THE STUDENT SENATE

OF THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

60th Legislative Assembly, 2nd Session

S.B. 60.2-18

AN ACT TO REVISE THE FINANCIAL PROCEDURES ACT

Short Title:	FPA Revisions Act
Primary Sponsor(s):	Tommy Duke, *Chair of the Organizational Ways and Means Committee* Coulson Dunning, *Vice Chair of the Organizational Ways and Means Committee* Dean Gorelik, *Underclassman At-Large Senator* Mike Linares-Perez, *Underclassman At-Large Senator* Collin Lozano, *Underclassman At-Large Senator*
Secondary Sponsor(s):	
First Reading:	
Second Reading:	
Referred To:	Organizational Ways and Means, Internal Affairs, & Leadership
Committee Report:	
Passage:	
Enacted:	

Whereas, the Organizational Ways and Means (OWAM) Committee has the responsibility of reviewing the Financial Procedures Act, and

Whereas, with the influx of student organization request, and

Whereas, the committee decided on certain changes in order to spread out funding as fairly as possible.

Therefore, be it resolved by the Student Senate of the University of North Carolina at Charlotte, as follows:

§7-1.1. **Definitions.**

Within this Act, the following definitions shall apply:

(a) **"FPA"** or **"Financial Procedures Act"** refers to this Act and the policies contained in it.

(b) **"SGA"** refers to the Student Government Association.

(c) **"OWAM"** refers to Organizational Ways and Means Committee.

(d) **"Committee"** or **"the Committee"** refers to the entirety of the Organizational Ways and Means Committee which is comprised of the Chair and only voting members.

(e) **"Fiscal Year"** refers to the period of time beginning at the first allocation of the allotted budgeted funds and ending at the last OWAM meeting allocating funds.

(f) **"SAFC"** refers to the Student Activity Fees Commission.
(g) **"Allocate"** or any tense thereafter shall refer to the setting aside or spending for a particular organization.
(h) **"Allot"** or any tense thereafter refers the setting apart or dedication of funds as by share or purpose.
(i) **"Grant"** refers to a specific request made by an organization or transfer allocation made by the Committee, and can be Event, ~~Publication~~, or Travel.
(j) **"O.R.G."** refers to Organizational Requests per Grant, the sheet/agenda kept by the Committee and presented to Senate for approval as specific to each line item requested and allocated by the Committee per each organization and is structured as a Finance Bill. O.R.G. shall be presented weekly or whenever required as to pass by the Committee.
(k) **"The Advisor to OWAM"** or **"The Advisor"** refers to the Organizational Ways and Means Committee Advisor.
(l) **"Precedents"** shall refer to The Committee's individual interpretation of policies outlined in this document. The decisions made by the committee shall be
used to guide the committee in subsequent similar circumstances.
(m) **"Financial Support Specialist"** shall refer to the staff member serving in this position.
(n) A **"revenue-producing event"** is any event or program where money is collected either through ticket sales, monetary contributions, or admission fees.
(o) "**Funding Period**" shall refer to the month or months in which percentage of the budget is allocated.
(p) A "**giveaway"** shall be defined as: an item in which a student receives and does not participate in the creation of or interaction with.
(q) A "**banquet**" shall be defined as a ceremonious event which is held to celebrate the organization's or the members' accomplishments.

§7-1.2. **Grants Overview.**

(a) Grants may only be submitted by registered Student Organizations that are recognized by SGA.
(b) Grants must be filled out completely according to instructions delineated in this Act and on the grants themselves.
(c) Grants must include all necessary documentation for each line item where designated on Niner Engage.
(d) Grants shall include the exact cost for every line item that is being requested by the Organization or cost estimates where appropriate.
(e) The Committee shall establish a timeline for event ~~and publication~~ grants to make available on the student organizations website for groups looking for funding. The Committee may modify the schedule as necessary but must allow at least three weeks from the meeting date until the event. Failure to submit a grant in accordance with the timeline will result in ineligibility for funding.
(f) Grants must be ~~signed and~~ submitted via Niner Engage by Friday at 11:59pm to be considered for the following week in meetings if applicable.
(g) From the time a grant is submitted until 5pm on Tuesday, groups may withdraw their grant without penalty for any reason and may resubmit for the following week.
(h) Groups shall be notified of the Committee meeting results by the Committee Chair no later than 24 hours after the Senate ratifies it.
(i) For travel occurring July 1 - September 30, grants must be received by 11:59pm on the first Friday in April. For travel occurring October 1 - December 31, grants must be received by 11:59pm on

the fourth Friday in August. For travel occurring January 1 - March 31, grants must be received by 11:59pm on the second Friday in November. For travel occurring April 1 - June 30, grants must be received by 11:59pm on the second Friday in February. The committee will review travel grants four times per year, once after each deadline.

