



SENATE OF COLLEGE COUNCILS  
THE UNIVERSITY OF TEXAS AT AUSTIN

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**Senate of College Councils**  
**November, 3<sup>rd</sup>, 2016**  
**S.B. 1604**

AMENDING THE INTERNAL SPENDING RULES OF THE SENATE OF COLLEGE  
COUNCILS

- 1 WHEREAS, The Spending Rules and Regulations of the Senate of College Councils were written  
2 to explicitly state the rights and responsibilities of all entities receiving funding from  
3 student fees via Senate; and,
- 4 WHEREAS, The Senate Financial Director has conducted a thorough review of the current  
5 Spending Rules; and,
- 6 WHEREAS, The Senate Financial Director has provided new additions highlighted in yellow,  
7 changes made to preexisting subsections highlighted in yellow, bolded, and  
8 underlined, and deletions highlighted in red with strikethrough; and,
- 9 WHEREAS, The best way forward is a revision of the Spending Rules and Regulations; therefore  
10 be it
- 11 ENACTED, That the Senate of College Councils nullifies the current version of The Spending  
12 Rules and Regulations; and, be it
- 13 ENACTED, That the Senate of College Councils adopts the new version of The Spending Rules  
14 and Regulations of the Senate of College Councils, included as follows:
- AUTHORS, Christopher Whitehair, Financial Director, UTSCC
- SPONSORS, Sergio Cavazos, President, UTSCC

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## Legislative Executive Summary

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### S.B. 1604 Amending the Internal Spending Rules of the Senate of College Councils

**Summary:** This bill's purpose is to perform routine maintenance on the spending rules, enact an institutional emphasis on adhering to submitted budgets, improve transparency surrounding the fall/spring allocations process, and apply a uniform attendance policy to all Senate entities receiving a budget. The Senate Financial Director will make the allocations meeting open to attendance by all General Assembly members with certain restrictions. All Senate entities receiving a budget will be obligated to report Senate budget expenditures to the Senate Financial Director or face budget removal based on a vote by the General Assembly. The Emergency Fund has been given explicit definitions regarding the creation and distribution of the fund. Provisions have been clarified regarding the Senate summer budget. Finally, an attendance policy has been enacted for internal Senate leadership and Senate agencies that mimics the external Senate attendance policy from previous years with a uniform change to the attendance budget penalty.

THE SPENDING RULES AND REGULATIONS  
OF THE UNIVERSITY OF TEXAS AT AUSTIN SENATE OF  
COLLEGE COUNCILS

**SECTION I**

SENATE INTERNAL, COUNCIL DELEGATION, AND AGENCY ANNUAL OPERATING  
BUDGETS AND SPENDING PROCEDURES

Sec. 1.1

APPROVAL OF THE SENATE ANNUAL OPERATING BUDGET

Operating Budget shall be prepared by the Senate Financial Director, in consultation with the Senate Executive Board and Senate Financial Adviser, and presented to the Senate General Assembly for a vote not later than the second General Assembly meeting of the fiscal year.

- (a) Should the Senate Annual Operating Budget not be passed by a majority vote by the Senate General Assembly, the Senate Financial Director will have a revision period before presenting a revised budget no later than the third General Assembly meeting of the fiscal year.
- (b) During the revision period, Senate entities with questions, comments, and suggestions may submit them through a standardized form process available through the Senate HornsLink page. The Senate Financial Director will use this feedback to re-examine the Senate Annual Operating Budget during the revision period.

Sec. 1.2

ANNUAL SENATE INTERNAL, COUNCIL, AND AGENCY BUDGETS

Representatives of each Senate entity must submit a budget proposal and application to the Senate Financial Director before the fall deadline set by the Financial Director.

