Title XII – Finance
Chapter 1 – General Provisions

1. Fiscal Year
   The end of the fiscal year shall be the last day of regular classes in the spring semester.¹

2. Reimbursement/ Direct Payment
   Each requested reimbursement/direct payment shall be due thirty (30) days after the issuance of an invoice/receipt 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 must 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.²

3. “Funded by SGA”
   Failure to place on any publication or permanent fixture funded by SGA, the words “Funded by SGA,” shall be deemed a misuse of funds in accordance with this chapter and punished as follows: After each offense the student organization must schedule a meeting with the Chair of the SGA Budgetary Committee and the SGA Accountant who will review the eligibility of the student organization for the following allocation process whether Fall or Spring. The format for placing such words upon any permanent fixture shall be within the discretion of the SGA Budgetary Committee.³

   a. Publication
      “Publication” shall be defined as any typed, photocopied, printed, or otherwise duplicated matter of more than twenty-five (25) copies which is used for the following purposes: (1) To state the purpose or to promote the participation in any group or organization which receives funding from

SGA; (2) To promote the participation in any program or activity for which the student group or organization receives funding from the SGA.⁴

b. Copies
Placing “Printing Funded by SGA” shall apply only to publications (25 copies or more) which: (1) To state the purpose or to promote the participation in any group or organization which receives funding from SGA; (2) To promote the participation in any program or activity for which the student group or organization receives funding from the SGA.⁵

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⁵ General Counsel Opinion, OP-1993-002(b).
Title XII – Finance
Chapter 2 – Financial Responsibilities

4. Purposes
The purposes of this Chapter are to: fix responsibility for the expenditure of SGA funds; define Financial Responsibility, Misuse of Funds, Line Items, and SGA accounts; designate the restrictions on the expenditure of SGA funds; provide penalties for violations of financial responsibility; codify all pre-existing SGA legislation pertaining to the above and designate the signature required for release of funds from University accounts of student organizations. 6

5. Definitions

   a. Financial Responsibility
   Financial Responsibility shall be defined as prohibiting any expenditure that would place an account in a deficit position; any expenditure designated to be illegal by the SGA, the University of Oklahoma, or the State of Oklahoma; or any expenditure from an account in which money has been allocated for a specific purpose or use, that fails to apply to that purpose or use. Any individual designated by this act as financially responsible for the accounts indicated below shall be held personally responsible for any misuse, which occurs in any SGA funded account. 7

   b. Misuse of Funds
   Misuse of Funds shall be defined as any action which is not considered financially responsible as provided for above. 8

   c. Non-Allowable Items
   The following expenditures may not be made with SGA funds, and shall be considered Misuse of Funds (Note: this list is not intended to be restrictive):
   i. Scholarships
   ii. The purchase of tickets for Sooner Scandals, University Sing, or any donations to charitable causes or activities
   iii. Endorsement of political candidates or causes (i.e. campus, local, state, national, or worldwide).
   iv. Travel, except with prior approval of the SGA Budgetary Committee.
   v. Lodging, except with prior approval of the SGA Budgetary Committee.

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vi. Telephone expenditures for rental, installation, or long distance service, except with prior approval of the SGA Budgetary Committee.

vii. Plants, flowers (including artificial), centerpieces or greenery.

viii. Gifts, cards, prizes, gift certificates, personal items of any nature, including T-shirts, mugs, lamps, personal pad holders, personal portfolio planners, personal calendars or organizers, day planners, pen/pencil sets, appliances, give-aways, specialty items, plaques, trophies, awards, certificates, monetary awards, or membership pins for any organization, etc.

ix. Clothing of any kind, including costumes, athletic uniforms, shoes, etc. However, rental of costume, clothing or regalia for multicultural or international events is permissible.

x. Alcoholic beverages or medications.

xi. Knives, guns, firearms, ammunition, and any components thereof.

xii. Reimbursement for postage charges which were not processed through O.U. Central Mail Service.

xiii. Holiday decorations of any kind (Christmas, Easter, Patriotic, etc.).


xv. Requests for Salaries and Stipends not in accordance with Title XIII, Chapter 5 of this Code and the most current Salaries and Stipends Act.⁹

d. Allowable Items

The following expenditures may be made with SGA funds (Note: this list is not intended to be restrictive):

i. Office Supplies. The university awards contracts to vendors, which in turn, offers discounts to the university. Catalogs are available in the SGA office.

ii. Printing. University policies require departments/organizations to utilize the services of university copy centers. Organizations needing the services of off-campus vendors must first secure written permission from the Office of Printing Services.

iii. Permanent fixtures and publications. All fixtures and publications (25 copies or more) must state “printing funded by SGA” when used to state the organizational purpose or to promote the participation in any program or activity for which the student organization receives funding from SGA. All communications using, either explicitly or implicitly, the name of the University of Oklahoma or any of its divisions shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the institution or its student body. Also, in accordance with the

Americans with Disabilities Act, printed materials that announce an event or program must include information to offer accommodations. An appropriate phrase is: Accommodations on the basis of disability are available by contacting (name, address, phone number) by (date).

iv. Advertising in Student Media publications. Ads must pertain directly to the organization and state “funded/sponsored by SGA”.

v. Postage. State law forbids the reimbursement for postage stamps. All mail must be delivered to the SGA Office. A university address must be in the upper left corner. The address must state the organizations name, 900 Asp Avenue OMU 181, Box XXX (see list available in SGA office), Norman, OK 73019.

vi. Rental of facilities and equipment.

vii. Entry fees for intramurals and tournaments for registered student organizations sports clubs.