~~§7-1.6. **Publication Grants.**~~

~~(a) Publication funds are only available to organizations registered as media groups through the Act for Registration.~~

~~(b) Organizations eligible for publication grants are also only eligible for travel funding from the Committee. Travel for media groups is only permitted for training and development that will directly increase the effectiveness of the publication.~~

~~(c) This grant requires a meeting by the Committee.~~

§7-1.11. **Budget Percentages**.

(a) A maximum of ~~five~~ eight percent of the total budget may be appropriated for Operational Funding, limited to ~~two and a half~~ four percent each semester.

(b) 46 ~~45~~ percent of the total budget awarded by SAFC shall be reserved for event, and travel ~~and publication~~ funding in the fall semester and summer weeks since the beginning of the fiscal year. Of this, 75 ~~70~~ percent will be reserved for event ~~and publication~~ grants. 25 ~~30~~ percent will be reserved for travel grants.

(c) 46 ~~50~~ percent of the total budget awarded by SAFC shall be reserved for event, travel, ~~and publication~~ funding in the spring semester and summer weeks until the end of the fiscal year. Of this, 75 ~~70~~ percent will be reserved for event ~~and publication~~ grants. 25 ~~30~~ percent will be reserved for travel grants.

(d) No one student organization shall be permitted to spend more than five percent of the overall budget allocated by SAFC to SGA for organization grants per fiscal year. This includes travel and co-sponsored event grants.

~~(e) No more than two percent of each semesters' budget may be used for publication grants.~~

~~(f)~~ (e) Any money not spent or allocated from previous funding periods shall be automatically applied to the current available funding period.

~~(g)~~ (f) All budget percentages shall be managed and updated weekly by the Treasurer, Chair, and/or Vice Chair to ensure the preceding restrictions are being met.

§7-1.12. **Spending Restrictions.** Funds allocated shall not be used by student organizations for the following:

(a) Donations, or contributions.
(b) Prizes or giveaways.
(c) Gifts or membership recognition.
(d) Personal recognition, awards, or certifications.
(e) Financial aid or scholarships.
(f) Legal services.
(g) Wages, salaries, or stipends for advisors, executive board members, officers, or members.
(h) Non-university printing (i.e. Kinko's), unless requested items cannot be created using university printing.

(i) Damages of any kind.
(j) SGA elections.
(k) T-shirts and clothing.
(l) Expenses of a personal nature.
(m) Existing organizational debts.
(n) Alcohol, tobacco, or drugs/drug paraphernalia.
(o) Contraceptives with the exception that the groups mission is deemed by the Committee to involve sexual education.
(p) Travel resulting in academic credit, at UNC Charlotte or another institution.
(q) Travel required by an academic program.
(r) Internships for academic credit or professional development.
(s) Gaming Consoles.
(t) Induction Ceremonies
(u) Banquets
(v) Tailgates
~~(w) Other unapproved expenses.~~
~~(x)~~ (w) Organizational meetings except those covered under recruiting

§7-1.13. **Guidelines for Accessing and Using Funds.**

(a) Funds will be accessible only after a statement of agreement is signed by the submitting student, declaring that the applicant understands and agrees to all SGA grant/funding rules and procedures, as well as all SAFC rules and procedures.
(b) All invoices and bills must be submitted within 20 business days of receipt, event, or travel, or SGA will not be responsible for payment.
(c) All awards for events or travel not utilized will return to the SGA for future allocation. Funds will not be held in student organization accounts for later use.
(d) After the funded event, ~~publication~~, or travel, organizations must complete and submit an evaluation of their request within 20 business days of the event taking place, travel return, or publication print date.
(e) Failure to submit an evaluation form by the deadline will result in suspended funding for the remainder of the semester.

