

§ Recognized Abbreviations for Fox Student Association Document

AAB-Athletic Advisory Board

ABC-Association of Branch Campuses

FAC-Facility Advisory Committee

GPA-Grade Point Average

IITC-Information and Instructional Technology Committee

LFA-Lecture and Fine Arts Committee

FSA- Fox Student Association

SAA-Scholarship and Academic Actions Committee

Senate-University of Wisconsin Oshkosh-Fox Cities Student Association Senate

SUFAC-Segregated University Fee Allocation Committee

STF-Student Technology Fee

§ Definitions

Afternoon- Noon to 5 P.M.

Campaign- To work in an organized and active way towards a particular goal, typically a political or social one.

Collegium- Governing body of the campus comprised of faculty, staff, and students and chaired by the Dean.

Evening- 5 P.M. to 10 P.M.

Ex-Officio Member- Persons who are members by some other office or position that they hold.

FTE- Full-time Equivalent which is 1 (one) student registered for 12 (twelve) credits or multiple students registered for a total of 12 (twelve) credits.

Majority- Over 50% of the voting members.

Morning- 8 A.M. to Noon.

Quorum-The number of members needed to hold a meeting.

Segregated Fees-The tax we apply to ourselves. This is paid as part of tuition.

Senate vote-Any reference to a vote by the Senate means that the Senators, Treasurer, and Communications Director each have a vote unless they are the presiding officer of the Senate.

Viewpoint Neutral-Decisions must be made in a non-biased manner.

§ Constitutional Bylaws

General

A. Poll Staffing

1. At the minimum, the polls will be open for 2 (two) consecutive days from Monday to Thursday.
2. At a minimum, the polls will be open for a minimum of 12 (twelve) hours.
 - a. The polls must be open at least 2 (two) hours in the morning, 2 (two) hours in the afternoon, and 2 (two) hours in the evening on a Monday and/or Wednesday.
 - b. The polls must be open at least 2 (two) hours in the morning, 2 (two) hours in the afternoon, and 2 (two) hours in the evening on a Tuesday and/or Thursday.
 - c. The polls must be open during any “lunch hour” on election days when no classes are scheduled.

B. Campaign violation resolution

1. Before all Fox Student Association elections, a Senator that is not on the ballot will be appointed to look into and document any violations that may occur during the election.
2. If a candidate for office is deemed ineligible, there will be a hearing held by the pre-election Senate at the next Senate meeting as the first order of business. The candidate’s name will remain on the ballot until a hearing occurs. A majority vote of the Senate will decide if the candidate is eligible for office.
 - a. During the hearing, the investigating officer will report any and all accusations and evidence collected even if they do not believe it to be true.
 - b. The Senate will go through all of this evidence before making a decision.

C. Vote Tabulators

1. All Fox Student Association vote tabulators shall be decided by the Senate prior to the election. Vote tabulators cannot be on the ballot.
2. There will be three tabulators selected along with two alternates.
3. All vote tabulators that receive write-in votes must resign as vote tabulator or refuse their write-in votes.

D. Recount Vote Tabulators

1. All Fox Student Association vote tabulators shall be decided by the Senate prior to the election. Vote tabulators cannot be on the ballot.
2. The Senate may use the three tabulators and two alternates from paragraph C or they can appoint five other tabulators. A majority vote of the Senate is needed to decide which of the above options it will exercise.
3. All vote tabulators that receive write-in votes must resign as vote tabulator or refuse their write-in votes.

Article III

A. Section III

1. Associate Members

- a. Associate members of the Fox Student Association have no official duties and there are no GPA requirements. Associate members are encouraged to vote in Student Association elections.

Article VI

A. Collegium Positions

1. Six Collegium positions can be filled by any UWO-Fox Cities student with Senate approval. If any of these positions go unfilled, Executives beginning with the Vice President, then Treasurer, the Communications Director, and then the Chief of Staff will fill vacancies until a student is approved by the Senate.

Article VII

A. Position Vacancy Posting Policy

1. All postings advertising an Executive position vacancy must be in at least 16 (sixteen) point font. The postings must be in at least 20 (twenty) public locations in the building. The description of the position must be included in the posting.

B. Section I

1. April Executive Election Posting Policy

- a. The April Executive Election will be posted for at least the final 30 days prior to the election.

b. The Senate shall set a cutoff date for candidates to file to be listed on the ballot. The cutoff may not be more than 1 (one) week prior to the election.

