CONGRESSIONAL BILL NO. 960506
SENATE BILL NO. GF16-03

AS INTRODUCED

A Congressional Act amending the Code Annotated, providing for a short title, providing for codification, and providing an effective date.

BE IT ENACTED BY THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION:

Section 1: Title: This act shall be known and may be cited as the “Act Establishing Auxiliary Funding”

Section 2: Purpose: The purpose of this act shall be to replace Subsidiary and Emergency funding as a means to providing more funding in a simpler method to registered student organizations.

Section 3: For the purposes of this legislation, deletions shall be marked with a Strikethrough. Additions shall be marked with an underline.

Section 4: The following shall be amended to Title 12, Chapter 4 of the SGA Code Annotated:

Title XII – Finance
Chapter 4 – Budgetary Procedures

20. Primary Budget Process
The Primary Budget Process shall be held in the spring semester of every year.

a. Eligibility
   Each organization must meet all of these requirements
   i. Registration: Only those registered student organizations that are located on the Norman campus will be funded. Any student organization that is affiliated with the Printing Funded by SGA

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University of Oklahoma but not located on the Norman campus will not receive funding through this campus. Each organization shall be registered with the Office of Student Life one consecutive calendar year prior to the Primary Budget deadline, and must re-register by the fourth week of classes in the fall semester in accordance with the Student Activities Policy.

ii. Budget Deadline: Each organization must submit their budget application by the Thursday of the sixth week of classes in the Spring semester. The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the budget applications are due.

iii. Budget Deadline Enforcement: Any organization who submits a budget after this time shall be considered ineligible for funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.

iv. Interview Enforcement: Any organization who schedules an interview but fails to send a representative to that interview shall be ineligible for funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.

v. Standing: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any student organization that is not in good standing shall not receive funding.

b. Timeline

i. Registration: Registered Student Organizations must re-register by the fourth week of classes in the fall semester in accordance with the Student Activities Policy.

ii. Budget Deadline: The Budget Deadline shall be no later than the sixth week of class in the spring semester, but after the reregistration deadline to determine which organizations are eligible. The Budget Deadline shall be set by the Chair of the SGA Budgetary Committee.

iii. Interview Scheduling Deadline and Interviews: The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the interview schedule is due.

iv. Posting: The Primary Budget shall be posted for at least seven (7) days prior to being moved in either Undergraduate Student Congress or Graduate Senate in the offices as well as on the website.

v. Passage: The Primary Budget shall be moved in the Undergraduate Student Congress no later than the twelfth week of the spring semester and shall be moved in the Graduate Student Senate no later than the thirteenth week of the spring semester.

vi. Fiscal Year: Each fiscal Year to claim reimbursements/direct payments shall be from July 1 to the last day of regular classes in the spring semester of year immediately following the Primary Budget Process. The fiscal year can be changed in emergency by a simple majority of the Undergraduate Student Congress and the Graduate Student Senate with an act of legislation.

vii. A Budget for Administrative Organizations shall be compiled separate from all other organizations.
21. **Auxiliary Budget Process**
The Auxiliary Budget Process shall be held during the entirety of the fiscal year.

a. **Availability**
SGA shall not be required to distribute funds outside of the Primary Budget Process, due to the fact that Auxiliary Funding comes from reversions. A simple majority of the Undergraduate Student Congress and the Graduate Student Senate shall be required to deny an entire Auxiliary Funding process through an act of legislation.

b. **Funding Requirements**
Each organization must meet all of these requirements:

i. **Registration**: Only those registered student organization that are located on the Norman campus will be funded. Any student organization that is affiliated with the University of Oklahoma but not located on the Norman campus will not receive funding through this campus. Each organization must have registered with the Office of Student Life one week prior to submitting their Auxiliary Funding application.

ii. **Eligibility**: Every student organization is eligible for Auxiliary Funding so long as they are registered with the Office of Student Life and demonstrate a need for funds.