§7.1-14. **Appeals of Committee Decisions or Actions.**

Appeals of decisions of the Committee or actions of the Senate will be heard by SAFC in a manner consistent with the policies and procedures set by SAFC. Questions regarding the appeals process may be directed to the SAFC Business Manager.

ARTICLE II. COMMITTEE OPERATIONS

SECTION 1. Establishment

§7-2.2. Composition.

The Committee shall be comprised of a Chair, Vice-Chair, and at least three voting members.
(a) At the individual approval of and request of the Chair, ad-hoc members may vote and participate in meetings. An ad-hoc must be a senator.
(b) The Treasurer shall serve as a non-voting ex-officio member to the Committee.

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§7-2.3. Members' Roles.
(a) The Chair is responsible for ensuring all activities and responsibilities outlined in this document are completed and accurate, unless delegated to another member of the Committee: this includes but is not limited to: presenting O.R.G. to the General Assembly; recording meetings; running meetings of the Committee; training new members and members of Senate; and submitting approval notices to applying student organizations.
(b) The Vice-Chair shall be responsible for creating O.R.G. for the meetings. The Vice-Chair shall also be responsible for recording simple minutes of the meeting, recording attendance, recording precedents decided by the Committee, unless delegated to another member of the Committee. The Vice Chair shall complete all legislation relevant to each meeting of the committee.
(c) Committee Members, or their proxies, who are voting Senators are required to be present at all meetings of the Committee, vote and consider legislation referred to or written by the Committee, and deliberating/voting on Organizational meetings and attend at least one funded event and report their findings to the committee.
(d) The Treasurer shall be responsible for attending all Committee meetings, keeping track of the Committee's remaining funds, approving funds after they are allocated by the Committee, advising the Committee on the budget, and SAFC budget/reserve request as advised by the Committee and Senate.
(e) The Advisor shall provide guidance and direction for the Committee when requested or needed.

§7-2.4. Meetings.
(a) Meetings of the Committee shall take place on Tuesday unless otherwise determined by the Chair and the Committee.
(b) Quorum shall consist of the Chair or Vice Chair of the Committee and at least three other voting members, this includes ad-hoc voting members.
(c) The Student Body Treasurer and the Advisor, or their specified designate shall be present at all meetings of the Committee.
(d) Meetings shall consist of funding meetings of Student Organizations, New Student Organization hearings, any pertinent legislation to be considered by the Committee, and any other matters determined by the Chair.
(e) All meetings of the Committee shall be recorded to include at the minimum: call to order funding meetings of student organizations; relevant deliberation after meetings; and adjournment.
(f) All grant deliberation and decisions must and will occur in a viewpoint neutral manner meaning that deliberation and decisions will not be made on the basis of extracurricular speech, or expressive activities of a student organization and will follow rulings of viewpoint neutrality and non-discrimination cases accordingly. OWAM members will not discriminate, or ask questions that could be used to discriminate, based on race, color, national origin, religion, sex, sexual orientation, age, or disability.
(g) If the committee believes they will run out of funding before the end of the semester, they can decide by unanimous vote and then majority vote by SGA senate to restrict the amount of funding that can be given per week. Any funding left over after approvals will be allotted to the next week's meeting.

§7-2.5. Organizational Funding Meetings.
(a) The Chair shall be responsible for recording meetings and requesting additional information from

committee members when necessary.
(b) Required recorded information for meetings is at the minimum:
i. Chair introduction.
ii. Student Organization name.
iii. Deliberation.
iv. Final vote on meetings.
(c) Organizations may not submit any supplemental material, documentation, or proofs for their grant after the stated deadline.
§7-2.6. Voting.
(a) The Chair of the Committee shall not be permitted to vote on legislation or meetings unless in the case of a tie.
(b) Senators are the only permitted persons allowed to vote on meetings except in the case of a tiebreaker.
(c) Committee members who have a conflict of interest with the organization(s) in question must abstain from voting; however, their abstention vote will still count and be recorded.
(d) The Treasurer and the Advisor are not considered voting members of the Committee.
(e) Only a simple majority is required to pass a funding meeting.
(f) Meetings shall use Robert's Rules of Order Newly Revised unless otherwise stated in this Act.
SECTION 2. Process Outline and Timeline
§7-2.7. Monday.
(a) All grant applications received by the Committee the previous Friday will be organized electronically via Niner Engage for the Committee.
§7-2.8. Tuesday.
(a) The Committee, the Treasurer, the Committee Advisor shall meet to have student organization hearings and review applications.
(b) O.R.G. and the associated Finance Bill with accurate values are to be submitted to the Pro Tempore after the adjournment of the Committee by the deadline set forth by the Senate Pro Tempore.

