



# Student Government

UNIVERSITY OF COLORADO **BOULDER**

## University of Colorado Student Government Legislative Council

Date: November 01<sup>st</sup>, 2012

77LCB-16 – Student Fee Regulations  
Revision/Funding Travel

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## **A Bill to Amend the Student Fee Regulations to Improve Consistency on Student Organization Travel Funding**

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### **Bill History**

- 1) Currently, the Representative Council and the Council of Colleges and Schools award funding for travel, which is based on the number of people going, registration fees, the purpose of the conference, and the benefit the travel or conference will bring back to CU, all in compliance with the Student Fee Regulations. When the expenditure is brought through SOFO for reimbursement, they only check receipts to make sure that the student organization spent within their budget limits and traveled to the proper location.
- 2) The bill 50LCB01, which is referred to in any travel funding bill, and the Articles 2.2.1 and 6.3.2 of the Student Fee Regulations mention that the travel funding must benefit the whole student body and be followed by a report including the description of the implementation of a campus event. Section 3 of the bill 50LCB01 mandates that failure to comply could be penalized by a year of suspension for funding. After consultation, SOFO has communicated about

the difficulties they have encountered with collecting the information regarding the travel's event.

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## Bill Summary

This bill will amend Section 4.2.5 of the Student Fee Regulations to include Travel Funding Accountability. It will amend Section 6 of the Student Fee Regulations to improve consistency on Student Organization Travel Funding.

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### Whereas:

- 1) When funding is allocated by Representative Council and the Council of Colleges and Schools, it is not currently SOFO's procedure to check for consistency with the reason funding was awarded and the actual travel expenses. However, SOFO does check specific allocations with schools' funding bills, for example, the Arts and Sciences Student Government precisely uses the allocation notice line itemization. The authors would like to authorize Representative Council and the Council of Colleges and Schools to also do so when necessary.
  - 2) The author would like to update Bill 50LCB01 and to integrate it into the Student Fee Regulations.
  - 3) The author would like to reinforce and encourage implementation of a campus event after funded travel.
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### THEREFORE, BE IT ENACTED:

**Section 1:** Funding boards are not consistently using the Allocation Notice in order to itemize the funds allocated to the student organizations. Therefore, this bill will amend **Article 6.3.3.C.viii** of the Student Fee Regulations to add, "In certain cases and when relevant, the funding board may itemize the expenses for a specific allocation".

**Section 2:** When funding is allocated by Representative Council and the Council of Colleges and Schools, it is not currently SOFO's procedure to check for consistency with the reason funding was awarded and the actual travel expenses, therefore this bill will add to the Student Fee Regulations:

#### **Article 6.4.1 Guidelines for Additional Travel Funding Requirements, Optional for all Funding Boards**

When the board considers it relevant three procedures may be enforced. The total amount shouldn't exceed the limit set by the funding body.

- A) Allocation of a specific amount per student:
  - i) When the number of students traveling is higher than six,
  - ii) Then the funding board will include the following specifics in the funding bill: amount per student traveling (e.g. \$600, with a maximum of \$100 per student),
  - iii) Therefore, in order to be funded, the student organization must supply SOFO with the name of each student and proof of registration for the event (unless SOFO pays directly the registration fees).
- B) Allocation to specific item:
  - i) When only specific expenses motivate the funding board to sponsor the student organization,
  - ii) Then, the funding board will include that the funding has been allocated to specific items with the following specifics in the funding bill: Itemized allocations,
  - iii) Therefore, in order to be funded, the student organization must supply SOFO with itemized receipts in compliance with the funding bill.
- C) Presentation at event:
  - i) When the purpose of the travel being to present travelers' work incites the funding board to allocate certain amounts to the student organization,
  - ii) Then, the funding board will include that a specific funding amount has been allocated to a precise number of presenters, (e.g. \$900, with a maximum of \$300 per presenting student),
  - i) Therefore, evidence of registration (unless SOFO pays directly the registration fees) and a copy of the program or agenda must be provided that proves the work of the traveler was scheduled at the conference.

**Section 3:** Bill 50LCB01 has become outdated. It is hereby repealed and replaced by the following new Article 6.4 of Student Fee Regulations:

**Article 6.4.2 Student Organization Travel Funding for Representative Council and Council of Colleges and Schools**

Following passage of a travel bill, the Representative Council Speaker and Council of Colleges and Schools Chair will send a copy of the bill including itemized allocations (when applicable) and the Allocation Notice to both SOFO and the student organization. SOFO will send the student organization a notice to submit a "Student Fee Funded Travel Report" within six academic weeks after the event. The deadline for report submission will be set by SOFO and will take in consideration the academic calendar. The report will be sent by the student organization to both the funding board and SOFO.

**Article 6.4.3 Student Fee Funded Travel Report for Representative Council and Council of Colleges and Schools**

The Student Fee Funded Travel Report shall include the following:

- A) General overview of the event traveled to (50-100 words)
- B) Who attended the event

- C) Whether the group sponsoring the event felt they accomplished their goals set forth prior to the travel. (50-100 words)
- D) A detailed account of expenditures
- E) How they implemented an event on campus hosted for CU students in compliance with Article 6.4.3 (50-100 words) and the following:
  - i) The poster of the event describing the event, location, date
  - ii) Itemized expenses when applicable
  - iii) Attendance sheets

**6.4.4:** Failure to submit the report will jeopardize future funding from CUSG Representative Council and the Council of Colleges and Schools for one year after initial funding.

**6.4.5:** Representative Council and the Council of Colleges and Schools shall include a section stating "A written report shall be submitted pursuant to Student Fee Regulations 6.4" on each funding bill.

