1.0 GENERAL PROVISIONS AND DEFINITIONS

1.1 Purpose

The purpose of the Student Fee Regulations is to provide a single document with fiscal rules for all University of Colorado Student Government (CUSG) areas and student organizations funded by mandatory or optional student fees to follow in all financial matters. All other Legislative Branch Bylaws or Guidelines (Joint Boards, Student Organization Allocations Committee [SOAC], Legislative Branch) should be in accordance with the Student Fee Regulations and can only include additional restrictions specific to that area and may include no exceptions to this document.

1.2 Federal, State and University Laws and Policies

The student fees are considered state funds. The federal laws, state laws, procurement policies, University of Colorado Accounting Office policies, and Procedures and Guidelines for Use of University Facilities apply to student fee expenditures. Any Student Fee Regulation within this document which has this symbol ◆ has been written in accordance with federal law and which has this symbol ● has been written in accordance with state laws. Rules without a symbol are written in accordance with the University Fiscal Rules.
1.3 Responsibility

It is the responsibility of all individuals authorized by the University to appropriate or spend student fee monies to be aware of these rules, and to comply with them and to ensure they are enforced. These especially, but not exclusively, include the Executives, President of Legislative Council, Finance Board Chair, Joint Board Chairs and voting members, Director of Finance, SOAC Chair, the individual Council of Colleges and Schools Senators, Representatives-at-Large, and officers of the individual College and School student government bodies.

1.4 Student Fees

1.4.1 Mandatory

Mandatory student fees are defined as monies which are automatically assessed to all students as a condition of enrollment. Fees will be allocated by CUSG as approved by the Board of Regents for designated areas as represented in the Student Fee Package.

1.4.2 Optional

Optional student fees are defined as monies that are voluntarily contributed by students in support of a specific purpose. Collegiate Club Sports and Program Council VIP Pass optional student fees (student opportunity fees) are required to follow the Student Fee Regulations.

1.5 CUSG Administration

1.5.1

CUSG officials are any students holding an elected or appointed CUSG position as listed in Article 1.D of the CUSG Constitution. These include, but are not limited to, Executives, President of Legislative Council, Finance Board Chair, Director of Finance, Joint Board Chairs and voting members, SOAC Chair, Executive Staff members, the individual Council of Colleges and Schools Senators,
Representatives-at-Large, and officers of the individual College and School student government bodies.

1.5.2

CUSG Proper is defined as a specific cost center encompassing the Executive, Judicial and Legislative Branches.

1.5.3

The Legislative Council shall prepare an annual budget for its discretionary account, Joint Board Chair salaries, and non-classified staff and officer salaries of the Legislative Branch.

1.5.3.A

This annual budget shall be approved during the annual budget process by the Finance Board and the Legislative Council.

1.6 Cost Centers

A cost center is defined as a student resource center which participates in the CUSG’s annual budget cycle and follows the Student Fee Regulations.

1.6.1 The current cost centers are:

— Center for Student Involvement (CSI)
— Cultural Events Board (CEB)
— CUSG Proper (SOAC and Distinguished Speakers Board [DSB] are under CUSG Proper and are not separate cost centers)
— Environmental Center
— KVCU Radio 1190
— Off-Campus Housing and Neighborhood Relations
— Recreation Services
— Student Legal Services
— University Memorial Center
— Volunteer Resource Center

1.7 Signatures
In the context of this document, a signature shall include both hard-copy signatures and certified digital signatures. To be considered valid, all digital signatures must be obtained through a verified program that makes use of digital certificates and public key infrastructure (PKI) to ensure safety and prevent forgery.

2.0 **PRINCIPLES AND GENERAL POLICIES**

2.1 **Policy**

**Decisions 2.1.1**

The CUSG is the body charged with making policy decisions on expenditures, assessments and distributions of student fee monies. For that reason, any student (including the Executives) or student organization seeking a decision on an area of student fee concern must initiate such an action through the appropriate body of CUSG.