viii. Organizational dues. However, individual dues are not permissible.

ix. Registration fees for conferences and workshops for OU students and their advisor. The conference/workshop must pertain directly to the registered student organization.

x. Lodging (with prior approval) for conferences, workshops and tournaments for OU students and their advisor. The conference/workshop or tournament must pertain directly to the registered student organization.

xi. Transportation. The purpose of the trip must pertain directly to the registered student organization.

xii. Services provided by DJ’s, performers, entertainers, etc. A signed contract must be obtained before the event.

xiii. Security for events.

xiv. Food for organizational banquets, dinners, meetings, programs, etc. All events must be publicized and open to the public. Meal reimbursements for only select individuals are not allowable except for travel purposes.

xv. Rental of clothing or regalia for multicultural or international events.

xvi. Non-holiday decorations such as streamers, balloons and materials for backdrops.

xvii. Refreshments for organizational meetings and programs.

xviii. Banners promoting an organization or university event.

xix. Subscription renewals.

xx. OU solicitation permits.¹⁰

e. Line Item

Line Item shall be defined as any purpose for use designated by the Budgetary Committee of the SGA for the funds indicated, including but not
limited to: Office Expenses, Capital Investments, and Programs, Events, and Activities.\footnote{11}

f. **SGA Accounts**

SGA accounts shall be defined as Student Activity funds allocated by the SGA Budgetary Committee.\footnote{12}

g. **Capital Investments**

Items purchased by an organization as a Capital Investment are intended for long-term use by the organization, including, but not limited to, electronic devices and furniture. They are the property of the SGA, and by extension, the University of Oklahoma, and are considered on indefinite loan to an organization. Organizations must submit an inventory of all university property in their possession to SGA every year. Loss or damage of an item on loan to an organization shall result in a fine equal to the purchased price of the item.\footnote{13}

If and when items purchased as a Capital Investment become obsolete or are no longer needed by the organization, they must be returned to the SGA offices for submission to University surplus. An organization may only purchase a particular item as a Capital Investment once every three fiscal years.\footnote{14}

h. **Office Expenses**

Items whose primary purpose is offices related, including, but not limited to, printing expenses, writing material, binders, and chalk. A catalogue for the University’s contracted office supplies vendor is available in the SGA office. However, office supplies need not be purchased from the contracted vendor, if available elsewhere at a lower price.\footnote{15}

i. **Programs/Events/Activities (P/E/A’s)**

The programs, events, and activities planned by an organization must be listed separately on the funding application, with specific items listed for each P/E/A.\footnote{16}

6. **Release of Funds**

The signed approvals of the individuals listed are required for the release of funds from the accounts indicated:

\footnote{11}{The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(C); 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4; Financial Responsibility Act of 2011, CBN 860313, SBN GF11-13, § 3.}

\footnote{12}{The Comprehensive UOSA Financial Responsibilities Act of 2003, CBN 700303, SBN GS03-31, § 3(D).}

\footnote{13}{Financial Responsibility Act of 2011, CBN 860313, Senate Bill No. GF11-13, § 3.}

\footnote{14}{Financial Responsibility Act of 2011, CBN 860313, Senate Bill No. GF11-13, § 3.}

\footnote{15}{Financial Responsibility Act of 2011, CBN 860313, Senate Bill No. GF11-13, § 3.}

\footnote{16}{Financial Responsibility Act of 2011, CBN 860313, Senate Bill No. GF11-13, § 3.}
<table>
<thead>
<tr>
<th>Account Name</th>
<th>Authorization to Sign</th>
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<tbody>
<tr>
<td>SGA Undergraduate Student Congress</td>
<td>Chair, Student Congress</td>
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<tr>
<td>Housing Center Student Association</td>
<td>President, Housing Center Student Association</td>
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<tr>
<td>SGA Appropriations</td>
<td>Act of Legislation</td>
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<tr>
<td>SGA Executive Branch</td>
<td>SGA President</td>
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<td>SGA Executive Branch</td>
<td>SGA President and</td>
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<td>Contingency Fund</td>
<td>SGA Vice-President</td>
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<td>SGA General Operations</td>
<td>SGA President</td>
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<tr>
<td>SGA Special Projects Bureau Line Item</td>
<td>SGA President and</td>
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<td></td>
<td>Chair, Student Congress and</td>
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<td>Chair, Congress Ways &amp; Means and</td>
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<td>Chair, Senate Ways &amp; Means</td>
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<tr>
<td>Student Bar Association</td>
<td>President, Student Bar Association</td>
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<tr>
<td>Campus Activities Council</td>
<td>Chair, Campus Activities Council</td>
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<tr>
<td>SGA Advertising &amp; Publications</td>
<td>SGA President</td>
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<td></td>
<td>Chair, Student Congress</td>
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<td>Chair, Graduate Student Senate</td>
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<td>SGA Greek Affairs</td>
<td>President, Panhellenic or</td>
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<td>President, Interfraternity Council or</td>
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<td>President, Multicultural Greek Council or</td>
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<td>President, National Panhellenic</td>
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<td>SGA Budget Process</td>
<td>Chair, SGA Budgetary Committee</td>
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<td>SGA Graduate Student Senate Grants</td>
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<td>Chair, Senate Ways &amp; Means</td>
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<td>Chair, Congress Ways &amp; Means</td>
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<td>Act of Legislation</td>
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<tr>
<td>SGA Judicial Affairs</td>
<td>SGA General Counsel</td>
</tr>
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<td></td>
<td>Chief Justice, SGA Superior Court</td>
</tr>
</tbody>
</table>

