1.0 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 groups funded by mandatory or optional student fees to follow in all financial matters. All other Legislative Branch Bylaws or Guidelines (Joint Boards, Student Group Funding Board, 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 to 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 having authority 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 Director, Joint Board Chairs and voting members, Assistant Finance Director, SGFB Chair, the individual Council of Colleges and
Schools Representatives and 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; Gay, Lesbian, Bisexual, Transgender, and Queer Resource Center; 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 Director, Assistant Finance Director, Joint Board Chairs and voting members, SGFB Chair, Executive Staff members, the individual Council of Colleges and Schools Representatives, 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:

— Cultural Events Board
— CUSG Proper (Student Group Funding Board and Distinguished Speakers Board are under CUSG Proper)
— Environmental Center
— GLBTQ Resource Center
— KVCU
— Legal Services
— Off-Campus Housing and Neighborhood Relations
— Recreation Services
— Student Organizations Finance Office
— Student Outreach and Retention Center for Equity
— University Memorial Center (Program Council and CU NightRide are under the UMC)
— Volunteer Resource Center
— Wardenburg Health Center
— Women’s Resource Center

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 distribution 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 group proposals are funded that are in conflict with any policies of the CUSG. To this end, SOFO is not to allocate any student fee money for any student group funding proposal without the signature of the President of Legislative Council indicating that said proposal is not in conflict with any regulation of the CUSG.

2.1.2.A Should a student group wish to obtain funding for a project that is in conflict with either these regulations or the CUSG Bylaws, that group 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 group seeking funding. An opportunity to correct the proposal shall then be provided to the group within two weeks of the passage of the bill. If this does not occur within the time specified, the group seeking funding may present a case to the Appellate Court.

2.1.3 All Chairs (or an appointee) of student fee funding bodies are encouraged to attend weekly funding policy meetings where they will discuss the funding situation and resolve any problems regarding student groups and availability of funding. Attendance at the meeting is required for the Chair (or an appointee) of any funding body hearing a proposal that week.

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 the 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 groups 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 Honor societies that limit membership on the basis of G.P.A., academic achievement and/or class standing may be funded only for events they sponsor which are free and open to the public. It is preferred that the event take place on campus. However, due to the circumstance of space and scheduling limitations, the group may host an event off-campus. If a group with required membership dues waives the membership dues for any student who is not able to afford them, then it in fact will be deemed eligible to apply for student fees toward its operating costs. However, if membership dues cannot be waived, then the group is deemed ineligible because it is not open to all students. Any of the above groups that receive student fee monies and violate this regulation shall have their funding privileges evaluated based on the tier system outlined in Section 5.2, with the appropriate consequences administered.

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

2.3.2 ♦ ♦ Political

Fees may not be used in support of or opposition to political candidates or for 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 areas from the local to the federal level.
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 group with certain views and refuse to fund another group 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, groups 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).

2.3.5 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 a group’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 SGFB Chair, the CEB Chair and the Finance Board Chair. Exceptions will be made only if an item furthers the mission of the group 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 groups will not receive funding from more than three mandatory student fee sources.

2.4.1.A These include, but are not limited to: Student Group Funding Board, Legislative Council, Representative
Council, the Council of Colleges and Schools, Arts and Sciences Student Government, other Local School Governments and all cost centers.

2.4.1.A.1 Operational allocations do count towards single event or purpose funding. If a group receives funding from SGFB for operational funding, it is permitted to utilize the funding toward an event or purpose outlined in its budget request as long as the event or purpose aligns with the group’s mission and goals.

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

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, ethnicity, nationality, gender, gender identity, sexual orientation, marital status, age, physical ability, religion or veteran status.

3.0 GENERAL RESPONSIBILITIES

3.1 CUSG Executives

The Executives have the responsibility, along with the Finance Director, 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. Along with the Director of
SOFO, 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, as a member of the SGFB, will serve as the financial advisor for SGFB and ensure compliance with all regulations. The Finance Board Vice Chair will work with SOFO in disseminating the Student Fee Regulations to all student groups, and making sure that the SFRs are accessible to all groups, cost centers and joint boards.

3.4 Student Organizations Finance Office (SOFO)

3.4.1 The SOFO 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 the SOFO suspects that a request to spend student fee monies violates any regulations, the SOFO will not process that expenditure until the appropriate authority has reviewed the circumstances and determined the action to be taken.

