

THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION

UNDERGRADUATE STUDENT CONGRESS
SESSION LXXVI CBN: 760927
April 20, 2006

GRADUATE STUDENT SENATE
SBN: GS06-31

Title: AN ACT OF LEGISLATION AMENDING UOSACA TITLE 14 TO CHANGE THE FISCAL YEAR

Section 1: This Act shall be known and may be cited as "An Act of Legislation Amending UOSACA Title 14 to Change the Fiscal Year"

Section 2: The Purpose of this Act shall be to change the fiscal year from ending December 1 to ending the last day of exams in the spring semester, so as to coincide with the academic year rather than the calendar year.

Section 3: Amend Title 14, Chapter 1, Section 1 (deletions are in ~~strike through~~, additions in *italics*)

~~The end of the fiscal year shall be December 1 of each year.~~

The end of the fiscal year shall be the last day of final exams in the spring semester.

Section 4: Amend Title 14, Chapter 1, Section 2 (deletions are in ~~strike through~~, additions in *italics*)

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 UOSA Budgetary Committee. The letter and circumstances shall be viewed by the UOSA Budgetary Committee, or in the absence of the Committee, by the Chair. The end of the fiscal year shall be ~~December 1~~ *The last day of final exams in the spring semester* of each year. All requests must be submitted to UOSA for reimbursement/direct payment by 4:00 P.M. on this date. ~~If December 1 falls during the weekend, the cut-off date shall be the first workday after December 1.~~

Section 5: Amend Title 14, Chapter 2, Section 3.1 (deletions are in ~~strike through~~, additions in *italics*)

Upon accepting any appointed, designated, or elected position allowing for the release of funds as noted in Section 3, above, the person so appointed, designated, or elected shall sign the following:

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“I have read the UOSA 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 UOSA law. 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 (3) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the UOSA Budgetary Committee. The letter and circumstances shall be viewed by the UOSA Budgetary Committee, or in the absence of the Committee, by the Chair. The end of the fiscal year shall be ~~December 1~~ *The last day of final exams in the regular spring semester* of each year. All requests must be submitted to UOSA for reimbursement/direct payment by 4:00 P.M. on this date. ~~If December 1 falls during the weekend, the cut off date shall be the first workday after December 1.~~”

All persons who have been appointed, designated, or elected under who, as noted in Section 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 UOSA who fails to sign the financial card shall not serve in any position, appointed or elected, listed in Section 3, above.

Section 6: Amend Title 14, Chapter 4, Section 1 (deletions are in ~~strike through~~, additions in *italics*)

~~The Primary Budget Process shall be held in the fall semester of every year.~~

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

Section 7: Amend Title 14, Chapter 4, Section 1.1 (deletions are in ~~strike through~~, additions in *italics*)

Each organization must meet all of these requirements

1. 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, by ~~the eighth week of fall classes of the school year~~ *January 1 of the year* prior to the Primary Budget process, and must re-register by the fourth week of classes *in the fall semester* in accordance with the Student Code Title 10, Section 4.5.
2. Budget Deadline: Each organization must submit their budget application by the ~~Thursday of the second week after the re-registration deadline determined by the Office of Student Affairs~~ *Thursday of the sixth week of classes in the spring semester*. The Chair

of the UOSA Budgetary Committee shall determine the specific time, date, location, and method the budget applications are due.