- (a) The Financial Director of Senate is strongly encouraged to meet with each individual council, internal Senate entity, and agency before the fall deadline set by the Financial Director of Senate.
- (b) The Financial Director shall evaluate the submitted proposals with the advice of the Senate Financial Adviser in a budget-setting meeting. The Financial Director will hold the budget-setting meeting with the President of Senate, the Senate Financial Adviser, and Administrative Services Officer to determine proposed allocations. This meeting will be open to all general assembly members to attend and listen to. Only the Senate Financial Director, the Senate President, the Senate Financial Adviser, and Administrative Services Officer will be permitted to provide commentary in the budget-setting meeting. It is the obligation of the Senate Financial Director to conduct any additional meetings with Senate entities at that entities' request. The budget-setting meeting will be recorded and distributed to all applying entities at the end of the meeting.
- (c) Senate Internal, Councils, and Agencies are ensured 50% of their total allocation from the previous fiscal year if a budget request is submitted by the fall deadline set by the Financial Director.
- (d) Each entity that receives funding is obligated to report to the Senate Financial Director a close to accurate estimate of their expenditures after submitting requests to the Senate Financial Advisor. If expenditures do not align with their budget with regards to proposed dates or proposed amounts, each entity is obligated to inform the Senate Financial Director of their budget adjustment.

- (e) A monthly review of all Senate entities receiving a budget allocation will be conducted by the Senate Financial Director and the Senate Financial Advisor. With relation to the dates on a Senate entities allocated FY budget, if a Senate entity is found to be delinquent in budget adjustments or expenditure reporting over the course of four weeks, the Senate Financial Director is obligated to propose a resolution to the General Assembly requesting a sequestering of that entities fiscal year allocation in total. This resolution requires a formal presentation by the Senate Financial Director of all attempts made to correct this entities rollover and a majority vote to pass. Sequestered funds will be placed in an Emergency Fund available for all Senate entities to apply for.
- (f) Annual Internal, Council and Agency Budgets must be spent by the noon of the last class day of the spring semester of the fiscal year as defined by the official University Academic Calendar.

**Sec. 1.3****EMERGENCY FUND**

The Senate Executive Board can set aside funds for an emergency fund in the overall Senate budget at the beginning of the fiscal year or via sequestered funds under §1.2d.

The Financial Director will evaluate all allocations requests, submitted through HornsLink, on a first come first serve basis. Allocations will take into account outside sources of funding, organizational need, UT student benefit, propensity to spend, and timeliness in the budget cycle.

**Sec. 1.4****INVOICES AND RECEIPTS**

All invoices and receipts for goods and services received purchased using Senate's Annual Operating Budget (SSBC Account) must immediately be turned in to the Senate Financial Advisor.

**Sec. 1.5****FOOD APPROVAL REQUESTS**

The food approval request form must be completed with all necessary vendor information and signed by the Senate Financial Director at least two weeks prior to the intended date of purchase.

**Sec. 1.6****T-SHIRT PURCHASES**

T-shirt purchase orders require the submission of a digital copy of the design (preferably as a .PDF or .JPEG file) to the Senate Financial Director and Senate Financial Adviser and all necessary vendor information with a quote at least two weeks before the intended date of submission to the vendor.

**Sec. 1.7****STIPULATION LETTER**

Only officers of the Senate of College Councils, Council Financial Directors, and Senate Agency Representatives who have completed a spending workshop and signed an up-to-date stipulation letter may authorize spending requests, design approvals, etc.

**Sec. 1.8****PROHIBITED SPENDING**

Internal Senate, College Councils, and Senate Agencies shall not use money from the Senate Annual Operating Budget (student fee money allocated by the Student Services Budget Committee) for the purposes of:

- (a) Activities to raise money for charity – unless the proposed activity also offers a significant benefit to current UT students in-line with the mission of the Senate of College Councils
- (b) Alcohol

- (c) Flowers
- (d) Greeting cards
- (e) Expenses related to Parking and Transportation Services

Sec. 1.9

CONFERENCE REGISTRATION FEES

Internal Senate, College Council, and Senate Agency allocations from the Senate's Annual Operating Budget (SSBC Account) may be used for conference registration fees.