2.1.2

The President of Legislative Council is responsible for ensuring that no student organization proposals are funded that are in conflict with any policies of the CUSG. To this end, CSI is not to allocate any student fee money for any student organization funding proposal without the signature of the President of Legislative Council, or designee (with documentation), indicating that said proposal is not in conflict with any regulation of the CUSG.

2.1.2.A

Should a student organization wish to obtain funding for a project that is in conflict with either these regulations or the CUSG Bylaws, that organization may, with sponsorship from a member of the Legislative Council, move to suspend the regulation in conflict (only the CUSG Bylaws, Student Fee Regulations, CUSG Election Code, CUSG Standing Rules, and Robert’s Rules of Order may be suspended by Legislative Council). Should such a motion pass, the President of Legislative Council must record the motion on the funding proposal and affix his/her signature affirming that
the proposal has been approved as written.

2.1.2.B

This provision does not provide any kind of discretionary veto to the President of Legislative Council. Should the President of Legislative Council decide not to sign a funding proposal, notice of specific violations must be provided to the organization seeking funding. An opportunity to correct the proposal shall then be provided to the organization within two weeks of the passage of the bill. If this does not occur within the time specified, the organization seeking funding may present a case to the Appellate Court.

2.1.3

All Chairs (or designees) of student-fee funding bodies are required to meet monthly to discuss funding situations and resolve any problems regarding student organizations and availability of funding.

2.2 Appropriate Uses of Fees 2.2.1

The fees must be used in support of programs and activities open to the whole student body and benefiting the maximum number of students possible. They must benefit the student body directly through these programs and activities or through the support of CUSG cost center operations.

2.2.2

As public funds, student fees must be managed in compliance with all existing University policies.

2.3 Inappropriate Uses of Student Fees

2.3.1

Discrimination
2.3.1.A

The fees may not be used in support of any organizations which systematically exclude from participation any student on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender, political affiliation and/or physical disability.

2.3.1.B

Exclusionary Organizations (such as Honor societies that discriminate on the basis of G.P.A., academic achievement and/or class standing, fraternities, sororities, or any other organizations that limit membership) may be funded only for events they sponsor which are free and open to all students. It is preferred that the event take place on campus. However, due to the circumstance of space and scheduling limitations, the organization may host an event off-campus.

2.3.1.C

If an organization with required membership dues waives the membership dues for all students who are not able to afford them, then it will be deemed eligible to apply for student fees toward its operating costs, subject to the requirements in 2.3.1.A and 2.3.1.B. However, if membership dues cannot be waived, then the organization is deemed ineligible because it is not open to all students.

2.3.1.D

Competitive organizations will receive student fee monies under the agreement that secondary teams or organizations will be created for those students that do not qualify for the main team. As many organizations as possible will be created to fulfill the need, until facility space has been exhausted.
2.3.1.E

Any organizations that receive student fee monies and violate any regulations stated in 2.3.1 shall have their funding privileges evaluated based on the tier system outlined in Section 5.2, with the appropriate consequences administered.

2.3.2  • Political

Fees may not be used in support of or in opposition to political candidates or political parties. Requests for student fee support of partisan political activities will not be entertained. Political organizations, being those organizations that are generally regarded as part of a political party, may be funded only for activities not related to their political functions. Student fees used for those activities must go toward materials (posters, etc.) that are balanced and show both sides of the issue. Fees may be used to provide a forum for open discussion of political issues. Fees can only be used to lobby for issues that are directly within CUSG’s areas of official concern, i.e., educational funding, financial aid, access to higher education or student life. This definition covers all levels of politics.

2.3.3 Balance

2.3.3.A

Balance should be attempted when considering all funding proposals. Balance includes all perspectives (not limited to liberal/conservative, male/female, straight/lesbian/bisexual/gay, etc.).

2.3.3.A.i

The funding source will attempt to avoid funding proposals for an event on campus in which there is a very similar event that is scheduled within a week on campus, unless it provides a unique opportunity to the campus.
2.3.3.A.ii

Funded events should provide variety, and appeal to the broadest spectrum of student interests.

2.3.3.A.iii

Students should not be denied the opportunity to equal access to fee funds so that they can advocate positions with which they agree. Thus, you cannot fund one organization with certain views and refuse to fund another organization with opposing views.