3.4.2 The SOFO has a responsibility to educate and guide student groups in regard to fiscal regulations. The Director of SOFO has the responsibility of meeting each spring with the new Executives and Finance Director, to review the fiscal regulations and responsibilities of CUSG. The Assistant to the Vice Chancellor for Student Affairs should also be included if the individual so desires.

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 Finance Director and one Executive, or the office manager when delegated that authority by the Executives.

4.1.2 Mandatory and optional fee funded student groups may authorize a maximum of THREE students to sign purchasing documents. For SGFB funded groups only, one of these signers may be a non-student per SGFB Guidelines. Only these persons will be allowed
to make student fee purchases. AN individual may be authorized to sign on only ONE student-fee-funded 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 anyone desiring to make an on-campus purchase with student fee monies. After proper approval from the account signer is obtained, the Student Organizations Finance Office must officially prepare the IN.

4.2.2 Departmental Purchase Orders (DPOs) and Purchase Orders (POs)

4.2.2.A DPOs are required for off-campus purchases under $5,000. These must be obtained in advance from the SOFO.

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 SOFO. 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. The SOFO administers purchasing on these standing orders. Obtain the proper approval from your funding source and then go to the SOFO to get the proper documentation to use these orders. A receipt or invoice must be returned to the SOFO after purchases are made.

4.2.4 Procurement Cards

Purchasing may also be done through the use of the SOFO procurement card when less than $4,500.

4.2.5 ♦ Reimbursements

Reimbursements will not be given unless an itemized receipt of payment is presented to SOFO.
4.3 **Financial Reports**

All SGFB funded groups shall be required to submit a mid-year financial report by January 10th and an end-of-year financial report by July 1st to the Chair of SGFB. The SGFB will notify student groups of the deadline in advance.

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 groups 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 group accounts, SOFO 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, SOFO will notify the student group 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, SGFB and Joint Boards.

5.2 **Violation Tier System**

Any student group 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 group commits to spending $500 or less on a purpose that violates the Student Fee Regulations, prior to working with SOFO, it is mandated to reimburse the full amount to the funding board that awarded the funding within 60 business days. One strike will be sanctioned against the student group and will be recorded in the group’s file at SOFO. In addition, the account will be frozen until the amount is fully reimbursed. Three strikes deny the group funding for one calendar year from the date of the violation.

5.2.2 Tier Two: If a student group commits to spending $501-$2,000 on a purpose that violates the Student Fee
Regulations, prior to working with SOFO, it is mandated to reimburse the full amount to the funding board that awarded the funding within six months. Two strikes will be sanctioned against the student group and will be recorded in the group’s file at SOFO. In addition, the account will be frozen until the amount is fully reimbursed. The student group will be ineligible for funding for one full semester. For example, if the incident occurs in the fall semester, the student group will be denied funding for the spring semester. They may reapply the following fall. Three strikes deny the group funding for one calendar year.

5.2.3 Tier Three: If a student group commits to spending $2,001+ on a purpose that violates the Student Fee Regulations, prior to working with SOFO, it is mandated to reimburse the full amount to the funding board that awarded the funding within six months. Three strikes will be sanctioned against the student group, which will automatically deny the group funding for one calendar year. The group’s account will be frozen until the amount is fully reimbursed. In addition, all other funding sources will be notified via email from the SOFO office that the group is in Tier Three violation. These sources include non-student-fee sources, including the Office of Student Affairs.

5.2.4 Notice

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

5.2.5 Appeals

5.2.5.A In the event a student group is found to have committed a tier violation of the Student Fee Regulations, a financial representative of the affected student group 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 group may appear before the Legislative Council.
5.2.5.B After hearing the financial representative of the affected student group, the Finance Board shall decide whether to overturn the finding of a violation and the corresponding consequences.

5.2.6 In the case that a student group’s account is frozen, SOFO shall unfreeze the student group’s account upon (a) SOFO’s determination that the student group is no longer in violation of an SFR, Bylaw or SOFO Procedure; or (b) SOFO’s receipt of notice that the Finance Board decided to unfreeze the account by a majority vote pursuant to Section 5.2.5.B.

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

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

6.0 TRAVEL

All travel must be approved by the SOFO in advance, regardless of the on-campus funding source. All groups traveling on any student fee money must fill out the Student Group Travel Funding Request Form at the SOFO 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. All individuals or groups
intending to travel funded by student fees must 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.