All other groups, agencies, or organizations shall have, as the person(s) designated financially responsible, those listed on the signature card with the SGA Accounting office. These include, but are not limited to, the President, Vice-President, Secretary, or Treasurer.  

a. Signatures Required
   Upon accepting any appointed, designated, or elected position allowing for the release of funds as noted in Sec. 3, above, the person so appointed, designated, or elected shall sign the following: “I have read the SGA

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Account Information and understand the policies, restrictions on expenditures, and the fine system. I understand that I will be held personally responsible for any deficit or misuse of funds. I understand that I am responsible for compliance with all relevant SGA law. I understand that I take full responsibility for all university property on loan to my organization, including but not limited to, all items purchased as capital investments, and that the loss or damage of any of these items due to the misuse or improper care shall result in my organization being charged for their replacement. I also understand that all purchase order invoices/receipts must be itemized and are due within five (5) working days. I understand all reimbursement/direct payment receipts must be the original, itemized receipt and that they shall be due thirty (30) after the issuance of the invoice/receipt or by the end of the current semester, whichever comes first with the following exception: If extenuating circumstance 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 must be submitted to SGA for reimbursement/direct payment by 4:00 P.M. on the last day of the 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."

All persons who have been appointed, designated, or elected under who, as noted in Sec. 3 above, can sign for their release of funds must sign the financial card and submit a signed advisor’s card before any appropriated funds will be released. Any aforementioned member of the SGA who fails to sign the financial card shall not serve in any position, appointed or elected, listed in Sec. 3, above. 18

7. Sponsorship and Auditing
Nothing in this Chapter shall be interpreted as changing the official sponsorship of any of the accounts listed, or the duties of such sponsors, or of Internal Auditing; as provided by the University of Oklahoma and the Regents of the University of Oklahoma. 19

8. Reversion of Funds
At the end of each fiscal year, all unspent SGA funds in every SGA account appropriated for that year shall revert to the SGA Appropriations Account, and any remaining appropriations shall be cancelled. Unspent money appropriated to SGA Accounts named SGA Executive Branch Contingency Fund, SGA General Operations, SGA Subsidiary, SGA Budget Process, SGA Graduate Student Senate Contingency Fund, SGA Undergraduate Student Congress Contingency

Fund, SGA Election, SGA Advertising, SGA Special Projects, and SGA Graduate Student Senate Grants Contingency Fund shall not revert to the SGA Appropriations Account, but shall remain in each respective account. All remaining funds in the following SGA Accounts shall be transferred to the appropriate contingency accounts: Congressional Development shall be transferred to Congress Contingency Fund; Executive Branch shall be transferred to President’s Contingency Fund; Graduate Student Senate shall be transferred to Senate Contingency Fund; Senate Grants shall be transferred to Senate Grants Contingency; General Counsel shall be transferred to General Counsel Contingency Fund. Any remaining funds in SGA Account named Campus Activities Council shall revert to the SGA Appropriations Account unless it is requested by the CAC Chair and approved by the Chair of the SGA Budgetary Committee that the balance of said account not be reverted but instead remain in SGA Account named Campus Activities Council.  


Any member of the SGA who knowingly violates or aids and abets in the violation of any provision of this act shall make restitution for any loss incurred by the SGA as a result of the individual’s action in a manner prescribed by the Chair of the SGA Budgetary Committee, Chair of Undergraduate Student Congress, and the Chair of Graduate Student Senate, and by prosecution in the SGA Superior Court, or before the appropriate administrative judicial official; and become liable for the imposition of sanctions set forth in the Student Rights and Responsibilities Code, with possible punishment to include: Monetary fine up to $100.00; Expulsion from the University. In addition, violators of this act may be liable for punishment by State Law, when applicable.

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Title XII – Finance  
Chapter 3 – Office Responsibilities

10. Purposes  
The purposes of Office Responsibility are as follows: to fix responsibility for student space used as SGA space; to fix responsibility for properties owned by a SGA office; to insure the protection of properties of a SGA office; to define student space SGA space, properties, and official SGA positions; and to provide penalties for violations of this office responsibility.  

11. Definitions  

a. Student Space  
Student space shall be defined as an area designated by the University of Oklahoma for the sole purpose of student use.

b. SGA Space  
SGA space shall be defined as any area rented by the SGA or rented space which is used by any branch of the SGA government.

c. Properties  
Properties shall be defined as all possessions, fixed and non-fixed, with a value of over $10 which have been purchased by an account of that office or by the University of Oklahoma. This shall also include all rented property within the possession of that office and all SGA space allotted to that office.

d. Official SGA Positions  
Official SGA positions for Office of Responsibility are as follows: Chair of Undergraduate Student Congress, Chair of Graduate Student Senate, SGA President, Chair of Campus Activities Council, and SGA General Counsel.