§7-2.9. **Wednesday.**

(a) Review O.R.G. and finance bill from the agenda emailed by the ~~Pro Tempore~~ Chief of Staff to be considered by Senate.

§7-2.11. **Friday.**

(a) The Chair is to send out approval and denial notifications.
(b) Receive grants for next week via Niner Engage.
(c) All grants must be submitted by Friday at 11:59pm to be heard for the following week's meetings

§7-3.1. **Budgeting.**

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(a) Operational budgeting shall be as outlined in Article I of this Act.

(b) That budget may be modified or changed by a Budget Bill passed by the Student Senate in accordance with the By-Laws of the Student Senate.

(c) After the close of Operational funding, any money still left in operational shall be moved over to the semester's general fund.

(d) Funds will not be considered spent from the operational budget; but set aside, until documentation is provided by the applying organization to the Financial Support Specialist.

(e) No organization shall be eligible to receive more than ~~$250~~ $300 per semester in operational funding, or all $600 at once if made in one purchase.

(f) This information is to be tracked by the Financial Support Specialist and reported to the Treasurer.

§7-3.2. **Timeline.**

(a) Operational funding may be requested beginning 10 business days before the first day of classes and ending ~~10 business days before~~ the last day of classes, in both the fall and spring semesters.

(b) When the operational funding window has closed, the Committee shall inform all student organizations that the funding has been expended and that Operational funding has been closed.

(c) After an operational fund is approved by the Financial Support Specialist, the organization who receives the funding has 10 class days to spend the funds or the funds will not be released.

§7-3.3. **Application and Approval.**

(a) Student organizations may apply for operational funding at any time during the semester when operational funding is open.

(b) Funds are applied for by consulting the Financial Support Specialist, who will then determine the validity of the request.

(c) Denied requests by the Financial Support Specialist ~~will be given to~~ may be appealed to the Treasurer, who may override a denial if he or she feels that it is in fact a valid request.

§7-3.5. **Printing and Binding.**

(a) Funds used for printing services must be used for the printing or copying of newsletters, agendas, informational resources, organizational constitutions, meeting announcements, etc. Only University printers may be used for operational printing unless requested items cannot be created using university printing.

(b) The SAFC/SGA name, logo and disclaimer must be included on all publicly viewed items printed with operational funds. Failure to print this disclaimer and information will result in a loss in operational printing for the remainder of the semester. Logo and disclaimer text must be legible.

§7-3.7. **Equipment and Other Supplies.**

(a) Items under this line item may include equipment and supplies, rentals or tech services used in line with the applying organizations' mission to the University.

(b) Equipment rental must be provided by the Conferences, Reservations and Event Services. ~~Most items are provided without costs.~~

(c) Technician requests also must be provided by the Conferences, Reservations and Event Services office.

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§7-3.8. **Office Supplies.**

(a) Office Supplies are used for the necessary supplies to conduct business and meetings.

(b) Items that are readily available in the ~~SGOC~~ Center for Student Involvement may not be purchased with this line item.

(c) Only approved University vendors may be used to purchase office supplies.

(d) All items purchased as Office Supplies must remain in the possession of the student organization and cannot be purchased again within the same fiscal year.

§7-4.3. **Application and Approval.**

(a) A maximum of ~~$2,500~~ $2,000 can be allotted per on-campus event.

(b) Student organizations may apply for an unlimited amount of event grants per fiscal year.

(c) At least 50 percent of all attendees at events funded by the Committee should be UNC Charlotte students.

(d) Binding safety or legal concerns, any event being funded is required to allow any student to attend and enter at any time. Predetermined guest lists or exclusivity based on membership or other criteria are strictly prohibited.