2.3.4 Event Accessibility

2.3.4.A

All student-fee-funded events are preferred to be held on the CU Boulder Campus. However, in the event of space and scheduling limitations, organizations may use other locations.

2.3.4.B

All student-fee-funded events must be open to all students.

2.3.4.C

All student-fee-funded events must be adequately advertised to the entire campus. Posters and/or flyers must be posted/distributed in areas throughout campus.

2.3.4.D

All student-fee-funded events must be accessible to the physically handicapped.

2.3.4.D.i

CUSG shall provide American Sign Language (ASL)
interpretation for all student-fee-funded events given a 48-hour notice. The Chair of the funding body may write additional expenditures to event budgets for this purpose.

2.3.4.E

Student-fee-funded events must be free to all students (all cost centers and their subsidiaries are exempt).

2.3.4.F

Student-fee funding may not be allocated for charitable fund-raising activities. Charitable fund-raising is when a third-party outside CU is the beneficiary.

2.3.5 Non-essential Items

2.3.5.A

Non-essential items shall not be purchased with student fees. These include, but are not limited to:

2.3.5.A.i

Any items of a personal nature.

2.3.5.A.ii

Any items which are ancillary to an organization’s mission and goals in a meaningful way. This provision is exempt in cases pertaining to Section 9.2.2.E.

2.3.5.B

Exceptions must be approved in advance by the Chair of the funding board under which the expenditure pertains. This includes the SOAC Chair, the CEB Chair and the Finance
Board Chair. Exceptions will be made only if an item furthers the mission of the organization to the point where it can no longer be considered non-essential.

2.3.6 Academic Activities

Requests to provide student fee support for an activity for which academic credit is given or to academic or institutional research will not be considered on the grounds that the sources of funding should properly be academic.

2.3.7 Loans

Loans will not be made.

2.4 Triple Funding

2.4.1

For any single event, travel or purpose, student organizations will not receive funding from more than three mandatory student fee sources.

2.4.1.A

These include, but are not limited to: SOAC, Legislative Council, Representative Council, the Council of Colleges and Schools, Arts and Sciences Student Government, other Local School Governments using student fees for the purposes of allocating funds to student organizations and all cost centers.

2.4.2

If a student organization is seeking funding from two or three sources, each proposal must include a written statement that the organization is seeking funding from another named funding source and the dollar amount the organization intends to request. This written statement must also be included with any approved funding request submitted to CSI.
2.5 Viewpoint Neutrality

2.5.1

All funding allocations by student-fee-funded boards must be made in a viewpoint-neutral manner. Decisions regarding funding must therefore reflect the following principles:

2.5.1.A

All funding decisions will be made without regard to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, or veteran status.

3.0 GENERAL RESPONSIBILITIES

3.1 CUSG Executives

The Executives have the responsibility, along with the Director of Finance, to ensure that the Executive Staff members operate within these regulations. The Executives maintain veto power over the annual mandatory student fee budget, and are responsible for presenting the budget to the Board of Regents after its passage by Legislative Council.

3.2 Finance Board Chair

The Finance Board Chair, along with the Executives, is directly responsible for overseeing student fee monies. The Finance Board Chair is responsible for maintaining close and competent supervision of the student fee accounts. The Finance Board Chair ensures compliance with these regulations and makes recommendations to Legislative Council on the annual budget.

3.3 Finance Board Vice Chair

The Finance Board Vice Chair will work with the Finance Board Chair in overseeing student fee monies. The Finance Board Vice Chair will work with CSI in disseminating the Student Fee Regulations to all student organizations, and making sure that the SFRs are accessible to all organizations, cost centers and joint boards.
3.4 Center for Student Involvement (CSI)

3.4.1

The CSI is responsible for monitoring expenditures of student fee monies and for reporting perceived violations of these regulations to the appropriate authority (Section 5.1.2). If a spending request is in violation of University policy, Student Fee Regulation, CSI Policy, or the guiding documents of the funding body, CSI will not process the transaction.