2. April Executive Election

- a. The April Executive Election will be posted for at least the final 30 days prior to the election.

b. The ballot will list all registered candidates for the office and a blank line marked write-in for the office.

3. Executive Board Election Threshold

- a. The minimum threshold to be elected to an Executive Board position is 20 (twenty) votes.

4. Executive Board Special Elections

a. All special elections must be held no less than seven days following the closing of the previous polls and never during finals week, winter break, or summer session.

b. In the event that no candidate for an open executive position receives the minimum threshold of votes, and there is enough time in the spring semester to properly conduct an election, there will be a second round of voting wherein all candidates from the previous round shall be on the ballot.

c. In the event that no candidate for an open executive position receives both the minimum threshold of votes and a simple majority, and there is enough time in the spring semester to properly conduct an election, there shall be second round of voting wherein all candidates who

surpassed the minimum threshold shall be on the ballot.

i. If a candidate has received the minimum threshold and his/her opponent(s) concede the race, the candidate may take office without holding a Special Election.

d. In the event that no candidate for an open executive position receives the minimum threshold of votes, and there is not enough time in the spring semester to properly conduct an election, there shall be an open election the following fall semester which shall be open to all eligible students.

e. In the event that no candidate for an open executive position receives both the minimum threshold of votes and a simple majority, and there is not enough time in the spring semester to properly conduct an election, there shall be an open election the following fall semester which shall be open to all eligible students.

5. Confirmation of Executives

a. Election tabulators must present a bill to the Senate stating who won each Executive position and that they meet the requirements to hold the position. This bill requires a majority roll call vote by the outgoing Senate.

b. Any member that votes “no” must state their reasoning and the Article and Section of the Constitution that they felt was violated for them to vote no. If any member votes “no” the bill vote will be disregarded after all members present have voted. There will be an immediate hearing on the issue(s) raised. The decision of the second roll call vote will count.

c. There will be no abstentions unless you would be voting for yourself.

Article VIII

A. Section VII

1. Bylaws for All Committees

a. Chairs of all committees shall be non-voting members.

b. Vice Chairs of all committees unless otherwise specified shall be appointed by the committee and have full voting rights when chairing the committee if they had voting rights when not chairing the committee.

c. All postings advertising committee position vacancies must be in at least 16 point font. The postings must be in at least 10 public locations in the building. The description of the position must be included in the posting.

2. Segregated University Fee Allocation Committee (SUFAC)

a. Description

i. This committee recommends allocations to campus organizations, makes recommendations on Student Association spending to the Senate, reviews for approval club constitutions and reviews past spending practices and fundraising.

ii. This committee is chaired by the Treasurer, and consists of up to five (5) voting student members and a mandatory minimum of three (3) voting members, with at least one Senate member in addition to the Treasurer.

iii. At the beginning of their term, the Treasurer will appoint a member of the committee to fulfill the following duties: keep accurate minutes of the SUFAC meetings; post meeting minutes, agendas, announcements, etc. in a timely fashion in accordance with Wisconsin laws; serve as a chair in the Treasurer’s absence. The treasurer’s appointment is subject to approval by

the Student Association Senate and may be terminated at the treasurer's discretion, or by following Student Association guidelines for impeachment.

b. Committee Rules

- i. A student who is a member of the Committee, and a particular student organizations seeking funding, must recuse him or herself from the process when the funding for that organization is voted upon. The only exception is Fox Student Association members voting on Fox Student Association allocations and spending.
 - ii. All segregated fee allocation decisions are made in a viewpoint neutral manner.
 - iii. A detailed record is required, which may be a tape or video recording, of all student fee funding deliberations. These deliberations are to be conducted in open session.
 - iv. Funds are only awarded to recognized student organizations (those that received recognition in accordance with FSA procedures) and University Departments.
 - v. Funds are only awarded to those organizations submitting complete applications in a timely manner.
 - vi. Funds are only awarded to organizations that have demonstrated that any funds received would be used for those items and activities that are related to the mission of the institution and to the purpose of the organization.
 - vii. Funds were only awarded up to the amounts, and for activities allowed by, applicable state and university regulations.
 - (1) UW System Financial and Administrative Policy #37, Segregated Fee Determination and Distribution
 - (2) UW System Financial and Administrative Policy #20, Guidelines for Expenditures From Student Segregated University Fees and Campus Activity Receipts
 - (3) Regent Policy 86-4 Guidelines for Student Governance
 - (4) Regent Policy 88-6 Policy and Procedures for Segregated University Fees
 - viii. Student organizations denied funding will be given written reasons for a denial of funding.
 - ix. Political and religious expression cannot be used as a basis for denial of segregated fee funds.
- c. Supplies and Photocopying Policy
- i. Organizations are allocated specific amounts of funding for supplies and photocopies.
 - ii. Organizations can get supplies from the copy workroom by completing the supplies request form.
 - iii. Organizations can make copies in the copy workroom and list it on the clipboard by the copier.
 - iv. Organizations can have copies made in the copy workroom by completing a Work Request Form.
- d. Travel Policy for Organizations Representing the Campus
- i. Up to 100% of the cost for team members and coaches of Intercollegiate teams to participate in games, matches, and tournaments can be founded from Segregated Fees allocated for the team.
 - ii. Up to 100% of the cost of CAB members with more than 20 hours of service outside of meetings to attend NACA.