12. Inventory  
All Official positions of the SGA, both elected and appointed, shall be responsible for taking an inventory of all properties owned by that office and submitting that inventory to the account sponsor of that office. The inventory must state item by item, the properties of that office and the condition of the SGA space. The inventory must be completed and submitted to the sponsor of that position no later than four (4) weeks after entering a position and no later than two (2) weeks

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22 The Office Responsibilities Act, CBN 291402, § 2.  
23 The Office Responsibilities Act, CBN 291402, § 3(A).  
24 The Office Responsibilities Act, CBN 291402, § 3(B).  
25 The Office Responsibilities Act, CBN 291402, § 3(C).  
26 The Office Responsibilities Act, CBN 291402, § 3(D).
before the termination of that term of office. An inventory shall also be submitted to the account sponsor five (5) days prior to the resignation of that position, unless just cause can be shown as to the reason for non-compliance with this Sec. The inventory shall be signed and dated by the individual holding that position. An affidavit must be signed in ink by the SGA official, two (2) other students, and the account sponsor or his/her delegate. All students will be held responsible for the contents of the inventory.27

a. Records of Inventory
The account sponsor of that office shall maintain a file of all inventories for use as a check and balance system. A public record of these office inventories and ledgers shall be kept on file. These records shall be available at any time during business hours.28

13. Checking Out Property
All SGA official positions, where applicable, must keep a ledger of property which is checked in/checked out in a method which is approved by the account sponsor or his/her delegate. A ledger must state the type of property, name of user, condition of property when checked in, condition of property when checked out, date and time of when it was checked out. The name of the individual checking the property must also be stated.29

a. Property Release
All persons checking out equipment must read and sign the following statement: “It is expressly agreed that the use of any University of Oklahoma (hereinafter referred to as “OU”) equipment by the undersigned (hereinafter referred to as the “User”) on behalf of their respective Registered Student Organization (hereinafter referred to as the “RSO”) will adhere to the limitations set forth in this agreement. User acknowledges that by signing this form, that their organization is bound by this contract to comply with all rules and procedures. User acknowledges that he/she is the sanctioned President of the Organization. Additionally, User expressly agrees that the equipment will be used solely during the authorized club activities. User further expressly agrees to return the OU equipment by the Due Date & Time as stated below. The RSO assumes all liability and responsibility for the use and condition of the equipment. User expressly agrees to accept the equipment “as is” with all faults and defects. User further expressly agrees not to damage, mutilate, destroy or misplace the authorized equipment. The RSO responsible will be held responsible if OU equipment is not returned according to the return policy and/or by the specified due date as written below. User on behalf of their RSO acknowledges that their RSO can and will be reprimanded for late returns, damages, lost or stolen equipment as outlined on the reverse side of this

27 The Office Responsibilities Act, CBN 291402, § 4.
28 The Office Responsibilities Act, CBN 291402, §§ 5-6.
29 The Office Responsibilities Act, CBN 291402, § 7.
form: This includes charging the RSO’s SGA account directly for all fines, repair, and replacement costs. User acknowledges that the Department of Student Affairs shall prosecute under the Student Rights and Responsibilities Code for violations of the agreement on behalf of SGA. User expressly agrees that any dispute concerning, relation, or referring to this contract shall be resolved exclusively by an Ad Hoc Committee comprised of the Student Activity Fee Reserve Committee. I have read carefully and fully understand the contents and legal ramification of this Agreement. In understand that this is a legally binding and enforceable contract and sign it at my own free will. I understand that by signing below, I acknowledge and understand the Agreement and agree to its terms.  

14. Expenditures
All official positions of the SGA shall be required to keep a ledger stating why, how, when, and what each expenditure for each account which they are financially responsible. All receipts of these expenditures shall be kept on file with the account sponsor. These receipts must be kept on file for a period of no less than three (3) years.

15. Office Property
All properties of that office shall be marked with the account number(s) assigned to that office. All property of that office shall be stored within the SGA space of that office and shall not be for the private use of any individual. The account sponsor, or his/her designate, with reasonable cause, may inspect the property of the official SGA position he/she sponsors.

16. Responsibility
All SGA official positions shall sign the following upon accepting that position: “I (name of person), do hereby accept responsibility for all properties and SGA space held by this office (name of office). I understand that I will be held personally responsible for all properties of the afore-named office and shall submit the proper inventories to the account sponsor of this office.”

17. Violations of Office Responsibility
Any SGA official or member of the SGA who fails to sign the statement in Sec. 7 in the time provided and/or aids and abets in the violation of any provision of this Title or the Office Responsibilities Act shall have accounts frozen and/or shall make restitution for any loss incurred. Violators of this Title may be liable for punishment upon violation of the Student Rights and Responsibilities Code and/or State Law.

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30 2005 Financial Modernization Act, CBN 740301, SBN GS05-46, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.
31 The Office Responsibilities Act, CBN 291402, § 8.
32 The Office Responsibilities Act, CBN 291402, § 10-11.
33 The Office Responsibilities Act, CBN 291402, § 12.
34 The Office Responsibilities Act, CBN 291402, § 13; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.
18. Use of Space

a. Monitoring
The usage of allocated office space shall be monitored. A report shall be presented to the SGA President the second Tuesday of each month of the academic year evaluating the usage of allocated space by student organizations.

i. Evaluative Criteria
Unless otherwise defined by the legislative branch, the SGA President shall set evaluative criteria and define what constitutes unsatisfactory use. Any such criteria and definitions shall be published. Unsatisfactory use shall include but be limited to storage only, personal or academic uses, and any use in violation of University policy or higher law. Student organizations shall consent in writing to monitoring prior to occupation of allocated space.\(^{35}\)

b. Notification
Any student organization reported to be making unsatisfactory use of its allocated office space shall be notified within five business days. Such a student organization shall be in bad standing of the SGA Budgetary process and shall continue in bad standing until said student organization is no longer reported to be making unsatisfactory use of its allocated office space. Any student organization reported to be making unsatisfactory use of its allocated office space in two consecutive reports shall receive a second notification.\(^{36}\)

c. Voluntary Vacation
At any point prior to a third consecutive report of unsatisfactory use, a student organization may voluntarily vacate its allocated office space. Upon notification of the SGA President of a decision to voluntarily vacate, said student organization shall no longer be in bad standing due to unsatisfactory use of office space.\(^{37}\)

d. Eviction
A third consecutive report or a fifth report within one semester of unsatisfactory use shall cause the office space allocated to the student organization to be vacated by the order of the SGA President. Said organization shall not be eligible for the allocation by SGA of office space for the remainder of the academic year, but said executive eviction shall

\(^{35}\) Realizing the Potential Act, CBN 700907, SBN GF03-16, § 4; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.