Individual fees shall be deterred by the Senate Financial Director, based on an application made by the council's Financial Director, President, and faculty sponsor. This application shall document the fact that conference registration fee was used for academic purposes. The Senate Financial Director will be responsible for overseeing the evaluation of this application and the distribution of funds.

Sec. 1.10

SUMMER INTERNAL SENATE, COLLEGE COUNCIL, AND AGENCY BUDGETS

Internal Senate, College Councils, and Senate Agencies may apply for funding during the summer of the fiscal year. Each Senate entity shall submit a budget proposal and application to the Senate Financial Director before the summer deadline set by the Senate Financial Director.

- (a) The Summer spending deadline will be set by the Senate Financial Director with consult from the Senate Financial Advisor. This spending deadline permits the Financial Director to correct for any annual budget rollover before the close of the fiscal year on August 31.

**SECTION II****SENATE INTERNAL, COUNCIL DELEGATION, COUNCIL FINANCIAL DIRECTOR, AND AGENCY RESPONSIBILITIES**

Sec. 2.1

SENATE INTERNAL DELGATION RESPONSIBILITIES

At least one Co-Chair from each Senate Internal Committee must be present at all meetings of the Senate General Assembly over the course of the year for each Senate Internal Committee to remain eligible to continue receiving allocations from the Annual Senate Operating Budget.

- (a) Exceptions to this rule may be granted by the Senate Internal Director at his or her discretion if the Co-Chair submits notice at least forty-eight (48) hours in advance of the Senate General Assembly in-question.
- (b) If a Co-Chair accrues five or more unexcused Senate General Assembly absences during the course of a single fiscal year, as recorded by the Senate Administrative Director, the Co-Chair's current Senate allocation will be automatically revoked excluding pending expenses.
- (c) Appeals to penalties may be submitted by the Co-Chairs and reviewed by the Senate Financial Director, Senate President, and Senate Internal Director. Should the Senate Financial Director, Senate President, and Senate Internal Director all together find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

Sec. 2.2

SENATE INTERNAL MEETING RESPONSIBILITIES

Senate Co-Chair's must attend each Leadership Team Meeting and Co-Chair Meeting.

- (a) Each Co-Chair is expected to attend the Spending Workshop and Orientation and sign a stipulation letter to become an authorized financial representative for their committee.
- (b) Exceptions to this rule may be granted by the Senate Financial Director at his/her discretion if the Co-Chair submits notice at least forty-eight (48) hours in advance of the Leadership Team Meeting or Co-Chair Meeting in-question.
- (c) If a Co-Chair accrues five or more unexcused Leadership Team Meeting or Co-Chair Meeting absences during the course of a single fiscal year, as recorded by the Senate Internal Director, the Co-Chair's current Senate allocation will be automatically revoked excluding pending expenses.
- (d) Appeals to penalties may be submitted by the Co-Chairs and reviewed by the Senate Financial Director, Senate President, and Senate Internal Director. Should the Senate Financial Director, Senate President, and Senate Internal Director all together find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

Sec. 2.3

#### COUNCIL DELEGATION RESPONSIBILITIES

At least one delegate from each College Council must be present at all meetings of the Senate General Assembly over the course of the year for each College Council to remain eligible to continue receiving allocations from the Annual Senate Operating Budget.