iii. **Interviews**: Each organization must send at least one student representative to their scheduled emergency allocations interview. Failure to attend will result in an ineligibility from receiving auxiliary funding for a period of three (3) weeks. If extenuating circumstances arose, the Chair of the SGA Budgetary Committee must be notified in writing by 5:00pm the next business day following the scheduled interview time. The SGA Budgetary Committee as a whole will review the request to determine if funding will be granted.

iv. **Standing**: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any student organization that is not in good standing shall not receive funding.

c. **Timeline**
The SGA Budgetary Committee shall review all pending request for Auxiliary Funding allocations at its earliest convenience during its regularly scheduled meetings.

d. **Fiscal Year**
For any Auxiliary Funding allocations, the beginning of the fiscal year shall be July 1st, and the end of the fiscal year shall be the last day of regular classes in the spring semester of each year.

e. **Additional Submissions**
Any organization that submits an Auxiliary Funding application more than three times within an academic semester shall be ineligible for additional funding for the remainder of the academic semester at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.

f. **Committee**

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22. Administrative Districts of the SGA

a. Categories
Organizations must fit into one of the following categories to be considered an Administrative Division of SGA:

i. Government: Organizations that collectively serve as student government for the entire student body without significant duplication. Funding is provided for the Executive Branch, the Legislative Branch, the Superior Court, and the Campus Activities Council.

ii. Residential: Organizations that collectively represent every student through their residences without significant duplication. Funding is provided for Housing Center Student Association, Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, and Multicultural Greek Council. No additional funding will be distributed to separate entities (houses/floors/chapters) of these organizations.

b. Regulations
Administrative organizations are subject to these SGA Regulations:

i. Administrative organizations must hold a sanctioned election for their chief officer, during the election time frame established in Title VII, Chapter 1, Section 4, with the exception of Campus Activities Council Chair, who shall be elected in a campus wide election by the entire student body.

ii. Administrative organizations must be entirely comprised of student members.

iii. Administrative organizations shall only be permitted to submit for Auxiliary Funding once per semester. Emergencies shall be reviewed and permitted on denied pending a vote by the Ways and Means Committee.

23. Funding Criteria
In evaluating budgets, the SGA Budgetary Committee shall use the following criteria in determining the amount of money each organization is to be allocated. Each criterion must be used. Organizations shall be evaluated upon the following criteria:

i. Degree to which the Programs, Events, and Activities (P/E/As) of the organization provide a unique service to the university's student community.
ii. Scope which an organization has (including its P/E/As and other non-funded activities). This should take into consideration, but not be limited by, the number of students affected, the effect on the community outside of campus, and the size of the organizations.

iii. The percent of funds used in prior year(s) relative to the amount allocated.

iv. Quality of budget. This should include clarity, accurateness, compliance with SGA and University policies and regulations, and the reasonability of the budget.

v. Degree to which funding the organization’s P/E/As request will accomplish the stated goals of the organization.

vi. Amount of funding subsidation. This includes taking into consideration whether or not the organization will sell tickets for the P/E/A as well as any and all outside sponsorships that the organization receives.

While all of these criteria shall be taken into consideration by the committee, the relative weights of the criteria within a category shall be at the committee’s discretion, provided that the relative weights are consistent within each category.

24. Availability Deadlines and Other Stipulations

Line item transfers shall not be allowed after the last day of regular classes in the spring semester of every year. Submission of an inaccurate budget or misuse of funds may result in a recommendation to the Office of Student Affairs to require reimbursement of misused funds, to deny funding for a period of up to four (4) fiscal years, and/or expulsion from campus. SGA shall not be required to fund a particular organization, item from an organization’s requests, or P/E/A from an organization’s requests.