(e) Certain dress codes for events may be suggested but cannot be required.

(f) Events where the only activity or function is giving away food will not be approved. ~~There must be an interactive or educational component to an approved event.~~

~~(g) If the committee believes they will run out of funding before the end of the semester, they can decide by unanimous vote and then majority vote by SGA senate to restrict the amount of funding that can be given per week.~~

§7-4.4. **Contracted Services.**

(a) Defined as monies given to an artist, lecturer, entertainer, performer, agency or otherwise professional individual, group or organization providing services.

(b) Any associated costs for contracted services must be included in this line-item and may not be funded through any other line-item in event grants. In the event there are not enough sections to provide documentation the applying organization must submit the completed documentation to the chair of OWAM at the same time as the grant.

(c) A completed vendor information form and documentation/proof of cost from vendor must be submitted with this line item in order to be considered by the Committee.

(d) The University of North Carolina at Charlotte will not be responsible for travel arrangements pertaining to contracted vendors.

(e) Funds may not be used for video or photography services unless the committee determines the services are crucial to the success of the event.

§7-4.5. **Printing.**

(a) The printing line item is for all items that are to be printed or contracted to print, regardless of the purpose behind it (i.e. advertising or program supplies).

(b) University printers must be used for this line item, with no exceptions, unless requested items cannot be created using university printing

(c) Proof of cost for all printing must be submitted. Must upload a copy of the order form provided by the vendor.

(d) All items printed through this line item must contain the SGA/SAFC logo, and disclaimer, where the entirety of the brand is visible and legible. The SGA/SAFC logo and disclaimer are available through the SAFC, SGA, and studentorgs.charlotte.edu websites.
(e) Failure to use the aforementioned logo will result in not being approved by the Committee.

§7-4.6. **Advertising.**

(a) All event grants, whether funding is being asked for advertising or not, must show proof of advertising for the event to receive funding. The advertisement is to include the organization's name, the event date, location, time, event name, and SGA/SAFC logo and disclaimer.
(b) Advertising is defined as any form of marketing or publicizing including social networking, University Media, promotional material, outside publications and prints, and anything else related to advertising with the exception of items that are funded under the printing line item.
(c) Information required for this line item is as follows: a proof or picture of the advertisement; language to be used; quantity; size; and duration of advertising processes where applicable.
(d) All items printed through this line item must contain the SGA/SAFC name, logo, and disclaimer printed on the item, where the entirety of the brand is visible and legible. The disclaimer shall be made available on the SAFC website. The SGA/SAFC logo and disclaimer are available through the SAFC, SGA, and studentorgs.uncc.edu websites.
(e) Failure to use the aforementioned logo and disclaimer will result in not being approved by the Committee.
(f) The requesting organization must provide a link and advertise the event on Niner Engage ~~with SGA listed as a sponsor for the event.~~

§7-4.8. **Program Supplies.**

(a) Program supplies are items that are crucial to the success of the event.
(b) Program supplies must be kept and maintained by the applying organization and may not be given away, sold, or destroyed, except for pre-packaged food, or if used for educational purposes. If financed items are deemed to be reusable by the Committee the items must be relinquished to the SAFC storage area within a week following the event. In the event an organization does not relinquish the purchased program supplies, SAFC will alert the OWAM chair to investigate the organization. If SAFC has the item being applied for, the organization must use those items rather than purchase their own. However, program supplies may be kept if used in an interactive activity.
(c) Program supplies require documentation of price, quantity, and purpose for each individual item in order to be considered by the Committee.
(d) If program supplies are being rented, they must be included under the contracted services line item.
(e) Parking vouchers may be applied for under this line item. In order to be considered by the Committee parking vouchers will require the name of the person receiving the voucher. Current UNC Charlotte students may not receive parking vouchers through Event Grants.
(f) In the case of hybrid campus operations, Program supplies can include requests for supplies that are necessary for the success of a virtual event. Funding for such software and equipment is at the discretion of the committee.
(g) After program supplies have been returned to SAFC supply closet/business manager, SAFC will inform the committee what items are now available for student organizations to checkout.

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§7-4.9. **Food and Beverage.**

(a) Food and beverage for events must be for only UNC Charlotte students, unless the Committee determines other attendees requested to be fed are crucial to the success of the event.