\(^{36}\) Realizing the Potential Act, CBN 700907, SBN GF03-16, §§ 5-6.

\(^{37}\) Realizing the Potential Act, CBN 700907, SBN GF03-16, § 7.
be considered by the SGA Budgetary Committee in any subsequent secondary or emergency allocations occurring in said academic year.38

e. Filing Vacancies
Vacant offices shall be filled according to an order established at the time of allocation. Any such office spaces so filled shall again become vacant at the time when the allocation to the previously occupying student organization would have otherwise expired.39

f. Appeal
All executive decisions are subject to appeal to the SGA Superior Court.40

g. Enforcement
The SGA President shall be responsible for the enactment of provisions of Sec. 7 and may appoint whatever agents he or she deems necessary for this purpose with the advice and consent of the legislative branch.41

38 Realizing the Potential Act, CBN 700907, SBN GF03-16, § 8.
39 Realizing the Potential Act, CBN 700907, SBN GF03-16, § 9.
40 Realizing the Potential Act, CBN 700907, SBN GF03-16, § 10.
41 Realizing the Potential Act, CBN 700907, SBN GF03-16, § 3.
19. Primary Budget Process
The Primary Budget Process shall be held in the spring semester of every year.\textsuperscript{42}

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 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. Mandatory Registered Student Organization Training: each organization must complete the online Mandatory RSO Training by the prescribed deadline. Failure to complete the training will result in the termination of that organization’s primary budget application and no funding shall be administered to that organization during this funding process.

v. Interview Scheduling Deadline: Each organization may schedule an interview within one week after the application deadline. The Chair of the SGA Budgetary Committee shall determine the specific time, date, location, and method the interview schedule is due.

vi. 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

\textsuperscript{42} The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 1.
b. Student Organization Constitution
During the student organization registration process (as outlined by the Student Activities Policy), each organization shall submit three copies of the organization’s constitution. As provided in the Student Activities Policy, the SGA General Counsel shall review each organization’s constitution for compliance with the Student Activities Policy and other University and SGA policies. As provided in the Student Activities Policy, organizations whose constitutions do not achieve compliance status or organizations that fail to submit a constitution when required by the General Counsel are not considered registered student organizations. As provided in the Student Activities Policy, registered student organizations may be entitled to funds appropriated by the SGA. Upon showing by the SGA General Counsel that an organization is not a registered student organization because the organization has not submitted a constitution when required by the General Counsel or the organization’s constitution is not in compliance, the SGA Budgetary Committee may take the violation into consideration during the budgetary allocation process.44

c. Timeline
i. Registration: For funding purposes the deadline for re-registration is set by the Office of Student Affairs.
ii. Budget Deadline: The Budget Deadline shall be no later than the sixth week of class in the spring semester, but after the re-registration deadline to determine which organizations are eligible. The Budget Deadline shall be set by the Chair of the SGA Budgetary Committee.
iii. Mandatory Registered Student Organization Training: The Registered Student Organization Training shall be no later than the sixth week of class in the spring semester.
iv. Interview Scheduling Deadline: The Interview Scheduling Deadline shall be set by the Chair of the SGA Budgetary Committee.
v. Interviews and Cutting: The SGA Budgetary Committee shall determine the specific schedule for interviews of student organizations.

43 The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 1(A); Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 2; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3; Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.
44 An Act Establishing a Requirement That Registered Student Organizations Submit Their Constitution For Review in the Fall of Every Odd Year, CBN 700317, SBN GF03-04, §§ 3-6; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.
vi. 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.

vii. 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.

viii. Post Budget Cutting Interviews shall be held as determined by the Chair of the SGA Budgetary Committee.

ix. 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.

x. A Budget for Administrative Organizations shall be compiled separate from all other organizations. This budget signed with a cover letter from the Chair of Congress shall be forwarded to the Vice President of the Office of Student Affairs. The SGA accountant shall be responsible for securing the signature of the University President and forwarding documents to the Regents’ Office. The budget should be approved no later than the May Regents’ meeting.

xi. A Budget for Administrative Organizations shall be compiled separate from all other organizations. This budget signed with a cover letter from the Chair of Congress shall be forwarded to the Vice President of the Office of Student Affairs. The SGA accountant shall be responsible for securing the signature of the University Office. The budget should be approved no later than the May Regents’ Meeting.45

20. Subsidiary Budget Process
The Subsidiary Budget Process shall be held in the fall semester.46

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 Student Senate shall be required to deny an entire subsidiary process.47

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 campus. 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 that were not eligible for the Primary Budget Process because of the one year registration requirement shall be eligible for subsidiary funding so long as they have met the registration requirements above.

iii. Organizations that were eligible for the Primary Budget Process but failed to submit a budget and organizations who wish to appeal the amount of funding they received during the primary budget, must submit a written appeal to the SGA Budgetary Committee, to be considered in the Subsidiary Process.

iv. Mandatory Registered Student Organization Training: each organization must complete the Mandatory Registered Student Organization Training by the prescribed deadline. Failure to complete the training will result in the termination of that organization’s subsidiary budget application and no funding shall be administered to that organization during this funding process.