25. Review Process

a. **Timeline:** Within 5 business days of receiving notice of allocation any organization may submit a formal review request to the Chair of the Budgetary Committee for a reconsideration of allocation. If the Chair denies the request, the organization may submit an appeal directly to the Student Body President.

b. **Requirements/Ineligibility**
   In order for an allocation to be considered for review, an organization must present a reasonable argument as to why the Committee was biased in its allocation.

c. **Submission:** The written appeal shall be submitted electronically directly to the Ways and Means Chairman and:
   i. shall detail key organization information including name, leadership, contact information, and sponsor;
   ii. shall state the original requested amount;
   iii. shall state the amount funded by SGA;
   iv. shall detail thorough reasoning as to why the allocation should be reconsidered.

d. **Ad Hoc Committee**
   i. **Membership:** Membership of the Review Board shall consist of the Student Body Vice President, Chair of the Undergraduate Student Congress, Chair of the Graduate Student Senate, Chair of
the Campus Activities Council, and will be chaired by the Student Body President. The Ways and Means Chairman shall serve on the committee in an advisory role and will not have voting privileges.

21. Subsidiary-Budget Process

The Subsidiary Budget Process shall be held in the fall semester. 590

a. Availability

SGA shall not be required to distribute funds after the Primary Budget Process, because subsidiary funding comes from reversions. A simple majority of the Undergraduate Student Congress and the Graduate Senate shall be required to deny an entire subsidiary process through an act of legislation. 591

b. Eligibility

Each organization must meet all of these requirements:

i. Registration: Only those registered student organizations that are located on the Norman campus will be funded. Any student organization that is affiliated with the University of Oklahoma but not located on the Norman campus will not receive funding through this process. Each organization shall be registered with the Office of Student Life by the eighth week of the fall semester prior to the subsidiary process and must reregister by the fourth week of classes of the fall semester in accordance with the Student Activities Policy.

ii. Organizations may apply for subsidiary funding if they were ineligible for Primary funding on the basis that they were not established for a while calendar year or organizations that did not receive satisfactory amounts of funding during the Primary Process. 593

iii. Budget Deadline: Each organization must submit their budget application by the Thursday of the sixth week of classes in the Spring semester. The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the budget applications are due. 594

iv. Budget Deadline Enforcement: Any organization who submits a budget after this time shall be considered ineligible for funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee. 595

v. Interview Enforcement: Any organization who schedules an interview but fails to send a representative to that interview shall be ineligible for funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee. 596

vi. Standing: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any student organization that is not in good standing shall not receive funding. 597

c. Timeline

i. Budget Deadline: The Budget Deadline shall be no later than the fifth week of classes, and shall be set by the Chair of the SGA Budgetary Committee.

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ii. Interview Scheduling Deadline and Interviews: The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the interview schedule is due.

iii. Posting: The Subsidiary Budget shall be for at least seven (7) days prior to being moved in either Undergraduate Student Congress or Graduate Senate in the offices as well as on the website.

iv. Passage: The Subsidiary Budget shall be moved in the Undergraduate Student Congress no later than the twelfth week of classes and shall be moved in the Graduate Student Senate no later than the thirteenth week of classes.

v. Subsidiary funding shall be available one week after passage by both Undergraduate Student Congress and Graduate Student Senate. This date may be changed with a simple majority in both the Undergraduate Student Congress Ways and Means Committee and the Graduate Student Senate Ways and Means Committee.

vi. A Budget for Administrative Organizations shall be compiled separate from all other organizations.

22. Emergency Allocation

a. Availability
SGA shall not be required to distribute funds after the Primary Budget Process. Understanding this, the SGA Budgetary Committee may allocate an amount to the Emergency Allocation Fund to be distributed as decided by the SGA Budgetary Committee.

b. Fiscal Year
For any emergency allocations, the beginning of the fiscal year shall be July 1st, and the end of the fiscal year shall be the last day of regular classes in the spring semester of each year.

c. Eligibility
Each organization must meet all of these requirements.

i. Registration: Only those registered student organization that are located on the Norman campus will be funded. Any student organization that is affiliated with the University of Oklahoma but not located on the Norman campus will not receive funding through this campus. Each organization must have registered with the Office of Student Life one week prior to submitting their emergency funding application.