(b) In order to be considered by the Committee, food and beverage must be from Chartwells unless given an exemption.

(c) Confirmed invoices from Chartwells must be submitted along with the grant application. Invoices that are not in the status of "confirmed" with Chartwells are subject to additional fees that were not reflected in a non-confirmed/dummy contract.

(d) Orgs applying for food and beverage funding that is not from Chartwells must provide a completed exemption permit signed by a staff member from Chartwells. A price quote from the non-Chartwells vendor must also be submitted.

(e) Food may not go over the per diem rate per student as set by the state.

(f) Organizations may not receive food and beverage funding totaling more than $3750 for all events within an academic semester. Food and beverage funding may not exceed half of the overall budget available per event request.

(g) In order to determine the per diem rate(s), the times are as follows: Breakfast is from 6am to noon. Lunch is from noon until 5pm. Dinner is from 5pm until 6am the following day.

§7-4.10. **Fundraising Events.**

~~(a) Fundraisers are highly encouraged to help student organizations programs, events, and travel.~~

~~(b)~~ (a) Supplies used for a fundraiser become property of the student organization and must be maintained by that group. ~~Should the student organization have no space to store supplies, the advisor should assist the group with locating an appropriate location.~~

~~(c)~~ (b)For approved fundraisers, the amount of money awarded from SGA for the fundraising event must be paid back in full to SGA within 24 hours of the event.

~~(d)~~ (c)The remaining monies raised, above the amount awarded from SGA, must be deposited in the student organization's on campus account within 24 hours of the event.

~~(e)~~ (d)These monies deposited into the groups' account can be spent as the group decides, so long as it is within SGA policies. This money can be carried over to the next fiscal year.

~~(f)~~ (e)Program supplies can include requests for supplies that are necessary for the success of a virtual event. Funding for such software and equipment is at the discretion of the committee.

§7-4.13. **Off-Campus Events.**

(a) Off-Campus Events are permitted when there is no appropriate venue on campus for the nature of the event and is in line with the mission of that particular student organization.

(b) ~~Off-Campus events must utilize the closest possible facility to hold their event. This must be demonstrated through any one of various online map or route generating services showing the route from the University to the address of the event. This must be submitted with each off-campus event grant to be considered by the Committee.~~

(c) Student Organizations are only eligible for two off-campus events per semester, and each grant may not exceed $700.00 per request.

(d) The Food and Beverage line item in off campus event grants may not exceed half the overall budget available per request.

(e) Off-Campus Events do not count toward the applying student organizations food and beverage funding cap of $3750 per academic semester, and vice-versa.

(f) All off-campus events must be held ~~within a 7-mile radius from the Main Campus and Center City locations or anywhere~~ in Mecklenburg County.

(g) In the event an organization is requesting a location that is outside of, but within 10 miles of, Mecklenburg County, they must contact the OWAM Chair prior to their hearing to request an exception.

(h) Off-Campus event grants may not be held at a personal residence.

§7-4.15. **Recruitment Events.**

Organizations may be approved for ~~one~~ two on campus event for the purpose of recruitment per academic year. Organizations utilizing funds for recruitment purposes must be open to all UNC Charlotte students.

ARTICLE V. TRAVEL GRANTS

§7-5.3. **Application.**

(a) Each individual student on the applying grant is eligible for up to ~~$300.00~~ $200.00 in travel monies.

(b) Each individual student on the applying grant is eligible for up to ~~$400.00~~ $500.00 if they are presenting or competing at their conference with proof of presentation or competition.

(c) A maximum of $2,400 may be allotted per travel grant.

(d) Each student organization may only receive funding for a maximum of $2,400 allocated toward travel grants in a fiscal year.

(e) Food may not be applied for unless ~~the price is~~ included in the overall registration costs.

§7-5.4. **Approval.**

(a) Travel grants must contain names, emails, expected graduation month and year, and class standings of all individuals attending the travel with no exceptions. Only UNC Charlotte students will be funded.

(b) For Travel within 35 miles from the University, Lodging may not be funded.

(c) Students may not request travel funds under multiple applications the same conference or competition.