3.4.2

If the CSI suspects that a request to spend student fee monies is inconsistent with the intent of the allocation or is fiscally irresponsible, the CSI may refuse to process that expenditure until the appropriate authority has reviewed the circumstances and determined the action to be taken.

3.4.3

The CSI has a responsibility to educate and guide student organizations in regard to fiscal regulations. The Director of CSI has the responsibility of meeting each spring with the new Executives and Director of Finance, to review the fiscal regulations and responsibilities of CUSG.

4.0 EXPENDITURE CONTROLS

4.1 Authorization

4.1.1

Approval for expenditures from any CUSG Proper account is granted by an Expenditure Request Form. This form must be approved by two Executives, the Director of Finance and one Executive, or the Office Manager when delegated that authority by the Executives.
4.1.1.A Homecoming

Expenditures from the Homecoming account may also be signed off on by the CU Student Government Executive Staff member assigned to plan Homecoming and one Executive.

4.1.1.B Elections

Expenditures from the Elections account may only be signed off on by the Election Commissioner and the CU Student Government Office Manager.

4.1.2

Mandatory and optional fee funded student organizations may have a maximum of THREE authorized signers. Only these persons will be allowed to make student fee purchases. AN individual may be authorized to sign on only ONE student organization account at any one time.

4.2 Purchasing Documents

4.2.1

Interdepartmental Orders and Invoices (IN) An IN must be completed in advance by the appropriate purchasing authority for anyone desiring to make an on-campus purchase with student fee monies.

4.2.2 Purchase Orders (POs)

4.2.2.A

POs may be required for off-campus purchases under $5,000. These must be obtained in advance from the appropriate purchasing authority.

4.2.2.B

Off-campus purchases in excess of $5,000 must be processed through the Procurement Service Center. The
first step is to take all specifications of the purchase to the appropriate purchasing authority. Allow at least one month when making off-campus purchases in excess of $5,000.

4.2.3 Standing Purchase Orders (SPOs)

An SPO may exist with some vendors. Obtain the proper approval from your funding source and then go get the necessary documentation to use for these orders from the appropriate purchasing authority. A receipt or invoice must be returned to CSI after purchases are made.

4.2.4 Procurement Cards

Purchasing services from businesses or tangible goods may also be done through the use of a University procurement card when less than $5,000.

4.2.5 Reimbursements

Reimbursements will not be given unless an itemized receipt along with proof of payment is presented to the appropriate purchasing authority.

4.3 Post Expenditure Reports

Student organizations receiving student fees must submit a post-expenditure report in compliance with the governing documents of the funding board.

5.0 ACCOUNTABILITY AND APPROPRIATE ACTIONS FOR VIOLATIONS

5.1 Definitions

5.1.1

A violation is any action that disregards any of these regulations. Student organizations must be held accountable for their use of student fees. The following tier system for violations and their related consequences will codify a structure for such accountability.
If in the course of monitoring student organization accounts, CSI becomes aware of a potential violation, it will consult with the Chair of the appropriate funding board, and determine whether a violation has occurred. If so, CSI will notify the student organization about the violation.

5.1.2

The appropriate authorities to review the violation include individuals who have been delegated to administer student fee monies: CUSG Finance Board Chair, CUSG Executives, President of Legislative Council, and the respective Chairs of the Council of Colleges and Schools, Representative Council, individual College and School student government bodies, SOAC and Joint Boards. Violations will also be reported to the Dean of Students and Vice Chancellor of Student Affairs.

5.2 Violation Tier System

Any student organization that violates the Student Fee Regulations in any manner is subject to appropriate consequences according to this tier system.

5.2.1

Tier One: If a student organization commits to spending $500 or less on a purpose that violates the Student Fee Regulations, prior to working with CSI, it is mandated to reimburse the full amount to the funding board that awarded the funding within 60 business days. The account will be frozen until the amount is fully reimbursed. If a student organization commits two Tier One violations within the same calendar year, the second violation will automatically be considered a Tier Two violation.