v. All eligibility requirements listed in subsections ii-iv of the eligibility requirements of the Primary Budget Process shall also apply to the Subsidiary Budget Process. ⁴⁸

c. Student Organization Constitution

During the student organization registration process (as outlined by the Student Activities Policy) each organization shall submit three copies of the organization’s constitution. As provided in the Student Activities Policy, the SGA General Counsel shall review each organization’s constitution for compliance with the Student Activities Policy and other University and SGA policies. As provided in the Student Activities Policy, organizations whose constitutions do not achieve compliance status or organizations that fail to submit a constitution each off year are not considered registered student organizations. As provided in the Student Activities Policy, registered student organizations may be entitled to funds appropriated by the SGA. Upon showing by the SGA General Counsel

that an organization is not a registered student organization because the organization has not submitted a constitution when required by the General Counsel or the organization’s constitution is not in compliance, the SGA Budgetary Committee may take the violation into consideration during the budgetary allocation process.  

**d. 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.

ii. **Mandatory Registered Student Organization Training**: The Registered Student Organization Training shall be no later than the fifth week of class in the fall semester.

iii. **Interview Scheduling Deadline**: The Interview Scheduling Deadline shall be set by the Chair of the SGA Budgetary Committee.

iv. **Interviews and Cutting**: The SGA Budgetary Committee shall determine the specific schedule for interviews of student organizations.

v. **Posting**: The Subsidiary Budget shall be for at least seven (7) days prior to being moved in either Undergraduate Student Congress or Graduate Senate.

vi. **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.

vii. **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.

**21. 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.

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49 *An Act Establishing a Requirement That Registered Student Organizations Submit Their Constitution For Review in the Fall of Every Odd Year, CBN 700317, SBN GF03-04, §§ 3-6; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.*

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.\textsuperscript{51}

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.\textsuperscript{52}

22. 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 the number of students affected, the effect on the community outside of campus, and the size of the organizations.
- The percent of funds used in prior year(s) relative to the amount allocated.
- Quality of budget. This should include clarity, accurateness, 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.


\textsuperscript{52} The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 4(B); An Act Relating to Finance, CBN 790708, SBN GS08-27, § 1; An Act Relating to Finance, CBN 840305, SBN GS10-44, § 2.
- 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.53

23. 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.54

24. 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.55

b. Open Meeting Act

Dates and locations of orientation sessions, interviews, and budget cutting must be public and posted in accordance with the Oklahoma Open Meeting Act. 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.56

c. Allocation Categories

55 The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 7(A); Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.
56 The Budget Procedures Act of 1997, CBN 580702, SBN GS97-18, § 7(B).
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.57

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 one special election, including the compensation of all eligible election staff members for each election and sufficient publicity for filing and voting.58

ii. Student Organizations as Poll Operators
Any organization may apply for an additional one hundred fifty dollars ($150.00) of General Expense funding for their Fall funding request if they agree to operate a poll during each election held during the next fiscal year. The SGA Budgetary Committee shall not be required to agree to such funding. The Chair of the SGA Budgetary Committee shall maintain a list of all organizations receiving such funding and shall convey the list to the SGA Election Chair. Failure to operate polls as described in this provision shall result in the reversion of appropriate funds.59

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.60

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

58 An Act Amending The Election Procedures Act, CBN 700304, SBN GS03-32, § 3.
59 An Act Amending The Election Procedures Act, CBN 700304, SBN GS03-32, § 3.
60 An Act of Legislation Requiring Budgetary Records, CBN xxxxxx, SBN xxxx-xx.
25. 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.

26. Student Activity Fee Reserve Committee

a. Responsibilities
The student members of the SGA Student Activity Fee Reserve Committee shall be responsible for publicizing the actions and decisions made regarding allocation of the student activity fee reserve. 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.

b. Reports
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.  

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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.

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27. **Reimbursement/Direct Payment**
Each requested reimbursement/direct payment 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.

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28. **Emergency Allocations**

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 Allocations Fund to be distributed as decided by the SGA Budgetary Committee.

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

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65 An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, §§ 2-3.
66 An Act Increasing Accessibility to Public Information Concerning Expenditures From the Student Activity Fee, CBN 610310, SBN GS99-36, § 6.
68 The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 3; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 2.
c. 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 campus. Each organization must have been registered with the Office of Student Life by the fourth week of classes of the Fall semester in accordance with the Student Activities Policy, or the fourth week of classes of the Spring semester.

ii. Organizations that were ineligible for the Primary Budget Process and Subsidiary Budget Process because of the one year registration requirement will be eligible for emergency allocations.

iii. Mandatory Registered Student Organization Training: each organization shall complete the current online Mandatory Registered Student Organization Training prior to applying for emergency funding.

iv. 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 4:00pm the next business day following the scheduled interview time. The SGA Budgetary Committee as a whole will review the requests to determine if funding will be granted. As amended by Budgetary Procedures Reform Act of 2010; Congressional Bill No. 840317 and Senate Bill No. GF10-54.

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.  

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d. Additional Submissions Any organization that submits an emergency allocation application more than once within a fiscal year 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.  