6.2.2.D Transportation is any travel by commercial airlines, railroad, 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 CUSG Officials are any students holding elected or appointed CUSG positions, including members of local school governments as listed in Article 1.D of the Constitution.

6.2.2.G Student Group is any organization having an account in the SOFO.

6.2.2.H Traveler is any student or state employee traveling in or out of state.
6.3 Travel Policies

6.3.1 Travel Arrangements

All travelers are required to contact the SOFO 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 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 Legislative Council or the appropriate funding source.

6.3.3.B ♦ Out-of-State Travel for CUSG Officials or Employees

The appropriate funding source is responsible for granting prior authorization for all out-of-state travel for CUSG officials or employees. This item should be approved in the fiscal year budget. If a need arises after the budget has been approved, the individuals should request an emergency allocation from the CUSG Legislative Council or the appropriate funding source.
6.3.3.C Travel by Student Groups

All travel expenditures must be approved in advance by the appropriate funding source. All groups MUST consult with the SOFO prior to seeking funding. The SOFO must also be contacted in advance of the travel in order to make travel arrangements through the appropriate agencies. Trips funded by SGFB or Referendum shall be exempt from this regulation as many groups will need to travel to more than one competition out of the state.

6.3.3.C.i ♦ All travel requests must include goals and purposes of the trip in addition to financial data and costs.

6.3.3.C.ii Each student group will be allocated a maximum of ONE out-of-state trip per semester. Legislative Council should ensure equal access to as many student groups as possible for travel.

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

6.3.3.C.iv The maximum allocation for any trip shall be $1200. Use of motor pool vehicles shall be encouraged for out-of-state travel.

♦ 6.3.3.C.v The group traveling must contact the SOFO with all receipts within 10 calendar days of return from the trip.

6.3.3.C.vi If the reimbursable amount of the funded travel is not received by SOFO within 60 days, 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.

6.3.3.C.vii All out-of-state travel requests shall be submitted to the appropriate Legislative body for two readings, or in the case of an emergency, Special Order, if processing time permits.
6.3.3.C.viii In certain cases and when relevant, the funding board may itemize the expenses for a specific allocation. (* expires end of 78th Session unless renewed)

6.3.3.D No student fees will be used to sponsor Out of Country Travel, except to Canada, Mexico, and U.S. Territories.

6.3.4 Use of University Automobiles

6.3.4.A Principles for Use of Motor Pool Vehicles

6.3.4.A.i Student groups engaged in non-instructional programs may check out University vehicles in carrying out official University business.

6.3.4.A.ii Final approval for vehicle use rests with the Director of SOFO.

6.3.4.B Procedures

6.3.4.B.i Prior to renting a University vehicle, the driver must meet all motor vehicle pool regulations.

6.3.4.B.ii Each group that has been funded for in-state or out-of-state travel must obtain a Motor Pool Use Form and a Travel Authorization Form from the SOFO (for out-of-state travel only). These forms must be completed by each member of the group who intends to drive a motor pool vehicle and/or travel with the group. The Motor Pool Use Form must be approved by the CUSG Executives and checked for authenticity of names and student numbers by the SOFO. After approval by the Director of the SOFO, the form will remain in that office for their records. Once the form is filed, any group planning to use a vehicle must provide CUSG with the following information in writing at least one week prior to any planned trip: destination and exact address, number of trips to be made, number of vehicles to be used, name of driver, and purpose of the trip.
6.3.4.B.iii  In addition to the regulations stated above, Transportation Center rules will apply to the use of motor pool vehicles.

6.3.5  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.

6.3.5.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:

6.3.5.A.i  Twenty-four hours before an intended trip, the student group or CUSG official traveling shall obtain approval, or reimbursement will not take place. Prior to approval, the designated driver must demonstrate proof of current, adequate insurance to protect the passengers or complete the necessary waiver form with the SOFO.

6.3.5.A.ii  The appropriate funding source is responsible for authorizing travel reimbursement.

6.3.6  Exclusionary Groups

Travel expenses for exclusionary student groups will not be funded.

6.4  Additional Requirements for Travel Funding (*expires end of 78th Session unless renewed)

6.4.1  Guidelines for Additional Travel Funding Requirements, Optional for All Funding Boards (*expires end of 78 Session unless renewed)

When the board considers it relevant, the following three procedures may be enforced. The total amount shouldn't exceed the limit set by the funding body.*
6.4.1.A. Allocation of a specific amount per student:*

When the number of students travelling is higher than six, then the funding board will include the following specifics in the funding bill: amount per student travelling (e.g., $600, with a maximum of $100 per student). 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 the registration fees directly).