- (a) Exceptions to this rule may be granted by the Senate Financial Director at his or her discretion if the Council Financial Director submits notice at least forty-eight (48) hours in advance of the Senate General Assembly in-question.
- (b) If a Council delegation accrues five or more unexcused Senate General Assembly absences during the course of a single fiscal year, as recorded by the Senate Administrative Director, **the Council's current Senate allocation will be automatically revoked excluding pending expenses.** ~~The Council may not be eligible to receive a Senate allocation from the Annual Operating Budget in the next fiscal year.~~
- (c) Appeals to penalties may be submitted by the College Council President, Senate Representative, and Financial Director and reviewed by the Senate Financial Director, Senate President, and Senate Vice President. Should the Senate Financial Director, Senate President, and Senate Vice President **through majority** ~~together~~ find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

Sec. 2.4

#### COUNCIL FINANCIAL DIRECTOR RESPONSIBILITIES

College Council Financial Directors must attend each meeting of the Financial Directors Committee and each appropriations interview session.

- (a) Each Council Financial Director is expected to attend the Financial Directors Spending Workshop and Orientation and sign a stipulation letter to become an authorized financial representative for their respective Council.
- (b) Exceptions to this rule may be granted by the Senate Financial Director at his/her discretion if the Council Financial Director submits notice at least forty-eight (48) hours in advance of the Financial Directors Committee meeting or appropriations interview session in-question.
- (c) If a Council Financial Director accrues five or more unexcused Financial Directors Committee meeting absences during the course of a single fiscal year, as recorded by the Senate Financial

Director, **the Council's current Senate allocation will be automatically revoked excluding pending expenses.** ~~The Council may not be eligible to receive a Senate allocation from the Annual Operating Budget in the next fiscal year.~~

- (c) Appeals to penalties may be submitted by the College Council President, Senate Representative, and Financial Director and reviewed by the Senate Financial Director, Senate President, and Senate Vice President. Should the Senate Financial Director, Senate President, and Senate Vice President **through majority** ~~together~~ find reason to grant such an appeal, at their discretion, they may reverse or amend any penalties levied under this section.

Sec. 2.5

### AGENCY RESPONSIBILITIES

Each Agency Director shall be responsible for reporting to the Senate Administrative Director and apprising the Senate General Assembly of updates, developments, and activities on a regular basis.

- (a) Each Agency Director shall be responsible for giving a report to the Senate General Assembly at least three (3) times each academic long semester as outlined in the official University Academic Calendar.
- (b) Each Agency Director shall be responsible for formulating a report at the end of each semester to address what the agency has done that semester, what they plan to do in the upcoming semester, and how their activities are in direct correlation with the mission of the Senate of College Councils. A digital copy of this report is due to the Senate Administrative Director three (3) days past the last class day of each academic long semester as outlined in the official University Academic Calendar.
- (c) Each Agency Director shall be responsible for checking-in with the Senate Administrative Director on at least a bi-weekly basis throughout the fiscal year.
- (d) If Senate funds are used for any promotional items, the “official” or “alternative” logo must be on the item.
- (e) If an Agency fails to meet the requirements outlined above their allocation will be automatically revoked excluding pending expenses.**

## SECTION III

### SENATE APPROPRIATIONS TO REGISTERED STUDENT ORGANIZATIONS

Sec. 3.1

#### APPROPRIATIONS PROCESS

Any and all registered student organizations registered with Student Activities in the Office of the Dean of Students are eligible to apply for Senate Appropriations – unless they have been placed on probation or otherwise properly penalized under the provisions of this section.

- (a) Appropriations applications shall be developed and published through the Senate of College Councils HornsLink™ portal before the start of each new long semester as outlined in the official University Academic Calendar.
- (b) Properly completed and submitted applications shall be reviewed by the Senate Financial Director for compliance with Senate’s fiscal policy and University policies.