e. Off Campus Events

i. When submitting a budget for an off-campus event, estimate costs and breakdowns of these costs must be submitted to be considered for funding.

ii. 50% of the cost per person may be applied for funding from Segregated Fees allocated for this purpose if: (The actual amount of funding up to 50% will vary)

(1) There is a tangible benefit to the student body. For requests involving travel, funds are only awarded if the organization requesting funding can demonstrate that the travel will clearly help the organization achieve its mission or purpose and that the travel will substantially benefit individuals other than the traveler.

(2) The materials from the event will be shared with the student body in a forum open to all and advertised in public locations on campus for at least one week.

(3) The event must be open to all UWO-Fox Cities students and advertised in public locations on campus for at least one week.

(4) This applies to the lodging and registration costs of an off-campus event.

iii. Travel Policy for Student Organizations

(1) Standard Rate for travel reimbursement from non-segregated fees is at the discretion of the organization.

f. Travel necessary for fundraising

(1) The travel must be necessary to the conduct of the fundraiser.

(2) UWO – Fox Cities standard mileage rate may be reimbursed from the proceeds of a fundraiser if all other expenses have been recovered from the fundraiser.

g. Segregated Fee Disbursement Policy

i. The organization will use the UWO-Fox Cities Procurement Authorization Form, Petty Cash Voucher or Travel Reimbursement Request Form available from the Student Life Coordinator.

ii. All disbursements require the Organization's advisor's signature.

h. Use of Organizational Reserve Funds

i. Use the Reserve Fund Request Form and state which reserve fund you are requesting funds from; your own organization's reserve fund or the Fox Student Association Reserve Fund.

i. Appeal Process

i. Individual students, student organizations, and University Departments may make the following appeals.

(1) First Appeal is to SUFAC within 14 (fourteen) days of notice. Fox Student Association Treasurer can give a waiver to allow this appeal to be skipped and allow an immediate appeal to the Senate.

(2) Second Appeal is to the Senate within 14 (fourteen) days of SUFAC's appeal decline.

(3) Third Appeal is to the Fox Student Association President prior to the signing of the Senate Bill.

(4) Fourth Appeal is to the Campus Dean.

(5) Fifth Appeal is to the UW Oshkosh Chancellor.

(6) Sixth Appeal is to the UW System President.

(7) Seventh Appeal is to the UW Board of Regents.

j. Flexibility of Spending

- i. Changes to over 5% of an organization's line item allocation requires SUFAC and Senate approval. Requests should be made in writing to the SUFAC Chair.
- k. Examples of Items Not Funded
 - i. Clothing except Athletic and Dance Team Uniforms
 - ii. Food except for campus-wide events
 - iii. Scholarships
 - iv. Philanthropic activities
 - v. Loans
- 3. Outreach Committee
 - a. This committee will organize all of the fundraising and volunteer activities for SFA.
 - b. This committee will be chaired by the Communications Director and will have unlimited membership to be appointed by the Senate.
- 4. Constitution and Bylaws Committee
 - a. This committee will review and update the FSA Constitution and inform the Senate of any recommended changes.
 - b. Facilitates club recognition process
 - c. This committee will have one chair and unlimited membership to be appointed by the Senate.
- 5. Athletic Advisory Board
 - a. This Board will serve as an advisory body to the Athletic Director, the Collegium, the Dean and the Fox Student Association regarding the athletic program at UWO-Fox Cities. The purview, of the AAB includes: providing advice about intramurals, recreation, communities/university athletic partnerships and intercollegiate athletics. The AAB's duties include: reviewing the athletic budget, policy and regulations, publications, promotion, coaching/staff issues and fundraising.
 - b. There are five voting members on this Board. Two of the members are faculty or staff to be selected by the campus Collegium. The FSA Senate selects two student members for this Board, and the Athletic Director selects one student athlete for the Board. The Athletic Director will chair the Board, but does not have voting rights.