5.2.2

Tier Two: If a student organization commits to spending over $500 on a purpose that violates the Student Fee Regulations, prior to working with CSI, it is mandated to reimburse the full amount to the funding board that awarded the funding within six months. In
addition, the account will be frozen until the amount is fully reimbursed. The student organization will be ineligible for funding for one full semester. For example, if the incident occurs in the fall semester, the student organization will be denied funding for the spring semester. They may reapply the following fall.

5.2.3 Notice

In the event of any violation, CSI shall notify the affected student organization of its current account status and inform the affected organization of the reason(s) for its assigned consequences. The organization will have the opportunity to address the funding board in which they violated SFRs before the violation tier is determined by the corresponding board.

5.2.4 Appeals

5.2.4.A

In the event a student organization is found to have committed a tier violation of the Student Fee Regulations, a financial representative of the affected student organization may appeal the action by appearing before the Finance Board. In the event that the Finance Board is unable to hear the appeal, the student organization may appear before the Legislative Council.

5.2.4.B

After hearing the financial representative of the affected student organization, the Finance Board shall decide whether to overturn the finding of a violation and the corresponding consequences.

5.2.5

In the case that a student organization’s account is frozen, CSI shall unfreeze the student organization’s account upon (a) CSI’s determination that the student organization is no longer in violation
of an SFR, Bylaw or CSI Procedure; or (b) CSI’s receipt of notice that the Finance Board decided to unfreeze the account by a majority vote pursuant to Section 5.2.4.B.

5.2.6

The current officers and members of the student organization will be responsible for clearing the violation from the student organization’s record before their term ends.

5.2.7

The Director of the CSI is authorized to confiscate any goods received from unauthorized purchases. Unauthorized purchases are those that violate these Student Fee Regulations as determined by CSI and that were purchased with student fees.

6.0 TRAVEL

All student organization travel requests must be reviewed and authorized by CSI in advance. All organizations traveling on any student fee money must fill out the Student Organization Travel Funding Request Form at the CSI office prior to obtaining any funding for the trip.

6.1 Purpose and Responsibility

6.1.1 Purpose

The purpose of this travel rule is to set forth policies and procedures for travel and reimbursement of travel expenses.

6.1.2 Use of Public Funds

This section is in compliance with the University Fiscal Rules, University travel policies, and the CUSG Constitution.

6.1.3 Responsibility

It is the responsibility of the appropriate authority (Section 5.1.2) to ensure compliance with these procedures. Additionally, it is the responsibility of all individuals or organizations intending to travel
funded by student fees to read and follow these regulations.

6.2 Applicability and Definitions

6.2.1 Applicability

These regulations apply to all students whose travel expenses are reimbursed by mandatory or optional student fee monies (cost centers are exempt as they already follow University travel policies).

6.2.2 Definitions

6.2.2.A

In-state Travel is to areas within the state of Colorado and to the immediate area outside the state as a necessary part of an otherwise “in-state” trip.

6.2.2.B

Out-of-State Travel is to a state other than Colorado.

6.2.2.C

No student fees will be used to sponsor Out of Country Travel, except to Canada, Mexico, and U.S. Territories, except for the Volunteer Resource Center’s Alternative Breaks.

6.2.2.D

Transportation is any travel by commercial airlines, railroads, buses, state-owned or commercial leased vehicles, personally owned automobiles or airplanes, or other means of conveyance.

6.2.2.E

Appropriate Funding Source is the body which has been delegated the authority to approve specified matters related
to travel.

6.2.2.F

Student Organization is any organization having applied and been approved as a Recognized Student Organization or a Recognized Social Greek Organization by the CSI.

6.2.2.G

Traveler is any student currently enrolled at the time of travel or University employee traveling in or out of state.

6.3 Travel Policies

6.3.1 Travel Arrangements

All travelers are required to contact CSI prior to seeking funding for consultation for all travel arrangements. Travel arrangements include all air, lodging, food and ground transportation costs. The most economical available transportation which will satisfactorily accomplish the state’s business must be used.

6.3.2 Justification for CUSG Travel

It is the responsibility of the traveler and the approving authority, as enumerated in section 1.3, to assure that all travel paid for with student fee monies is accomplished for the benefit of the student body (in accordance with Section 2) and that such travel is completed at the most reasonable cost.