- (c) Upon approval by the Senate Financial Director, a digital copy of each application shall be forwarded for consideration to the Senate Financial Directors Committee.
- (d) After the application is submitted, each registered student organization, whose application has been approved by the Senate Financial Director, shall interview with the Senate Financial Directors Committee.
- (e) Members of the Senate Financial Directors Committee shall interview and further vet each registered student organization's application for funding.
- (f) Once all of the interviews are complete, the Senate Financial Director shall lead a discussion of each application under consideration and members of the Senate Financial Directors Committee, excluding the Senate Financial Director, shall vote to approve funding.
- (g) The Senate Financial Director shall record and send the results of the committee's deliberations to the Senate Financial Adviser and the Senate Senior Administrative Associate.
- (h) The Senate Financial Director shall, within seventy-two (72) hours notify each applying organization of the committee's decision to award funding and shall notify each point of contact listed on the organization's application of the next opportunity to attend a spending workshop.
- (i) The Senate Financial Director shall schedule at least one spending workshop per appropriations application cycle and shall inform each point of contact listed on an organization which receives funding for a particular cycle of the time and location of the corresponding spending workshop(s).
- (j) Registered student organizations receiving funding are expected to have at least one representative in attendance for the spending workshop correlating to the application cycle in which they were awarded funding; or to make alternative arrangements with the Senate Financial Director and/or Senate Financial Adviser.
- (k) Registered student organizations may only spend awarded funding after at least one authorized representative of their organization signs a stipulation letter upon successful completion of a spending workshop in order to become an authorized spending representative of the organization.
- (l) Upon establishing at least one authorized spending representative, registered student organizations may spend their awarded funding in accordance with the provisions of this Section and Senate fiscal policy.

Sec. 3.2

INVOICES AND RECEIPTS

All invoices and receipts for goods and services received purchased using Senate's *Annual Operating Budget* (SSBC Account) must immediately be turned in to the Senate Financial Advisor.

Sec. 3.3

EVENTS MAY ONLY BE APPLIED FOR A SINGLE TIME IN A FISCAL YEAR

Registered Student Organizations may not apply for funding for a single event more than once in the same fiscal year. (This does not include similar events which occur on different dates.)

Sec. 3.4

COMPLIANCE WITH UNIVERSITY RULES

Any and all events for which Registered Student Organizations request funding must be in compliance with all established University policies and Senate fiscal policy.

Sec. 3.5

PROHIBITED SPENDING

Agencies shall not use money from the Senate Annual Operating Budget (student fee money allocated by

the Student Services Budget Committee) for the purposes of:

- (a) Activities to raise money for charity – unless the proposed activity also offers a significant benefit to current UT students in-line with the mission of the Senate of College Councils
- (b) Any item meant for human consumption (i.e. food, drinks, ice, etc.)
- (c) Flowers
- (d) Greeting cards
- (e) Travel expenses – including conference registration fees
- (f) Expenses related to Parking and Transportation Services

Sec. 3.6

#### RESPONSIBILITIES OF ORGANIZATIONS AWARDED FUNDING

Each registered student organization awarded funding by the Senate of College Councils must comply with all provisions of this Section and Senate fiscal policy.

- (a) If awarded funding, registered student organizations must have at least one representative attend a spending workshop, or set up alternative arrangements with the Senate Financial Director and/or Senate Financial Advisor, in order to establish at least one authorized spending representative.
- (b) If awarded funding, registered student organizations are obligated to publicize the support of the Senate of College Councils with either the Senate “official logo”, ”alternative logo”, a word mark thanking the Senate of College Councils.
- (c) If awarded funding, registered student organizations are obligated to follow the spending deadlines for their respective awards as set by the Senate Financial Adviser – but not to exceed past the last class day of the academic long semester in which the funds were awarded as outlined in the official University Academic Calendar.

Sec. 3.7

#### FAILURE TO COMPLY WITH SPENDING RULES

Should an organization awarded funding from the Senate of College Councils fail to comply with the provisions of this Section or other Senate fiscal policy, the Senate Financial Director, in consultation with the Senate Financial Adviser, may place the organization on probation.

An organization placed on probation may not apply for Senate appropriations. An organization may be relieved of its probation status upon successful completion of a spending workshop and has demonstrated the desire and ability to comply with the provisions of this Section and Senate fiscal policy in the future at the discretion of the Senate Financial Director in consultation with the Senate Financial Adviser.