Article X

- A. General
 - 1. Confirmation of Senators
 - a. Election tabulators must present a bill to the Senate stating who won each Senate position and that they meet the requirements to hold the position. This bill requires a majority roll call vote by the outgoing Senate.
 - b. Any member that votes "no" must state their reasoning and the Article and Section of the Constitution that they felt was violated for them to vote no. If any member votes "no" the bill vote will be disregarded after all members present have voted. There will be an immediate hearing on the issue(s) raised. The decision of the second roll call vote will count.
 - c. There will be no abstentions unless you would be voting for yourself.
 - 2. Position Vacancy Posting Policy

a. All postings advertising a Senate position vacancy must be in at least 16 (sixteen) point font. The postings must be in at least 10 (ten) public locations in the building. The description of the position must be included in the posting.

3. Senate Ballots

a. The ballot will list all registered candidates for Senator and a blank line marked write-in for each available seat.

4. The minimum threshold to be elected by the student body as Senator is twenty (20) votes.

B. Section VII

1. Senate Election of Senators

a. The Senate will vote at the candidate's third consecutive Fox Student Association regular meeting. An application must be submitted and announced to the Senate prior to the end of the second meeting. The application must be submitted to the Communications Director who must inform the Senate.

b. Ballots will be available at the Senate meeting where the election will take place. During this election, each member voting has the option of voting "for" or "against" each person running for the position. Once the ballots are cast, the "for" votes are totaled and the "against" votes will be subtracted from the "for" votes to obtain the net vote. The person with the highest net vote above 0 (zero) will receive the position. No person can be elected with a 0 (zero) or negative net vote.

Article XII

A. Section II

1. Excused Absences

a. To be excused requires documentation

i. Class

ii. Funeral or death of a close family member

iii. Medical or Dental Appointments

iv. Illness once without documentation from a doctor

v. Military Duty

vi. Jury Duty

vii. Car Accident

viii. Work

ix. Any other extreme circumstances

b. No more than three absences per semester will be excused.

ARTICLE XVIII

A. General

1. Voting Posting Policy

a. All postings advertising a vote must be in at least 16 (sixteen) point font. The postings must be in at least 20 (twenty) public locations in the building.

- b. The exact wording of the proposed expenditure must be in the posting.
- i. The total cost of the proposed expenditure must be listed.
- ii. The total cost per FTE and per credit of the proposed expenditure must be listed.
- iii. If the proposal will obligate segregated fees for more than 1 (one) year, that obligation must be clearly stated and include estimated annual total, per FTE, and per credit costs.
- 2. Ballots
 - a. The exact wording of the proposed expenditure must be on the ballot.
 - i. The total cost of the proposed expenditure must be listed.
 - ii. The total cost per FTE and per credit of the proposed expenditure must be listed.
 - iii. If the proposal will obligate segregated fees for more than 1 (one) year, that obligation must be clearly stated and include estimated annual total, per FTE, and per credit costs.
- 3. Confirmation of Results
 - a. Voting tabulators must present a bill to the Senate stating the results of the voting. This bill requires a majority roll call vote by the Senate to confirm the results.
 - b. Any member that votes “no” must state their reasoning and the Article and Section of the Constitution that they felt was violated for them to vote no. If any member votes “no” the bill vote will be disregarded after all members present have voted. There will be an immediate hearing on the issue(s) raised. The decision of the second roll call vote will count.
 - c. There will be no abstentions unless you have a conflict of interest.