6.3.3 Prior Authority to Travel

6.3.3.A In-State Travel by CUSG Officials or Employees

Prior authorization by the appropriate funding source is required for in-state travel. All CUSG officials or employees should request travel expenses in their fiscal year budget. If a need arises after the budget has been approved, the individuals should request an emergency allocation from the CUSG Finance Board or the appropriate funding source.
6.3.3.B ◆ Out-of-State Travel for CUSG Officials or Employees

Prior authorization by the appropriate funding source is required for out-of-state travel. All CUSG officials or employees should request travel expenses in their fiscal year budget. If a need arises after the budget has been approved, the individuals should request an emergency allocation from the CUSG Finance Board or the appropriate funding source.

6.3.3.C Travel by Student Organizations

All travel budgets must be approved in advance by the appropriate funding source. All organizations MUST have their funding request reviewed and signed by CSI prior to seeking funding. CSI must also be contacted in advance of the travel in order to make travel arrangements through the appropriate agencies.

6.3.3.C.i

All travel requests must include goals and purposes of the trip in addition to financial data and costs. Legislative Council should ensure equal access to as many student organizations as possible travel.

6.3.3.C.ii

Allocations for out-of-state travel shall include only transportation, lodging and/or registration fees. Allocations for meals shall not be provided.

6.3.3.C.iii

The maximum allocation for travel for any student organization shall be $3,000 per fiscal year.

6.3.3.C.iv

Unless specified by an agreement between CUSG and a college or school student government, no student fees may be used to fund individual travel for non-cost
centers.

6.3.3.C.v

The student organization traveling must contact CSI with all receipts within 10 calendar days of return from the trip unless an alternative timeline has been approved by the Director of CSI or designee.

6.3.3.C.vi

Should the University be charged for an expense not allowable by Student Fee Regulations, University policy, or funding board guidance (e.g. meals, incidentals, charges for non-student travelers), the reimbursable amount of the funded travel must be repaid to CSI within 60 days. If it is not, it may be placed on the traveler’s University financial record and the travel amount may be reported to the IRS as income for that individual.

6.3.4 Use of Privately Owned Automobiles

The reimbursement mileage rate shall not exceed that provided by state Fiscal Rules. Reimbursement is allowable for the mileage traveled from office to destination.

6.3.4.A Travel Reimbursement

Travel reimbursement for use of a privately owned vehicle may be allowed for travel to events pertaining to official university business. Reimbursement may be achieved on the following basis:

6.3.4.A.i

Twenty-four hours before an intended trip, the student organization or CUSG official traveling as the designated driver must demonstrate proof of current, adequate insurance to protect the passengers or
reimbursement will not take place.

6.3.4.A.ii

The appropriate funding source is responsible for authorizing travel reimbursement.

7.0 **PAYROLL**

7.1 Authority to Establish Pay Levels

Levels of compensation for CUSG positions shall be established by the Legislative Council in reviewing the CUSG Proper budget.

7.2 Limits of Pay for CUSG Employees

No CUSG Proper or Joint Board employee shall be paid for performing two jobs within CUSG Proper or a Joint Board at any one time.

7.3 Appointment of CUSG Proper Classified and Unclassified Staff

The supervisor of the CUSG Office Manager under the guidance of the CUSG Executives in conjunction with the Vice Chancellor for Student Affairs shall have the authority to hire all classified and unclassified staff. All classified and unclassified personnel appointments will be made in accordance with university search procedures.

7.3.1

The supervisor of the CUSG Office Manager will be decided conjointly by the Vice Chancellor of Student Affairs and the Tri-Executives.

8.0 **ADVERTISING AND MAILINGS**

8.1 Policies

s 8.1.1

Advertisements or mailings of a political nature may not be paid for with mandatory student fee monies. The advertisement may not be discriminatory nor advertise an event or opportunity that
discriminates on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender and/or physical disability. No advertisement may promote personal gain for individuals or companies.