3. 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 UOSA Budgetary Committee; this decision is subject to reversal by the majority of the UOSA Budgetary Committee.
4. Interviews: Each organization must send at least one student representative to their scheduled budget interview. Failure to attend, without prior written approval from the Chair of the UOSA Budgetary Committee, shall result in the termination of that organization's budget application and no funding shall be administered to that organization during this funding process. If extenuating circumstances arise, the Chair of the UOSA Budgetary Committee must be notified in writing by 4:00 P.M. the next business day following the scheduled interview time. The UOSA Budgetary Committee as a whole shall review the request to determine if funding will be granted. Groups who do not receive funding may apply for funding during the subsidiary process in the ~~spring~~ *fall*, if one exists.
5. Interview Scheduling Deadline: Each organization must schedule an interview ~~by the Thursday of the third week after the re-registration deadline determined by the Office of Student Affairs~~ *within one week after the application deadline*. The Chair of the UOSA Budgetary Committee shall determine the specific time, date, location, and method the interview schedule is due.
6. Interview Deadline Enforcement: Any organization who schedules an interview after this time shall be ineligible for funding at the discretion of the Chair of the UOSA Budgetary Committee; this decision is subject to reversal by the majority of the UOSA Budgetary Committee.

Section 8: Amend Title 14, Chapter 4, Section 1.2 (deletions are in ~~strike through~~, additions in *italics*)

1. Registration: For funding purposes the deadline for re-registration is set by the Office of Student Affairs.
2. Budget Deadline: The Budget Deadline shall be no later than the ~~second week after the re-registration deadline~~, *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 UOSA Budgetary Committee.
3. Interview Scheduling Deadline: The Interview Scheduling Deadline shall be no later than ~~the third week after the re-registration deadline~~, *but after the Budget Deadline one week after the Budget Deadline*. The Interview Scheduling Deadline shall be set by the Chair of the UOSA Budgetary Committee.
4. Interviews and Cutting: ~~The second, third, fourth, fifth, and sixth weeks after the re-registration deadline~~ *The sixth, seventh, eighth, ninth, and tenth weeks of the spring semester* shall be used by the UOSA Budgetary Committee to interview organizations and cut budgets. The Committee shall determine the specific schedule.
5. Posting: The Primary Budget shall be posted no later than the beginning of the ~~seventh after the re-registration deadline~~ *eleventh week of the spring semester*.

6. Passage: The Primary Budget shall be moved in the Undergraduate Student Congress no later than the ~~eighth week after the re-registration deadline~~ *twelfth week of the spring semester* and shall be moved in the Graduate Student Senate no later than the ~~ninth week after the re-registration deadline~~ *thirteenth week of the spring semester*.
7. Post Budget Cutting Interviews shall be held during the ~~seventh week after the re-registration deadline~~ *eleventh week of the spring semester*.
8. Fiscal Year: Each fiscal Year to claim reimbursements/direct payments shall be from ~~January 1 to December 1~~ *July 1 to the last day of exams in the spring semester* of the 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.
9. 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 UOSA 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 ~~December~~ *May* Regents' meeting

Section 9: Amend Title 14, Chapter 4, Section 2 (deletions are in ~~strike through~~, additions in *italics*)

~~The Subsidiary Budget Process shall be held in the spring semester.~~

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

Section 10: Amend Title 14, Chapter 4, Section 2.2 (deletions are in ~~strike through~~, additions in *italics*)

Each organization must meet all of these requirements

1. 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, by ~~January 1 of the previous year~~ *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 Code Title 10, Section 4.5.*
2. 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.
3. 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 UOSA Budgetary Committee, to be considered in the Subsidiary Process.
4. Budget Deadline: Each organization must submit their budget application by the Thursday of the fifth week of classes. The Chair of the UOSA Budgetary Committee

shall determine the specific time, date, location, and method the budget applications are due.

5. 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 UOSA Budgetary Committee; this decision is subject to reversal by the majority of the UOSA Budgetary Committee.
6. Interviews: Each organization must send at least one student representative to their scheduled budget interview. Failure to attend, without prior written approval from the Chair of the UOSA Budgetary Committee, shall result in the termination of that organization's budget application and no funding shall be administered to that organization during this funding process. If extenuating circumstances arise, the Chair of the UOSA Budgetary Committee must be notified in writing by 4:00 P.M. the next business day following the scheduled interview time. The UOSA Budgetary Committee as a whole shall review the request to determine if funding will be granted. ~~Groups who do not receive funding may apply for funding during the subsidiary process in the spring, if one exists.~~
7. Interview Scheduling Deadline: Each organization must schedule an interview by the Thursday of the fifth week of classes. The Chair of the UOSA Budgetary Committee shall determine the specific time, date, location, and method the interview schedule is due.
8. Interview Deadline Enforcement: Any organization who schedules an interview after this time shall be ineligible for funding at the discretion of the Chair of the UOSA Budgetary Committee; this decision is subject to reversal by the majority of the UOSA Budgetary Committee.