§ Non-Constitutional Bylaws

- A. Record Keeping
 - 1. Library
 - a. Copies of Fox Student Association minutes and bills are to be kept in hard copy format on file in the library.
 - 2. FSA Office
 - a. Copies of Fox Student Association minutes and bills, committee minutes, any applications, blank forms, letters, the Constitution, budgets, and budget request forms must be kept in hard copy format and electronic copy on file in the Fox Student Association office.
 - 3. Bulletin Board
 - a. Hard copies of the most recent minutes, proposed bills and announcements are to be posted on the FSA Bulletin Board in the main hallway.
 - 4. Share point
 - a. Copies of all the following are to be stored on the Share point in the Fox Student Association folder.
 - i. Fox Student Association Forms
 - ii. Forms to be turned into the Student Life Coordinator’s office
 - iii. Senate minutes that are approved and those that are pending approval
 - iv. Executive Board minutes that are approved and that are pending approval
 - v. Committee Minutes
- (1) SUFAC
 - (a) Budget requests

- (b) Reserve fund requests
- (c) Previous years budgets
- (d) Current budgets
- (3) Constitution and Bylaws Committee
- (4) Facilities Committee
- (5) Student Technology Committee
- (a) Funding requests
- (6) Collegium
- (a) Student reports
- (b) Reference page to reports and minutes
- vii. All Association of Branch Campuses materials
- viii. Executive Reports
- ix. Bills that have been approved
- x. Bills that are pending approval
- xi. All student organization constitutions
- xii. A folder for student comments

B. Committee Appointments

1. All committee appointments will be elected by secret ballot even if the person is running unopposed.
2. All committee nominations must occur a week before committee elections.
3. Ballots will be available at the Senate meeting where committee elections will take place. During this election, each member voting has the option of voting “for” or “against” each person running for the position. Once the ballots are cast, the “for” votes are totaled and the “against” votes will be subtracted from the “for” votes to obtain the net vote. The person with the highest net vote above zero (0) will receive the position. No person can be elected with a zero or negative net vote.
4. All students appointed to committee positions must maintain a 2.0 cumulative GPA.

C. Bills

1. Bills are used for any actions that the Fox Student Association takes, any transfer of segregated fee money from one account to another, any allocation of segregated fee money, any resolution that the Fox Student Association would like to take and any allocation of Fox Student Association account money.
2. Any bills that involve money must begin in SUFAC.
3. All budget allocations and reserve fund allocations and money bills must itemize the purpose of the money, the source of the money and the destination of the money.
4. When the Senate debates and votes on money bills they must adhere to the same guidelines that are found in the SUFAC Bylaws regarding what money can and cannot be allocated for and the allowable reasons for making or not making an allocation.
5. Any bills that are to be presented to Senate must first be presented electronically 4 (four) working days in advance to the Communications Director. The Communications Director will present all bills to the Senate 2 (two) working days before the Senate meeting. Presentation to the Senate may be made electronically on the Foxsa listserv.

6. Bills must be presented in the proper format on letterhead, with the Senate bill number, title of the bill, sponsor(s), date of the first reading, if needed the date of the second reading, a line for the vote count, the line for the FSA President's signature, and the text of the bill.

a. The text of the bill will follow this format: one or more "whereas" clauses which will explain the basis for the bill followed by one or more "enacted" clauses which will state the Fox Student Association action(s).

b. Proper grammar and punctuation must be used in all bills.

c. The bill must be in Microsoft Word and attachments may use other programs if they will add clarity and/or necessary detail to the bill.

7. The annual segregated fee budget bill must be read in two consecutive regularly scheduled Senate meetings. The bill will be voted on as a whole at the second reading.

D. Student Organization Recognition

1. Reasons to become recognized

a. Becoming a recognized student organization allows you to use and apply for resources on campus that non-recognized groups do not have access to.

i. Reserving rooms and campus facilities.

ii. Apply for segregated fees.

iii. Use campus equipment.

2. Becoming Recognized

a. To become recognized, you must find 4 (four) students that want to be in your organization and a faculty or staff member to serve as advisor to your organization.

b. Completed copies of a "Request for Recognition Form" and an "Advisor Consent Form" must be turned into the Fox Student Association Vice President and the Student Life Coordinator (Extra copies of these forms are available from the Student Life Coordinator).

c. Once you have an advisor and 4 (four) interested students, a constitution must be written. A volunteer from the Fox Student Association can assist in writing the constitution. This constitution must be turned into the Fox Student Association Vice President for approval by Constitution and Bylaws and the Senate, and a copy given to the Student Life Coordinator. Once your organization is approved by the Fox Student Association Senate, you are a recognized student organization.

