Academic or Professional Conference Grants and Senate Special Projects.

Section II – General Rules for All Registered Student Organization Funding

- (1) All funding requests must be filled out correctly using the official SGA form.
- (2) All funding requests must include an itemized budget of all expenses.
- (3) The Senate Appropriations and Revenue Committee must approve all requests. A representative must appear in person at the committee meeting to speak on behalf of the funding request.
- (4) The Student Government name and logo must be displayed on all materials associated with the project or event. The following disclaimer may be substituted for the name and logo, “Funded by your Student Government.” For events that are partially funded by Student Government, the disclaimer may read, “Funded in part by your Student Government.”
 - a. All promotional materials must be submitted to the Director of Marketing for approval no later than one week prior to the Student Government-sponsored event.
- (5) Student Government is not responsible for expenses that exceed the approved allocation.
- (6) Student Government will only reimburse original receipts submitted by the RSO within thirty (30) days following the last day of the event or purchase.
- (7) Student Government funds appropriated must be used for the purposes stated in the funding request. If the nature of the approved funding significantly changes, the RSO must re-apply to the committee before proceeding with using approved funds.
- (8) Student Government will not disperse funds to cover expenses until after the event or purchase has occurred.
- (9) Student Government will not fund certain items listed below:
 - a. Food and beverages
 - b. Non-university approved printing or duplicating services
 - c. Subscriptions
 - d. Taxes
 - e. Management or consulting fees
 - f. Organizational membership dues

Student Government Appropriations Act of 2006

- g. Personal gifts, T-Shirts, donations, or contributions
 - h. Financial aid or academic scholarships
 - i. Expenses incurred prior to Student Government approval
 - j. Prizes, awards, or trophies
- (10) Registered Student Organizations can only receive money once per fiscal year either through a line item in the Presidential budget or through an A&R funding request.

Section III – Payment Process

- (1) After a funding request, excluding Senate Special Projects, has been approved by the Appropriations and Revenue Committee, the RSO must meet with the office manager in the Student Government office within 5 business days. An RSO seeking funding through a Senate Special Project must meet with the office manager in the Student Government office within 5 business day of Full Senate approval.
- (2) All transactions will be done by direct billing for internal UK expenses or [preferably] reimbursement. The decision as to the process will be at the discretion of the SGA office manager.

Section IV – Funding Request Details

- (1) Funding Requests must have the following general information:
- a. Title of Request
 - b. Amount of Request
 - c. Organizational Information
 - i. Organization Name
 - ii. Organization Contact
 - iii. Phone Number
 - iv. Email Address
- (2) Funding Packets must ask specific questions about the detail of the Request. The following questions must be answered in the packet.
- a. Describe the funding request in detail.
 - b. What is the mission and purpose of the organization?
 - c. Include the date, time and location of the event.
 - d. How has the organization raised funds to prepare for this project/event?
 - e. Total members in the RSO
 - f. Estimated student attendance at the event
 - g. Personal or Organization contribution to the event
- (3) An RSO will be expected to itemize the costs associated with their event/purchase via the official Funding Request form
- a. Requested Funding
 - i. A List of Items
 - ii. Quantity of Items
 - iii. Cost per Item
 - iv. Total Cost
 - b. The Total Cost of Running the Event (Requested + Provided)
- (4) Funding Requests may include any other pertinent information deemed necessary for the applicants.

Section V – Terms and Conditions

- (1) The funding requests will have the Terms and Conditions included as part of the official Funding Request form. This statement will outline the stipulations of funding and will include the following clauses:

Student Government Appropriations Act of 2006

- a. The University of Kentucky Student Government will not disperse funds to cover expenses in advance of the event or purchase.
- b. Student Government will not reimburse any expenses for printing and duplicating services performed by vendors other than UK approved printing services.
- c. The Student Government office manager must receive all receipts for the within thirty (30) days of the final date of the event or purchase.
- d. Student Government funds will only be available during the fiscal year that the funds were allocated.

Section VI – Funding Types

All funding requests must contain the necessary information outlined in sections II, III, IV and V above to be considered for allocation.