70 The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 3; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.

e. Timeline
The SGA Budgetary Committee shall review all pending requests for emergency allocations during its regularly scheduled meetings.\textsuperscript{72}

f. Committee

i. Allocation Amount
The SGA Budgetary Committee will evaluate emergency allocation requests from student organizations and 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 University of Oklahoma Board of Regents’ policy, University of Oklahoma policy, and the most current Budget Procedures Act.\textsuperscript{73}

ii. Allocation Categories
Allocations shall be divided into three (3) categories: office and general expenses, capital investments, and Program/Event/Activities. If a particular item is not funded, then a line must be drawn through the item on the budget submitted to the Office of Student Affairs.\textsuperscript{74}

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.\textsuperscript{75}

29. Appellate Rights

a. Appeal to Ad Hoc Committee

\textsuperscript{72} The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 3; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
\textsuperscript{73} The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 5; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3; Code Annotated Update Act, CBN 880313, SBN GF12-06, § 3.
\textsuperscript{74} The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 5.
\textsuperscript{75} The Emergency Allocations Establishment Act, CBN 700706, SBN GF03-14, § 5; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
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**
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.

30. **SGA Account Periods**

a. **Purpose**
The purpose of this Sec. is to ensure fair funding for the next generation of SGA officers and their respective organizations according to their terms of office.

b. **Accounts Affected**
The following accounts shall be subject to the provision of this Sec.:
- SGA Executive Branch
- SGA Undergraduate Student Congress
- SGA Graduate Student Senate
- SGA Budgetary Process
- SGA Advertising and Publications

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c. Fiscal Year
The Fiscal Year for the accounts affected shall be divided into two Budgetary Units. The Fall Budgetary Unit shall start the July 1 and shall end on the last day of regular classes in the fall semester. The Spring Budgetary Unit shall start January 1 and shall end the last day of regular classes in the spring semester. For Graduate Student Senate, the Fall Budgetary Unit shall begin the 18th week of the spring semester and end on December 31 of the same year. The Spring Budgetary Unit shall start January 1 and shall end at the beginning of the 16th week of the spring semester. Any accounts affected that roll over into contingency accounts shall do so at the conclusion of each Budgetary Unit.82

d. Budget Applications
On each of the applications for the accounts affected in this Sec., all line item requests must denote their intended Budgetary Unit.83

e. Budget Interviews
Organizations whose accounts are affected by this Sec. shall need to only attend one budget interview for both Budgetary Units.84

f. Budgeting

i. Allocation Consideration
It shall be for the SGA Budgetary Committee to determine the allocation recommendation for both the Spring Budgetary Unit and the Fall Budgetary Unit for every account affected by this Sec. If only a single allocation is given for an account which requires the division of Budgetary Units, thirty-five percent (35%) of the allocation shall be distributed to the Spring Budgetary Unit and sixty-five percent (65%) for the Fall Budgetary Unit.85

ii. Legislative Consideration
Those account affected by this Sec. shall be considered on the Administrative Organizations Budget submitted during the Primary Budget Process. The Fall Budgetary Unit and the Spring Budgetary Unit shall be considered separate from one another. All accounts may be considered in other budgetary processes but allocations must designate a Budgetary Unit. Existing SGA and higher law shall govern this budgetary process in all ways not inconsistent with the provisions of this act.86

Title XII – Finance  
Chapter 5 – Salaries and Stipends

31. Positions Receiving a Salary/Stipend  
Section 1: The following positions shall receive a stipend:

- Campus Activities Council Chair: $365/month
- Chair of Congress: $365/month
- Chair of Senate: $365/month
- Chair of SGA Budgetary Committee: $265/month
- Secretary of Congress: $215/month
- Secretary of Senate: $215/month
- Student Bar Association President: $290/month
- SGA President: $450/month
- SGA Vice President: $365/month
- Vice Chair of Congress: $265/month
- Vice Chair of Senate: $265/month

All salaried and stipend positions listed within this section, Section 32, shall be compensated monthly with compensation periods beginning September 1st and perpetuating monthly until April 30th of the same academic year except for the positions of SGA President, SGA Vice President, Chair of Congress, Chair of Senate, Campus Activities Council Chair, and Housing Center Student Association President, which shall terminate employment and compensation May 31st of the same academic year. The SGA President shall be eligible to receive compensation at the aforementioned rate during the summer, which shall consist of the months June, July, and August. The SGA President shall only be eligible to receive such compensation while executing his/her presidential duties in the course of fulfilling his/her office hours.

Section 2: The following positions shall receive a salary:

- Associates of General Counsel: $11.00 x 50 hours/week x 34 weeks
- General Counsel: $12.00 x 25 hours/week x 48 weeks

The above positions are selected based on Regents policy.

- Chief of Staff: (minimum wage) x 10 hours/week

The Chief of Staff shall be appointed by the SGA President following an open application process.

- Election Board Members: 5 per election, $40x5 persons x 2 general elections
- Election Chair: $500/Spring General Election, $200/Fall General Election
- Election Poll Operators: 20 Individuals per election, $20x20x2 elections

87 Both General Counsel and Associates of General Counsel must be paid in silver dollars, two-dollar bills, or gold doubloons.
Election Board Members, Chair, and Poll Operators are appointed according to the Elections Procedures Act.

- SGA Staff Assistant II: $13.65/hour x 2080 Hours
- SGA Staff Assistant III: $16.28/hour x 2080 Hours

The above positions are selected based upon applications received through the HR website, jobs.ou.edu. Selections are made by the SGA President, SGA Vice President, Congress Chair, Senate Chair, and CAC Chair, as well as their staff supervisor in Student Affairs. Increases in pay are given at the discretion of the aforementioned officials. Additionally, if university wide raises are mandated, the above positions shall receive those increases.

- Student Organization Resource Officers: (minimum wage) x 10 hours/week x 2 officers
- SGA Webmaster: $9 x 10 hours/week x 34 weeks

The above positions are selected based upon applications received through the HR website, jobs.ou.edu. Selections are made by the SGA President, SGA Vice President, Congress Chair, Senate Chair, and CAC Chair.