ii. Every student organization is eligible for emergency funding so long as they are registered with the Office of Student Life and demonstrate a need for funds that were not otherwise provided for in Primary or Subsidiary funding.

iii. Interviews: Each organization must send at least one student representative to their scheduled emergency allocations interview. Failure to attend, without prior written approval from the SGA Budgetary Committee Chair, will result in the ineligibility of that organization for emergency allocations for the remainder of the current SGA fiscal year. If extenuating circumstances arise, the Chair of the SGA Budgetary Committee must be notified in writing by 4:00 pm the next business day following the scheduled interview time. The SGA

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Budgetary Committee as a whole will review the request to determine if funding will be granted. iv.

Standing: Only those student organizations in good standing with SGA and the University of Oklahoma shall be funded. Any student organization that is not in good standing shall not receive funding. 

d. Additional Submissions

Any organization that submits an emergency allocation application more than once within an academic semester shall be ineligible for additional funding at the discretion of the Chair of the SGA Budgetary Committee; this decision is subject to reversal by the majority of the SGA Budgetary Committee.

e. Time Line

The SGA Budgetary Committee shall review all pending requests for emergency allocations during its regularly scheduled meetings.

f. Committee

i. Allocation Amount

The SGA Budgetary Committee will evaluate emergency allocation requests from student organizations that make recommendations to Undergraduate Student Congress and Graduate Student Senate with regards to the Emergency Allocations Fund to meet those emergency requests in accordance with the University of Oklahoma Board of Regents’ policy, University of Oklahoma policy, and the most current Budget Procedures Act.

g. Funding Criteria

Requests for emergency allocation shall be evaluated by the SGA Budgetary Committee using the same criteria by which requests for primary and subsidiary funding are evaluated. The SGA Budgetary Committee may also choose to consider the nature and timeliness of the emergency.

While all of these criteria shall be taken into consideration by the committee, the relative weights of the criteria within a category shall be at the committee’s discretion, provided that the relative weights are consistent within each category.

23. Administrative Districts of the SGA

a. Categories

Organizations must fit into one of these three categories to be considered an Administrative Division of SGA:

Government: Organizations that collectively serve as student government for the entire student body without significant duplication.

Residential: Organizations that collectively represent every student through their residences without significant duplication. Funding is provided for Housing Center Student Association, Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, and Multicultural Greek Council. No additional funding will be distributed to separate entities (houses/floors/chapters) of these organizations.
Campus Activities: Organization that represents and serves every student through campus wide activities aimed at improving student life on campus without significant duplication. An organization that falls under the Campus Activities category may not represent a particular section of the student body, rather it must represent the entire student body. All programming sponsored by that organization must be funded as a whole. The Chair (President) of the organization shall have discretion in allocating these funds.613-450

b- Regulations

Administrative organizations are subject to these SGA Regulations:
i. Administrative organizations must hold a sanctioned election for their chief officer, during the election time frame established in Title VII, Chapter 1, Section 4, with the exception of Campus Activities Council Chair, who shall be elected in a campus wide election by the entire student body.

ii. Administrative organizations must be entirely comprised of student members.614

24. Funding Criteria

In evaluating budgets, the SGA Budgetary Committee shall use the following criteria in determining the amount of money each organization is allocated. Each criterion must be used. Organizations shall be evaluated upon the following criteria:

- Degree to which the Programs, Events, and Activities (P/E/As) of the organization provide a unique service to the university’s student community.

- Scope which an organization has (including its P/E/As and other non-funded activities).

This should take into consideration, but not limited by, the number of students affected, the effect on the community outside of campus, and the size of the organization.615

- The percent of funds used in prior year(s) relative to the amount allocated.

- Quality of budget. This should include clarity, accuracy, compliance with SGA and University policies and regulations, and the reasonability of the budget. Unreasonable request for large sums of money shall count against organizations.