6.4.1.B. Allocation to specific item:*

When only specific expenses motivate the funding board to sponsor the student organization, 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. Therefore, in order to be funded, the student organization must supply SOFO with itemized receipts in compliance with the funding bill.

6.4.1.C. Presentation at an event:*

When the purpose of the travel being to present travelers’ work motivates the funding board to allocate certain amounts to the student organization, 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). Therefore, evidence of registration (unless SOFO pays the registration fees directly) and a copy of the program or agenda must be provided that proves the work of the traveler was scheduled at the conference.

6.4.2 Travel Bill Procedures for Representative Council and Council of Colleges and Schools (*expires end of 78 Session unless renewed)*

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 into consideration the academic calendar. The report will be sent by the student organization to both the funding board and SOFO.

6.4.3 Student Fee Funded Travel Report for Representative Council and Council of Colleges and Schools (*expires end of 78 Session unless renewed)

6.4.3.A. The Student Fee Funded Travel Report shall include the following: *

General overview of the event traveled to (50-100 words)

Who attended the event

Whether the group sponsoring the event felt they accomplished their goals set forth prior to the travel (50-100 words)

A detailed account of expenditures

How they implemented an event on campus hosted for CU students in compliance with Article 6.4.3 (50-100 words) and the following:

1. The poster of the event describing the event, location and date
2. Itemized expenses when applicable
3. Attendance sheets

6.4.3.B 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. (*expires end of 78 Session unless renewed)
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 (77LCB#16). (*expires end of 78 Session unless renewed)

6.4.7 On Campus Educational Event for Representative Council and Council of Colleges and Schools (*expires end of 78 Session unless renewed)

6.4.7.A Within five academic weeks after traveling, the student organization must host an educational event to provide campus enrichment from having funded such travel.*

6.4.7.B. 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 before the organization can seek more funding.*

6.4.7.C. 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, a 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 what was learned.*

6.4.7.D When one of the purposes 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.*

6.4.7.E. Rules for Educational Event*

6.4.7.E.i The event must be located on campus.
6.4.7.E.ii 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.

6.4.7.E.iii 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, including the date, time, location and subject of the event.

6.4.7.F Unless otherwise stated in the bylaws of the funding board, it is the responsibility of 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.*

6.4.7.G Required documentation as 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)

6.5 On Campus Educational Event Supplementary Funding, Optional for All Funding Boards (*expires end of 78 Session unless renewed)

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.
6.5.1 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 specific 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.

6.5.2 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 bylaws of the Representative Council or Council of Colleges and Schools.*

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 employee shall be paid for performing two jobs within CUSG at any one time whether classified, unclassified, or contractual.

7.3 ♦ Appointment of Classified and Unclassified Staff

The Director of the SOFO 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.

7.4 Student Payroll

Student payroll is an allowed expenditure for all student groups. All student groups may apply for student payroll from Student Group Funding Board as part of their operating budget, with the limitations of a maximum of 10% of the entire allocated operating budget being designated toward
payroll and of following the guidelines within the SGFB Code. This will be effective beginning the 2013-2014 fiscal year.

8.0 ADVERTISING AND MAILINGS

8.1 Policies

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 Public Relations Director has the responsibility for making the advertisement and running the advertisement. The Public Relations Director should ensure that the expenditure is appropriate and necessary.

8.2.2 Student groups, special accounts or projects requiring an advertisement must prepare and obtain an IN personally through the contact for the appropriate funding source (Section 6).

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

An Official Function Form must be completed at the Student Organizations Finance Office, UMC 231, 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 group 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

All student groups are allowed to spend up to 5% of their operational budgets on food for their meetings, retreats and other official functions they host, not including special campus-wide events. This funding can only be awarded by the SGFB when the student group requests that part of their operational budget be designated for food. This will be effective beginning the 2013-2014 fiscal year.

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 groups 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 group’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 a group presents. This especially pertains to student groups 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, DPO 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, DPO 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 are considered an allowable expenditure upon approval 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/alcohol beverages.

9.3.1.B Pictures taken for personal use.

10.0 REVIEW

These regulations are to be reviewed at least once a year by a committee chaired by a designee of Legislative Council. 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 2/3 vote of the entire Legislative Council.

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