(d) Any student receiving reimbursement for travel expenses through an approved grant, must provide proof of registration/attendance/entry for the conference or competition in which they were approved for. This proof is required regardless of line items requested. Without this proof, students will not be reimbursed for any expenses.

(e) Students who have graduated may not receive travel funding, even if the funding was approved while they were still enrolled.

§7-5.5. **Itineraries and General Outline**.

(a) Except as provided for in subsection (b) of this section, every student organization that applies for a travel grant shall submit an official itinerary for the conference or competition. If an official itinerary cannot be found at the time the application is made, an itinerary for a previous year shall suffice.

(b) If the organization is unable to provide an official itinerary, they shall provide notice to the Chair of the Committee, before the deadline, and provide a general outline of the trip.

(c) Acceptable Official Itinerary - An itinerary is an official itinerary if it includes the name of the host organization, a specific plan of the events, name of the conference or competition, and at least one of the following -
a. A link to the website of the host organization;
b. An email from the host organization or a representative;
c. A screenshot of the website of the conference or competition, which has the web address visible in it; or
d. An introductory packet about the event.

§7-5.7. **Transportation.**

(a) Transportation costs cover things like airfare, vehicle rental, ride-sharing, ~~bus/cab fare,~~ and personal vehicles.
(b) Airfare may be utilized if the intended destination is more than 200 miles from the departure point. First-class airfare is strictly prohibited. ~~All groups wishing to use airfare must submit quotes from two different airlines or companies. The lowest quote shall be funded.~~
(c) Travel using personal vehicles will be reimbursed by the Committee at the state rate. In order to be considered for personal vehicle travel the applying organization must submit documentation listing mileage printouts to and from the intended travel, and a list of students utilizing this transportation. The state rate for reimbursement is dynamic and changes at the discretion of the state, groups should contact the Financial Support Specialist for the most recent and accurate rate.
(d) Charters or contracted travel may be used. Groups must submit documentation of mileage to and from the destination and a list of students who are utilizing such services. ~~Groups must submit quotes from two different companies. The lowest quote shall be funded.~~
(e) Rental Cars may be used. ~~Groups must submit quotes or prices from two different rental services and the lowest price shall be funded.~~ Groups must also submit documentation of mileage to and from the destination and a list of students who are utilizing such services. Groups may use any rental car company as long as a quote is provided.
(f) Motor Fleet may be used on the contingency of students paying for mile overage.
(g) Cab fare, ride-sharing such as Uber or Lyft, ~~rolls~~ and commuter buses may be applied for as reimbursable expenses under this line item.

~~§7-6.6. **Appeals.**~~

~~(a) Any penalty levied against a student organization may be appealed to the Vice President Pro Tempore in writing (or via email) by the next committee meeting.~~
~~(b) This appeal shall take place in General Assembly. The Chair shall present the evidence, discussion, and decision to the Assembly, followed by a period of questions for the Chair.~~
~~(c) The Organization will then have a chance to respond and accept questions from the floor.~~
~~(d) The assembly will vote on whether the appeal will be granted, amended or not granted by simple majority vote.~~

Mandates:
Dr. Kevin Bailey, *Vice Chancellor for Student Affairs*
Mr. Larry Gourdine, *Interim Dean of Students*

THE STUDENT SENATE

OF THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Karen Shaffer, *Assistant Vice Chancellor for Student Affairs*
Adam Burden, *Advisor to the Senate and Director of Student Involvement*
Betiel Berhe, *Chair of the Publicity and Outreach Committee*
Sunnya Hadavi, *Niner Times*
Tife Olusesi, *Student Body President*
Simone Tezzo, *Student Body Webmaster*
Matthew Kingsley, *Student Government Clerk*
Dede Effon, *Chair of SAFC*

I, Isaiah Grayson, hereby certify that this legislation was considered and adopted by the Student Senate of the University of North Carolina at Charlotte in accordance with the Constitution of the Student Body and the By-Laws of the Student Senate on this __ day of _________________, 2024.

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Isaiah Grayson
Student Body Vice President

I, Tife Olusesi, hereby signify my approval of this legislation as adopted by the Student Senate of the University of North Carolina at Charlotte, this __ day of _________________, 2024.

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Tife Olusesi
Student Body President