Any position not enumerated above shall not receive a salary/stipend.  

a. Traffic Court Justices
The Traffic Court Justices are appointed at minimum wage, but not funded by SGA; the positions are reimbursed through the Parking and Transit Office.

b. SGA Webmaster
The duties of the SGA Webmaster will be to assist the Executive, Legislative, Judicial, and Programming branches of SGA to maintain and update their respective websites as well as any other online content that may be asked of them.

32. Payment of Stipend
All stipend positions are prorated during the months of January, May, August, and December. Stipends begin the first day of regular classes and end the last day of regular classes for fall, spring, and summer, semesters. Time sheets are

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90 UOSA Webmaster Act of 2010, CBN 840311, SBN GF10-57, § 3.
required on all hourly positions. Time sheets are not required for monthly stipend positions.\textsuperscript{91}

\textbf{33. Suspension of Stipend}
Any allegation regarding the fulfillment or lack of thereof of an officer's duty (provided there is some support for such allegation) is sufficient to bring that officer before the Student Activity Fee Reserve Committee. It is an issue of fact for the Committee to make their determination whether the officer's stipend should be suspended.\textsuperscript{92}

\textbf{34. Other Employment}
No employee in a SGA Stipend position shall be employed by the University of Oklahoma in a position that could be considered a conflict of interest. Neither shall he/she accept any special favors or privileges from any University employee or student or outside source which might in any way compromise his/her position and responsibilities while in office. This does not intend to include traditional or recognized academic and athletic compensation in the form of scholarships, fellowships, grants, of other similar aid, or employment, which clearly does not represent a conflict of interest. Notification of other employment shall be submitted to the office of the SGA General Counsel prior to elections for purpose of determining a conflict of interest.\textsuperscript{93}

\textsuperscript{91} The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 13-15.
\textsuperscript{92} The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 13-15; General Counsel Opinion, OP-2000-004.
\textsuperscript{93} The Stipends and Salaries Act of 2003, CBN 680704, SBN GF02-40, §§ 3-11(4).
Title XII – Finance
Chapter 6 – Union and Food Services Donations

35. Committee
When allocating credit for Oklahoma Memorial Union food and catering services as specified in this act, the Undergraduate Student Congress Ways & Means Committee, one (1) member of the Graduate Student Senate Ways & Means Committee, and one (1) ex officio non-voting representative of the Union Programming Board shall constitute the SGA Budgetary Committee.94

36. Process

a. Availability
The Oklahoma Memorial Union and Housing and Food Services may, at its discretion, allocate an amount of credit for food and catering services valid for events held in the Oklahoma Memorial Union by registered student organizations. These donations are to be allocated as specified in this Act by the SGA Budgetary Committee.95

b. Eligibility
Each organization must meet the following 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 campus. Each organization shall be registered with the Office of Student Affairs, or the equivalent thereof, at least one year prior to the most recent registration deadline in accordance with the Student Activities Policy.

ii. Budget Deadline: Each organization must submit their budget application by the deadline, which shall be publicized through orientation mailboxes and electronic mail addresses which are registered with the Office of Student Affairs. The Chair of the SGA Budgetary Committee shall determine a specific time, date, location, and method 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 a majority of the SGA Budgetary Committee.96

94 Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
95 The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 3A; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
96 The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 3B; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
c. Timeline
The SGA Budgetary Committee shall set an appropriate application deadline and meeting schedule in order to allocate all donations in a timely manner for the current or following semester.\textsuperscript{97}

37. Funding Criteria
In evaluating budgets, the SGA Budgetary Committee shall use the same criteria by which requests for primary and subsidiary funding are evaluated. 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.\textsuperscript{98}

38. Availability Deadline and Other Stipulations
- Line items transfers will not be allowed between organizations and donations allocated are only valid for events held in the Oklahoma Memorial Union.
- Arrangements for each event, such as room reservation and other specifications, must be made in accordance with Union Business Office policies and guidelines.
- Submission of an inaccurate budget or misuse of funds will 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 fiscal years, and/or expulsion from the university.
- SGA shall not be required to fund a particular organization, item an organization requests, or program, event, or activity an organization requests.
- Dates and locations of deadlines and committee meetings must be public and posted in accordance with the Oklahoma Open Meeting Act. A copy of all agendas and subsequent minutes shall be sent to the Union Business Office, Housing and Food Services, Undergraduate Student Congress, and Graduate Student Senate.
- Student Organizations are responsible for informing the union business office of their awarded Union Catering Funds when making reservations for their awarded event.\textsuperscript{99}

39. Enforcement
If stipulations of this act are not followed, as determined by a majority of the SGA executive committee, then an Ad Hoc Committee shall be created consisting of one (1) member of the executive branch, the Chairs of Undergraduate Student Congress, Graduate Student Senate, Campus Activities Council, and the

\textsuperscript{97} The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 3C; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
\textsuperscript{98} The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 4; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.
\textsuperscript{99} The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 5; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3, Budget Procedures Cleanup Act of 2013, CBN 890317, SBN GS13-30.
President of the Union Programming Board. This committee shall be chaired by the Chair of Undergraduate Student Congress. This committee shall establish a new timeline and complete the donation allocation process. By a majority vote for the committee, any member shall be expelled from the SGA Budgetary Committee for not abiding by the stipulations of this Act.100

100 The Union and Food Services Donation Procedures Act, CBN 710706, SBN GS04-06, § 6; Budgetary Procedures Reform Act of 2010, CBN 840317, SBN GF10-54, § 3.