(1) General Funding Grant

- a. A Registered Student Organization may receive a maximum of \$750 each fiscal year in General Allocation Funding.
 - i. A Registered Student Organization may receive up to an additional \$250 with unanimous consent of the A&R Committee.

(2) Service Grants

- a. A service grant is a funding request in which any registered student organization can apply for the purpose of carrying out a community service project.
 - i. A Registered Student Organization may receive a maximum of \$1500 each fiscal year in Service Grant Funding.

(3) Club Sport Grants

- a. A club sport grant is a funding request in which any registered club sport may apply to obtain funding for a project, event and/or supplies.
 - i. A Club Sport may receive a maximum of \$1,500 each fiscal year in Club Sport Grant Funding.
- b. A Registered Student Organization can be declared a Club Sport by being designated a Club Sport by the Athletics Department.
- c. Applicants for the club sport grant that are designated as a Club Sport will not attend the Appropriations and Revenue Committee Meeting and will instead meet with the Appropriations and Revenue Chair for approval of their request
 - i. The Appropriations and Revenue Chair may, with their full discretion, invite the club sport to the committee meeting for further discussion of their funding request.
 - ii. The Club Sport may appeal to the Appropriations and Revenue Committee by request to the Senate President

(4) Multicultural Inclusion Grant

- a. A Multicultural Inclusion Grant is a funding request in which any Registered Student Organization may apply for funding for the purpose of promoting diversity, inclusion, and/or the spread of multicultural values throughout the University of Kentucky Student Body.
 - i. A Registered Student Organization may receive a maximum of \$1,500 each fiscal year through the Multicultural Inclusion Grant.

(5) Academic or Professional Conference Grant

- a. An Academic or Professional Conference Grant is a funding request in which any registered organization may apply to obtain funding for an

Student Government Appropriations Act of 2006

Academic or Professional Conference that is closely relatable to the purpose of the RSO. Academic and Professional Competitions will also be considered.

- i. A Registered Student Organization may receive a maximum of \$1,500 each fiscal year through the Academic or Professional Conference Grant.

(6) Senate Special Projects

- a. A Senate Special Project is a funding request available for any senator to sponsor a Registered Student Organization of their choice.
 - i. Each senator is allotted one Senate Special Project per fiscal year.
 - ii. Two senators may combine their funding for a total of \$5000 for a single Senate Special Project.
 - iii. The Senator may not be a member, present or past, of the organization they are sponsoring.
- b. The A&R Committee will hear Senate Special Project Funding Requests and vote to approve, disapprove or amend the request before passing on to the Full Senate.
- c. The Full Senate must hear Senate Special Project Funding requests and vote to approve, disapprove or amend.
 - i. Questions regarding the amount allocated by A&R will be directed only to the sponsoring senator or the A&R Committee Chair.
 - ii. Questions regarding the actual request will be directed to the sponsoring senator or the individuals representing the request.
- d. A Registered Student Organization may receive a maximum of \$5000 each fiscal year from a Senate Special Project
 - i. A Registered Student Organization may receive up to an additional \$1000 with unanimous consent of the A&R Committee.

Section VII – Senate Procedures and Accountability

- (1) The Senate President and Appropriations & Revenue Committee Chair are responsible for the creation and maintenance of the funding request application.
- (2) All Funding Requests, other than Club Sport Grant Requests, will be heard by the Appropriations & Revenue Committee except in extraordinary circumstances as determined by the Senate President and A&R Committee Chair.
- (3) All Senate Special Projects are subject to Presidential veto. The veto can be overturned by a 2/3 vote of quorum in Full Senate.

Section VIII – Power of the A&R Committee

The final decision in multiple applications and all rules herein lies with the committee.

Section IX – Sunset Clause

- (1) According to Section V(a) of the Sunset Act of 2017, “All legislation presented to Full Senate [...] shall contain a “Sunset Clause,” in which an expiration date and renewal period are chosen.”
 - a. The expiration date for the Appropriations Act of 2006 is November 30.
 - b. The renewal period for the Appropriations Act of 2006 is one (1) year.

Renewed on: October 25, 2017