- Degree to which funding the organization’s P/E/As request will accomplish the stated goals of the organization.

While all of these criteria shall be taken into consideration by the committee, the relative weights of the criteria within a category shall be at the committee’s discretion, provided that the relative weights are consistent within each category.616

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25. Availability Deadlines and Other Stipulations

Line item transfers shall not be allowed after the last day of regular classes in the spring semester of every year. Submission of an inaccurate budget or misuse of funds may result in a recommendation to the Office of Student Affairs to require reimbursement of misused funds, to deny funding for a period of up to four (4) fiscal years, and/or expulsion from campus. SGA shall not be required to fund a particular organization, item from an organization's requests, or P/E/A from an organization's requests. 617 151

26. The SGA Budgetary Committee

a. Membership

The Undergraduate Student Congress Ways & Means Committee and one (1) member of the Graduate Student Senate Ways & Means Committee shall constitute a standing committee known as the SGA Budgetary Committee and shall be chaired by the Chair of the Undergraduate Student Congress Ways & Means Committee. The SGA Budgetary Committee shall evaluate budget requests from student organizations and make recommendations to the Undergraduate Student Congress and the Graduate Student Senate, allocating Student Activity Fee funds to meet those budget requests in accordance with the University of Oklahoma Board of Regents' policy, University of Oklahoma policy, this Title, and the Budget Procedures Act. 618

b. Open Meeting Act

Dates and locations of orientation sessions, interviews, and budget allocations must be public and posted in accordance with the Oklahoma Open Meeting Act. 619 A copy of all agenda and subsequent minutes shall be submitted to the chairs of the Graduate Student Senate and the Undergraduate Student Congress. See also Sec. 9 of this Chapter. 620

c. Allocation Categories

Allocations to organizations shall be divided into three categories: Office Expenses, Capital Investments, and Programs/Events/Activities (P/E/A's), as defined in Title XII, Chapter 2, of the SGA Code Annotated. 621

d. Election Funding

i. SGA Election Staff

The SGA Budgetary Committee shall allocate sufficient funds in each Administrative Appropriations Act to conduct two General Elections, two run-off elections and at least

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one special election, including the compensation of all eligible election staff members for
each election and sufficient publicity for filing and voting.622 152

e. Records

i. Electronic Archives
At the conclusion of the budgetary process, the SGA Budgetary Committee shall store all
application and allocation information in electronic form on a CD or other removable
storage medium and provide one copy to the Staff Assistant and one copy to the Student
Affairs accountant.623

ii. Annual Report
At the conclusion of the Primary Budget Process, the Chair of the SGA Budgetary
Committee shall produce an annual budget report containing the timeline, allocations, and
procedural information used for the most recent Primary Budget Process. This report shall
be made public to all students at the University of Oklahoma and copies shall be sent to the
Chair of Undergraduate Student Congress, Chair of Graduate Student Senate, Campus
Activities Council Chair, President of SGA, and the Student Affairs accountant.624

27. Enforcement
If the stipulations of this Title and the Budgetary Procedures Act are not followed, as
determined by a majority of the SGA executive committee, then an Ad Hoc committee shall
be created consisting of the Chairs of Undergraduate Student Congress and the Graduate
Student Senate, and two (2) members of each House, selected by the respective chairs of
each House. This committee shall be chaired by the President of the SGA. This committee
shall establish a new timeline and complete the budget process. Undergraduate Student
Congress shall have the power to expel from Undergraduate Student Congress the Chair of
Ways and Means of Undergraduate Student Congress, the Vice Chair of Ways and Means of
Undergraduate Student Congress, and any other Undergraduate Student Congress member
of the SGA Budgetary Committee for not abiding by the stipulations of this Title and the
Budget Procedures Act. Graduate Student Senate shall have the power to expel from
Graduate Student Senate the Chair of Ways and Means of Graduate Student Senate, the
Vice Chair of Ways and Means of Graduate Student Senate, and the Graduate Student
Senate member of the SGA Budgetary Committee for not abiding by the stipulations of this
Title and the Budget Procedures Act.625