**6.4.6:** Representative Council and Council of Colleges and Schools sponsors are required to present the student organization with a copy of Article 6.4 of the Student Fee Regulations and a copy of "the Student Fee Funded Travel Report" form, and explain the conditions set forth in this legislation.

**Section 4:** In order to comply with Article 2.2.1 of the Student Fee Regulations and in order to comply with Bill 50LCB 01, section 2 point 5, this bill will add into the Student Fee Regulations the following:

**6.4.7: On Campus Educational Event for Representative Council and Council of Colleges and Schools**

- i) Within five academic weeks after traveling, the student organization must host an educational event to provide campus enrichment from having funded such travel.
- ii) Within six academic weeks after traveling, the student organization shall provide proof of the implementation of a campus event related to the travel, including the Student Fee Funded Travel Report. This proof must be submitted on time before the organization can seek more funding.
- iii) This obligation is to organize an educational or informative event at CU, on campus, as a result of the travel funded. The event could include among other options: a presentation in the student organization open to all students, a presentation in a class relevant to the matter studied, a small open forum on what was learned during the travel, an presentation to another student organization to share experiences, a meeting, discussion or debate open to all students, or any format of communication the organization deems effective to share was what learned.



- iv) When one of the purpose of the travel is to acquire knowledge to be shared at a scheduled upcoming campus event (e.g. an annual conference at CU such as Conference on World Affairs, Engineering Annual Symposium), this event might fulfill the requirement mandated in Article 6.4.6.i
- v) Rules
  - The event must be located on campus at CU.
  - The student organization has to announce the event to the funding board and SOFO at least a week in advance, with the date, time, location and subject of the event.
  - The student organization must submit their event to the CU events calendar at least a week in advance, by sending an email to [calendar@events.colorado.edu](mailto:calendar@events.colorado.edu), including , with the date, time, location and subject of the event.
- vi) Unless otherwise stated in the bylaws of the funding board, it is the responsibility SOFO to verify when a student organization applies for new funding that they have indeed organized such an event. SOFO will centralize the documentation and history of each student organization's funding.
- vii) Proof of the event
  - The Student Fee Funded Travel Report
  - The poster of the event including date, time, location and subject.
  - The registration of the event on the CU events website.
  - An attendance sheet (a specific number of attendees is not required)

**Section 5:** This bill will add to the Student Fee Regulations the following new section:

**6.5: On Campus Educational Event Supplementary Funding, Optional for all Funding Boards**

- i) A supplementary amount of money can be allocated for implementation of a campus event after a group receives travel funding. The funding bill must stipulate the travel funding amount and the supplementary event funding amount. Each amount will be funded separately. The supplementary funding amount will be released after the student organization has implemented an event on campus related to the travel.
- ii) In order to be reimbursed for the event, the student organization will provide:
  - The poster of the event including date, time, location and subject (professional quality or design is not required).
  - An attendance sheet (a number of attendees is not required)
  - The receipts for expenditures related to the event, which are limited to posters and other items critical to the success and execution of the event.

iii) The award of supplementary funding under this section shall not be counted as an individual funding occurrence when per fiscal year limits that cap the number of times a student organization or cost center can apply for funding are specified by the by-laws of the Representative Council or Council of Colleges and Schools.

**Section 6:** Formatting of the additions to Student Fee Regulations may be changed to be consistent with the current Student Fee Regulations document.

**Section 7:** This bill shall automatically expire and then be revisited by the Legislative Council at the end of the 78<sup>th</sup> Legislative Council.

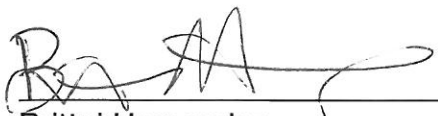
**Section 8:** This bill shall take effect upon passage by the Legislative Council and upon either obtaining the signatures of two Tri-Executives or the lapse of six days without actions by the Tri-Executives.

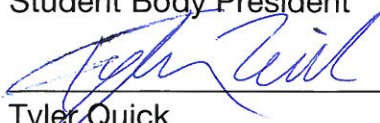
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## Vote Count

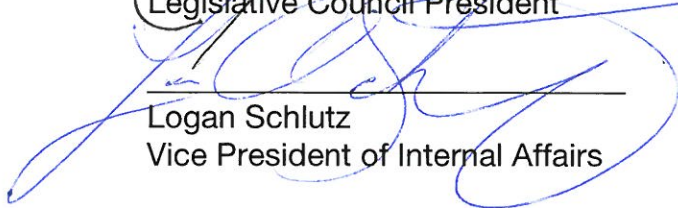
11/01/2012	Motion to pass special order	
11/01/2012	Amendment to Section 5 (SFR 6.5)	Acclamation
11/01/2012	Amendment to Section 1 (SFR 6.3)	Acclamation
11/01/2012	Amendment to Section 4 (SFR 6.4.6.1)	1-13-2
11/01/2012	Amendment to correct misspelling	Acclamation
11/01/2012	Amendment to update format	Acclamation
11/01/2012	Final vote on motion with corrections	8-5-2
11/08/2012	Motion to suspend bylaws to allow 2 <sup>nd</sup> reading	10-3-2
11/08/2012	Amendment to Section 7 (sunset)	Acclamation
11/08/2012	Move to pass on 2 <sup>nd</sup> reading	5-9-2
11/08/2012	Amendment to sponsors	Acclamation
11/08/2012	Move to postpone	7-8-1
11/08/2012	Passed on 2 <sup>nd</sup> reading	11-2-3

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