8.1.2

The fees may not be expended to advertise an event which is not open to all students. All ads must display a CUSG logo and the logo of the appropriate funding sources.

8.2 Procedures

8.2.1 CUSG Advertising

The executive staff member in charge of Public Relations has the responsibility for making the advertisement and running the advertisement. This person should ensure that the expenditure is appropriate and necessary.

9.0 OFFICIAL FUNCTIONS

9.1 Definitions

For the purpose of these regulations, official functions shall be defined as any event, meeting or other assembly regardless of size.

9.2 Allowable Expenditures

9.2.1 Official Function Form

For student fee or University funded events which include food purchases of more than $500 or with a project cost of more than $85 per attendee, an Official Function Form must be completed before any purchasing documentation is obtained.

9.2.2

The following are general expenditures which qualify as official functions:
9.2.2.A Meals for Guests

The cost of meals purchased for one or more non-university representatives who are guests visiting for an official function in which they have been compensated to attend with student fees or invited to attend by a student-fee-funded organization or board, serves as an official function. As an official function, the cost of the meals for the duration of the visit of the guest(s) is an allowable expenditure.

9.2.2.B Food Costs

9.2.2.B.i Operational Budget

The maximum amount that any student organization may be allowed to spend on food is $1000 of their operational budget. This money may be used for food for their meetings, and other official operational functions they host, but they may not use this money for events or travel. This funding can only be awarded when the student organization requests that part of its operations budget be designated for food.

9.2.2.B.ii Events Allocations

The maximum amount that any student organization is allowed to request for event food is $500. The board will decide how much money to allocate for food based on that board’s bylaws. No student fee monies allocated for travel may be used for food. Funding boards may adopt bylaws that further restrict or prohibit allocating student fees to pay for food. This section should not be interpreted as requiring boards to fund food costs.

9.2.2.B.iii Student Government

In addition, CUSG will operate as fiscally responsible as possible with regard to food costs for its meetings,
hearings, retreats, etc. CUSG will strive to uphold the same standards for food as student organizations are expected to uphold. These expenditures should include only those directly related to the purpose and conduct of the group and its official function. Cost centers and joint boards are exempt from this.

9.2.2.C

Decorations will be allowed when they are essential to the purpose of the function, or when they align with the organization’s mission and goals. This includes, but is not limited to: costumes, props, booth decorations, stage decorations, banners, and any other form of decorating that an organization presents. This especially pertains to student organizations hosting cultural events on campus.

9.2.2.D Payment for Allowable Expenditures

9.2.2.D.i Food Expenditures

Proper documentation such as an IN or PO for official function food expenditures must be obtained in advance.

9.2.2.D.ii Meeting Room Expenditures

Purchasing documentation such as an IN or PO for official function meeting expenditures must be obtained in advance.

9.2.2.D.iii

All official function costs should be researched in order to find the lowest cost available.

9.2.2.E

Although they should be avoided when possible, gifts may take the place of payment. Personal gifts, prizes, or awards are considered an allowable expenditure if prior approval is
expressly granted by the appropriate funding body.

9.2.2.E.i

All gifts purchased with student fee allocations must comply with the University of Colorado Procurement Service Center Procedural Statement.

9.3 Non-Allowable Expenditures

9.3.1

The following are expenditures which will not be paid for by student fees:

9.3.1.A

Alcoholic beverages and their serving, as well as accessories to be used solely with/for alcoholic beverages.

• 9.3.1.B

Pictures taken for personal use.

9.3.1.C

Purchases for the personal profit or academic gain of any individual or entity.

10.0 REVIEW

The Student Fee Regulations shall be reviewed annually by a committee consisting of the Legislative Council President, a member of the Executive, all funding board chairs, the Finance Board Chair, and any other relevant parties. This review shall take place no later than then end of the fourth week of the fall semester. These regulations are to be submitted to Legislative Council for approval, whether they are to be amended or not. All amendments must be approved individually.

11.0 SUSPENSIONS

11.1
In rare cases, suspension of these regulations may be made by a 3/4 vote of the entire Legislative Council.

11.2

Suspensions for each infraction of the regulations must be approved individually.