Section 11: Amend Title 14, Chapter 4, Section 6 (deletions are in ~~strike through~~, additions in *italics*)

Line item transfers shall not be allowed after ~~December 1~~ *the last day of exams 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.

UOSA shall not be required to fund a particular organization, item from an organization's requests, or P/E/A from an organization's requests.

Section 12: Amend Title 14, Chapter 4, Section 11 (deletions are in ~~strike through~~, additions in *italics*)

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 UOSA Budgetary Committee. The letter and circumstances shall be viewed by the UOSA Budgetary Committee, or in the absence of the Committee, by the Chair.

The end of the fiscal year shall be ~~December 1~~ *The last day of final exams in the spring semester* of each year. All requests shall be submitted to UOSA for reimbursement/direct payment by 4:00 P.M. on this date. If ~~December 1 falls during the weekend, the cut off date shall be the first workday after December 1.~~

Section 13: Amend Title 14, Chapter 4, Section 12.2 (deletions are in ~~strike through~~, additions in *italics*)

For any emergency allocations, the end of the fiscal year shall be ~~December 1~~ *the last day of final exams in the spring semester* of each year.

Section 14: Amend Title 14, Chapter 4, Section 14.3 (deletions are in ~~strike through~~, additions in *italics*)

The Fiscal Year for the accounts affected shall be divided into two Budgetary Units. The Fall Budgetary Unit shall start the ~~16th week of the Spring Semester~~ *June 1* 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~~ *the last day of final exams 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.

Section 15: Title 14, Chapter 6, Section 4 (deletions are in ~~strike through~~, additions in *italics*)

- 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.
- Each requested donation claim shall be due 30 days after the issuance of the invoice or by the end of the current semester, whichever occurs first. If extenuating circumstances arise and the 30 day deadline fails to be met, a letter submitted to the Chair of the Union Events Incentive Committee to be viewed by the Committee, or in absence of the Committee, by the Chair, may be considered in explanation of the circumstance. The end of the fiscal year shall be ~~December 1~~ *The last day of final exams in the spring semester* of each year. All requests must be submitted to the UOSA for donation claim by 4:00p.m. on this date. If ~~December 1 falls during the weekend, the cut off date shall be the first workday after December 1.~~
- Submission of an inaccurate budget or misuse of funds will results 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.

- UOSA 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, Graduate Student Senate, Campus Activities, Council, UOSA President, Union Programming Boards, and the International Advisory Committee.

Section 16: Amend any other place necessary in the UOSACA so that the fiscal year ends *the last day of final exams in the spring semester*.

Section 17: This Act shall become effective January 1, 2007.

Section 18: Copies of this bill shall be sent to:

Clarke Stroud, Vice President for Student Affairs
Nancy Mulder, Administrative Assistant

Authors: Jordan McGee, Santos Seballos, and Nick Young

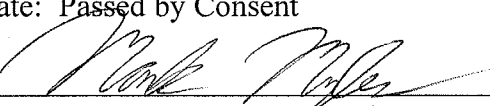
Submitted on a Motion by: Rep Jahromi, Seconded By Representative Deeg

Action taken by Congress: Passed by Consent

Verified by Chair:  Date: 1/19/07

Submitted on a Motion by: Senator Caliendo, Seconded by Senator Blanco Raynal

Action taken by Senate: Passed by Consent

Verified by Chair:  Date: _____

Approved by UOSA President: Kenah Nyana Date: 1/17/07

Approved by University President: _____ Date: _____

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