

THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION

UNDERGRADUATE STUDENT CONGRESS  
CONGRESSIONAL SESSION LXXIX

GRADUATE STUDENT SENATE  
SENATE SESSION GS08

CONGRESSIONAL BILL NO. 790201  
SENATE BILL NO. GS08-02

AS INTRODUCED

An act revising Title XII of the UOSACA;  
providing a short title; and providing an  
effective date.

BE IT ENACTED BY THE UNIVERSITY OF OKLAHOMA STUDENT  
ASSOCIATION:

**SECTION 1.** This act shall be known as the “Title XII Budgetary Reform” Act  
of 2008.

**SECTION 2. AMENDATORY.** Title XII of the UOSACA is hereby amended  
to read as follows:

**Title XII, Chapter 1  
Finance, General Provisions**

**Section**

- 1. Fiscal Year**
- 2. Reimbursement/Direct Payment**
- 3. “Funded by UOSA”**
  - a. Publication**
  - b. Copies**

**Section**

- 1. Fiscal Year**

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

## **2. 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 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 the last day of regular classes 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.

## **3. "Funded by UOSA"**

Failure to place on any publication or permanent fixture funded by UOSA, the words "Funded by UOSA," 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 UOSA Budgetary Committee and the UOSA 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 UOSA Budgetary Committee.

### **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 UOSA; (2) To promote the participation in any program or activity for which the student group or organization receives funding from the UOSA. *The Comprehensive UOSA Financial Responsibilities Act of 2003; Congressional Bill No. 700303 and Senate Bill No. GS03-31, Sec. 10(B).*

### **b. Copies**

Placing "Printing Funded by UOSA" 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 UOSA; (2) To promote the participation in any program or activity for which the student group or organization receives funding from the UOSA. *General Counsel Opinion, OP-1993-002(b).*

## Title XII, Chapter 2 Finance, Financial Responsibility

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### Section

4. Purposes
5. Definitions
  - a. Financial Responsibility
  - b. Misuse of Funds
  - c. Line Item
  - d. UOSA Accounts
6. Release of Funds
  - a. Signatures Required
7. Sponsorship and Auditing
8. Reversion of Funds
9. Violations of Financial Responsibility

### Section

4. Purposes

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

Misuse of Funds shall be defined as any action which is not considered financially responsible as provided for above. It shall further be defined to include any of the following expenditures:

    - 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. Any form of transportation, without the written approval of the UOSA Budgetary Committee
- v. Any form of lodging, without the written approval of the UOSA Budgetary Committee
- vi. Telephone expenditures for rental, installation, or long distance service without the written approval of the UOSA 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, 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 athletic uniforms, shoes, etc. However, these items may be rented.
- x. Alcoholic beverages or medications.
- xi. Reimbursement for postage charges which were not processed through O.U. Central Mail Service.
- xii. Holiday decorations of any kind (Christmas, Easter, Patriotic, etc.).
- xiii. Any expenditure, by any student organization, of UOSA funds for purpose or uses prohibited by the Regents Policy Statement of December 1992.
- xiv. Requests for Salaries and Stipends not in accordance with Title XIII, Chapter 5 of this Code and the most current Salaries and Stipends Act.

**c. Line Item**

Line Item shall be defined as any purpose for use designated by the Budgetary Committee of the UOSA for the funds indicated, including but not limited to: Office and General Expenses and Programs, Events, and Activities.

**d. UOSA Accounts**

UOSA accounts shall be defined as Student Activity funds allocated by the UOSA Budgetary Committee.

**6. Release of Funds**

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

Account Name	Authorization to Sign
Congressional Development	Chair, Student Congress
Housing Center Student Association	President, Housing Center Student Association
UOSA Appropriations Executive Branch	Act of Legislation
President's Contingency Fund	UOSA President
UOSA General Operations	UOSA President and UOSA Vice-President
Special Projects Bureau Line Item	UOSA President and Chair, Student Congress and Chair, Graduate Student Senate and Chair, Congress Ways & Means and Chair, Senate Ways & Means
Student Bar Association	President, Student Bar Association
Campus Activities Council	Chair, Campus Activities Council
UOSA Advertising & Publications	UOSA President
Greek Affairs	Chair, Student Congress Chair, Graduate Student Senate President, Panhellenic or President, Interfraternity Council or President, Latino Greek Council or President, National Panhellenic
UOSA Budget Process	Chair, UOSA Budgetary Committee
Senate Grants	Chair, Graduate Student Senate
Senate Grants Contingency	Chair, Graduate Student Senate
Senate Contingency Fund	Chair, Graduate Student Senate and Chair, Senate Ways & Means
Graduate Student Senate	Chair, Graduate Student Senate
Congress Contingency Fund	Chair, Student Congress and Chair, Congress Ways & Means
UOSA Elections	Chair, UOSA Elections
UOSA Salaries & Stipends	Act of Legislation
UOSA General Counsel	UOSA General Counsel

All other groups, agencies, or organizations shall have, as the person(s) designated financially responsible, those listed on the signature card with the UOSA 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 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 (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 the last day of regular classes 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."

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 UOSA who fails to sign the financial card shall not serve in any position, appointed or elected, listed in Sec. 3, above.

#### **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.

#### **8. Reversion of Funds**

At the end of each fiscal year, all unspent UOSA funds in every UOSA account appropriated for that year shall revert to the UOSA Appropriations Account, and any remaining appropriations shall be cancelled. Unspent money appropriated to UOSA Accounts named President's Contingency Fund, UOSA General Operations, UOSA Reserve, UOSA Budget Process, Senate Contingency Fund, Congress Contingency Fund, UOSA Election, Senate Grants Contingency Fund, and General Counsel Contingency Fund shall not revert to the UOSA Appropriations Account, but shall remain in each respective account. All remaining funds in the following UOSA 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 UOSA Account named Campus Activities Council shall revert to the UOSA Appropriations Account unless it is requested by the CAC Chair and approved by the Chair of the UOSA Budgetary Committee that the

balance of said account not be reverted but instead remain in UOSA Account named Campus Activities Council.

**9. Violations of Financial Responsibility**

Any member of the UOSA 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 UOSA as a result of the individual's action in a manner prescribed by the Chair of the UOSA Budgetary Committee, Chair of Undergraduate Student Congress, and the Chair of Graduate Student Senate, and by prosecution in the UOSA Superior Court, or before the appropriate administrative judicial official; and become liable for the imposition of sanctions set forth in the Student Code of Responsibilities and Conduct, 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.

## Title XII, Chapter 3 Finance, Office Responsibilities

### Section

#### 11. Purpose

#### 12. Definitions

- a. Student Space
- b. UOSA Space
- c. Properties
- d. Official UOSA Positions

#### 13. Inventory

- a. Records of Inventory

#### 14. Checking Out Property

- a. Property Release

#### 15. Expenditures

#### 16. Office Property

#### 17. Responsibility

#### 18. Violations of Office Responsibility

#### 19. Use of Space

- a. Monitoring
  - i. Evaluative Criteria
- b. Notification
- c. Vacation
- d. Eviction
- e. Filling Vacancies
- f. Appeal
- g. Enforcement

### Section

#### 11. Purposes

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

#### 12. 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. UOSA Space**

UOSA space shall be defined as any area rented by the UOSA or rented space which is used by any branch of the UOSA 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 UOSA space allotted to that office.

**d. Official UOSA Positions**

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

**13. Inventory**

All Official positions of the UOSA, 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 UOSA 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 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 UOSA 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.

**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.

**14. Checking Out Property**

All UOSA 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,