E. Student Organization Constitution Requirements

1. All recognized clubs must have a constitution on file in the FSA office.

2. If any changes are made to the club constitution, they have to be approved by FSA.

3. All club constitutions must consist of the following articles:

a. Name

b. Purpose and Function

c. Structure

i. Any procedures not addressed in this constitution will follow Robert's Rules of Order, Newly Revised.

d. Membership

i. Non-discrimination clause

(1) This organization is open to any student without regard to age, ethnicity, creed or

religion, color, handicap, sex, gender identity or expression, national origin, ancestry, veteran status, sexual orientation or political affiliation.

- ii. No more than 25% of the members can be non UWO-Fox Cities students.
- e. Elections
- f. Officers
 - i. No non UWO-Fox Cities students can be officers.
 - ii. There shall be a minimum of 3 (three) officers (mandatory Treasurer).
- g. Officer Duties
 - i. Fox Student Association encourages spring elections.
- h. Advisor
- I. Impeachment
- j. Finances
 - i. If this organization dissolves, any unspent segregated fee funds received from the Fox Student Association shall be returned to the Fox Student Association.
- k. Meeting Guidelines and Quorum Requirements
- l. Amendments
- m. Date of Constitution

F. Club Registration

- 1. Organizations will register their officers with the Fox Student Association Communications Director whenever there is a change.
 - a. Name
 - b. Campus Email
 - c. Phone Number
 - d. Length of term of office
- 2. The organization's officers will meet with the FSA Executive Board or other designated representative(s) of the FSA at the beginning of the fall semester to be briefed on policies and procedures for getting things done on campus and on their budget. The organization will not be eligible to spend their segregated fees until this happens.
- 3. Any organization officers who are elected after the meeting above is held will have to meet with the FSA Executive Board or other designated representative(s) of the FSA to be briefed. If at any point in the year none of the officers for an organization have received the briefing their ability to spend their seg fees can be suspended by the FSA Senate.
- 4. The FSA Treasurer is responsible for keeping the campus Student Life Coordinator informed of who can submit paperwork for segregated fees.
- 5. No organization will be sanctioned under this section if an officer from the organization supplies the FSA Executive Board with 5 (five) hours of availability per week between 8am and 6pm Monday thru Friday with at least 2 (two) working days notice and no representative from the FSA can meet with the officer.

G. Reserve Funds

- 1. The FSA will consolidate these unspent segregated fees, which have not been committed by a past Senate bill into the Student Association Reserve Fund at the end of each fiscal year, and the beginning of year balance is subtracted from the end of year balance and the

consolidations will take the same percentage of the remaining end of year balance that segregated fees made up of the total revenue minus funds committed by a passed Senate bill. If segregated fee funds from an account are spent without the permission of the FSA the spending organization and authorizing individual(s) are responsible to replenish the funds.

H. WISDM Codes

1. The following prefixes are required to be used for description entries in WISDM for all line items possible.

- a. AMI Amnesty International
- b. ANT Association of Non-Traditional Students
- c. ART Aaron Bohrod Art Gallery
- d. ATH Athletics
- e. ASC Astronomy Club
- f. BDC Ballroom Dance Club
- g. CAB Campus Activities Board
- h. CAN CANVAS
- j. CHE Chemistry Club
- k. CRU Campus Crusades of Christ
- l. DAT Dance Team
- m. DRC Drama Club
- n. ESC Earth Science Club
- o. EDC Education Club
- p. FBT Fox Bites
- q. FCR Fox Cry Review
- r. FJL Fox Journal
- s. GSA Gender Sexuality Alliance
- t. HSC Human Services Club
- u. LIT Literature Club
- v. LCR Learning Center
- w. NML NORML
- x. PHC Photography Club
- y. PHI Philosophy Club
- z. PHY Physics Club
- aa. PTK Phi Theta Kappa
- bb. PSC Political Science Club
- cc. RMA Renaissance, Middle Ages Club
- dd. RUN Running Club
- ee. STA Student Association
- ff. SAS Student Activities Support
- gg. SWC Sociology & Social Work Club
- hh. THR Theatre (Drama Productions)
- ii. UCC University Children's Center
- jj. UMA Universal multicultural Association
- kk. UST University Studios

- ll. WNA Wellness Alliance
- mm. WRC Writer's Club
- nn. RSV Reserve Fund
- oo. C/B Chargeback
- pp. TRF Transfer
- qq. XXX:YYY XXX is the sending account and YYY is the receiving account for chargebacks and

2. When the Student Activities Coordinator uses a state credit card for any of these groups other than Student Activities Support the FSA Treasurer needs to be notified of the line item in order to properly assign the charge.