28. Student Activity Fee Reserve Committee
a. Responsibilities
The student members of the SGA Student Activity Fee Reserve Committee, as outlined in
the Regent’s Policy shall be responsible for publicizing the actions and decisions made
regarding allocation of the student activity fee reserve.626 The Chairs of SGA
Undergraduate Student Congress and Graduate Student Senate shall be responsible for
informing their respective bodies about the actions of the Student Activity Fee Reserve
Committee in monthly reports or as often deemed necessary.627

b. Reports

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The SGA Undergraduate Student Congress and the Graduate Student Senate may request a report from the chairs of their respective bodies if a motion requesting such report as is referenced in Sec. 10.1 is made, seconded, and supported by a majority of members of the body in question.

**c. Discretion**
Information that could compromise the privacy or viability of a campus group or organization may be shared at the discretion of the members of the student activity fee committee and the student activity fee reserve committee.

**d. Annual Budget**
The Student Activity Fee Reserve Committee shall make the annual SGA budget public and accessible to students of the University of Oklahoma. The SGA Budget determined by the Student Activity Fee Reserve Committee shall be presented to the SGA Undergraduate Student Congress and the Graduate Student Senate by the chairs of each body respectively before it is presented for approval by the University of Oklahoma Board of Regents.

**29. Reimbursement/Direct Payment**
Each requested reimbursement/direct payment, with the exception of internal University transfers, shall be due thirty (30) days after the issuance of an invoice or by the end of the current semester, whichever occurs first with the following exception: If extenuating circumstances arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the SGA Budgetary Committee. The letter and circumstances shall be viewed by the SGA Budgetary Committee, or in the absence of the Committee, by the Chair. All requests shall be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of regular classes in the semester when the cost was incurred. The end of the fiscal year shall be the last day of regular classes in the spring semester of each year.

**30. Appellate Rights**

**a. Appeal to Ad-Hoc Committee**

In addition to and after exhausting all available appellate rights as described above, the organization may appeal decision made herein to an ad hoc committee appointed by SGA General Counsel from members of Undergraduate Student Congress and Graduate Student Senate to hear such appeals with none of the ad hoc committee members being of the Ways & Means committee or other budgetary committee and the committee being not subject to advice and consent process (nothing in this Sec. bars the allocation from being subject to advice and consent process).

**b. Appeal to the decision of the Ad-Hoc Committee**

Thereafter, the organization may appeal any decision of the ad hoc committee to the Vice President of Student Affairs or his/her designee.

**c. Requirements of the Response to Appeal**

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The ad hoc committee, and thereafter, the Vice President of Student Affairs or his/her designee shall attempt to resolve the appeal within ten (10) business days.

**d. Reversal, Modification and Clarification of a Decision**

The ad hoc committee, and thereafter, the Vice President of Student Affairs or his/her designee shall have the authority to affirm, reverse, modify, or seek total or partial clarification of any decision made in accordance with this Act.

**Section 4:** This act shall become effective when passed in accordance with the UOSA Constitution.

**Author(s):** Ryan Echols, Ways and Means Committee Chairman

**Co-Author(s):** Daniel Pae, Student Body President
Kaylee Rains, Undergraduate Student Congress Chairwoman

**Co-Sponsor(s):** Emily Mee, University College District Representative

Submitted on a Motion by: Representative Elliott, seconded by Representative Chun
Action taken by Congress: By a vote of 25-1-0, this bill does pass
Verified by Chair of Congress: [Signature] Date: 9/14/16

Submitted on a Motion by: Senator Samant, seconded by Senator Beasley
Action taken by Senate: Passed by unanimous consent
Verified by Chair of Senate: [Signature] Date: 9/15/16

Approved by SGA President: [Signature] Date: 9/15/16

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