

TITLE VI

Financial

Chapter 1

Authority

Section 1 Trustee Document T73-098, as amended, University policy, and Title VI of the By-laws of the SGA, shall govern the financial transactions of all Registered Student Organizations, herein denoted RSOs, as well as the financial transactions of any person(s), agency or organization funded in whole or in part by the Student Activities Trust Fund, herein denoted the SATF.

Section 2 The SGA shall work cooperatively with the Student Activities Center toward the effective implementation of Title VI of the By-laws of the SGA.

Section 3 All appropriations and disbursements by the SGA shall be in accordance with Title VI of the By-laws of the SGA and duly established University financial and operational policies and Campus procedures.

Chapter 2

RSO Definition

Section 1 For the purpose of Title VI of the By-laws of the SGA, unless otherwise specified, the term “RSO” shall refer to all groups having an account within the SATF system.

Chapter 3

RSO Responsibilities and Financial Solvency

Section 1 All RSOs shall maintain a state of financial solvency.

Section 2 RSOs shall maintain permanent financial records.

Section 3 No financial officer of an RSO shall knowingly authorize payments for which there are insufficient monies.

Section 4 The SGA shall guarantee the payment of all debts legally incurred by an RSO.

Chapter 4

Fiscal Year End Balance

Section 1 At the end of each fiscal year, RSOs which received SATF Fee based appropriations shall return unexpended appropriations to the SATF, which shall be utilized to augment revenue in the next fiscal year.

Chapter 5

Procurement of Revenue - Student Activities Fee

Section 1 The SGA shall procure revenue primarily through the Student Activities Fee levied upon SGA members by the Senate. A recommended increase in the Student Activities Fee of over 7.5% shall require a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and an affirmative vote of the SGA membership through an Action Referendum.

Section 2 The Student Activities Fee shall be collected each semester by the University and placed in a SATF Clearing Account.

Chapter 6
Procurement of Revenue - RSOs

Section 1 RSO's, in a manner consistent with Title VI of the By-laws of the SGA, University Policy, and State and Federal Law, may generate revenue.

Section 2 All RSO-generated revenue shall be deposited in the RSO's Revenue Account.

Chapter 7
Procurement of Revenue - Supplemental

Section 1 Revenue generated from re-payments of loans, interest accumulated on certificates of deposit, and full-costing re-charges, as defined by University policy, shall supplement the Student Activities Fee and shall be incorporated into the Annual SGA S-1 Budget Act as such.

Chapter 8
Appropriation of Revenue - The Annual SGA S-1 Budget

Section 1 The Senate shall, through the Annual SGA S-1 Budget Act, provide that at least each of the persons holding the elected or appointed offices prescribed herein, receive a pecuniary benefit for their service:

1. The President
2. The Speaker
3. The Chief Justice
4. The Executive Cabinet
5. The Associate Speaker
6. The Associate Chief Justice
7. The Chancellor of Elections
8. The Chair - Senate Ways and Means Committee
9. The Deputy Attorney General

Section 2 The Senate shall, through the Annual SGA S-1 Budget Act, provide funds for at least each of the line items prescribed herein:

1. Long Term Reserves
 - A. These funds shall be carried forward from year to year in a contingency reserve account to ensure the fiscal stability of the SATF, and shall only be accessed in extraordinary circumstances.
 - B. Long Term Reserves shall be allocated upon a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting.

2. Short Term Reserves

- A. These funds shall be budgeted in a stabilization account to cover unforeseen financial obligations of the SGA which may normally occur in the course of a fiscal year and which cannot be met in any other manner.
- B. Short Term Reserves shall be allocated upon a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting.

3. Short Term RSO Reserves - (Finance Reserves)

- A. Appropriations from Finance Reserves shall be made in the form of either grants or loans by the Finance Committee of the Senate Ways and Means Committees, in a manner prescribed by Title VI, Chapter 11 of the By-laws of the SGA, and shall be appropriated for additional needs which cannot be reasonably met through the budget process.

4. Office of ALANA Affairs Reserves

- A. The reserves for the Office of ALANA Affairs shall be used to supplement programming which may normally occur in the course of a fiscal year, and which cannot be supplemented in any other manner.
- B. Appropriations of more than \$750.00 from Office of ALANA Affairs Reserves shall require a majority vote of the Senate membership in attendance at a scheduled meeting.
- C. The ALANA Caucus, upon a majority vote at a scheduled meeting, shall have the authority to make appropriations from the Office of ALANA Affairs Reserves which are within the sound and constitutional practices, and are \$750.00 or less. The ALANA Caucus shall formally submit a list of all allocations, along with the meeting minutes associated with those allocations, during the semester to the SGA Secretary of Finance due on the last day of the respective semester.

5. Spring Event Fund

- A. Appropriations from the Spring Event Fund shall be made for Spring Events which are for the greater benefit of the SGA membership.
- B. The Spring Event Fund shall be apportioned in the manner prescribed herein and allocated upon a majority vote of the Senate Ways and Means membership in attendance at a scheduled meeting:
 - 1. Union Productions and Concerts - 40 %
 - 2. Sylvan Area Government - 7.5%
 - 3. Central Area Government - 5%
 - 4. Northeast Area Government - 7.5%
 - 5. Southwest Area Government - 15%
 - 6. Orchard Hill Area Government - 5%

7. Greek Area Government - 5%
8. Commuter Area Government - 5%
9. Other - 10%

6. Campaign Fund

A. The Campaign Fund shall total at least \$9,422.00 and shall be apportioned in the manner prescribed herein:

1. A minimum of \$3000 shall be apportioned and dispersed among the candidates for SGA office and SGA referenda campaigns, upon a majority vote of the Elections Commission membership in attendance at a scheduled meeting.
2. A minimum of \$3650 shall be apportioned to cover the costs of the SGA elections, including but not limited to the cost of ballots, voting machines, and advertising.
3. A minimum of \$2772 shall be apportioned to cover the payroll costs of the Chancellor of Elections, Elections Commissioners and Elections assistants.

Section 3 The Senate shall, through the Annual SGA S-1 Budget Act, provide funds for each of the enrollment-based line items prescribed herein:

1. Sylvan Area Government - \$3.00
2. Commuter Area Government - \$3.00
3. Northeast Area Government - \$3.00
4. Southwest Area Government - \$3.00
5. Orchard Hill Area Government - \$3.00
6. Central Area Government - \$3.00

Section 4 The formula for calculating the Area Government enrollment based line items shall be as prescribed herein:

1. The Area Government enrollment based line item multiplied by the average number of SGA members, as determined by the University in the previous academic year.

Section 5 Title VI, Chapter 8, Sections 3-6 of the By-laws of the SGA shall be amended by a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and a majority vote of the SGA membership through an Action Referendum.

Chapter 9

Appropriation of Revenue - The Senate Ways and Means Committee

Section 1 Any RSO may petition for a budget appropriation from the SATF, under the guidelines set forth by the Ways and Means Committee.

Section 2 The Senate Ways and Means Committee, herein denoted the Committee, shall make known its deadlines at a sufficiently early date to provide petitioning RSOs with a reasonable degree of calendar time to complete their budget appropriation request.

1. No RSO shall receive appropriations from the annual SGA S-1 Budget if that RSO did not petition for a budget appropriation through the annual budget process.

Section 3 The Committee shall require information from the petitioning RSO which shall include but may not be limited to the information prescribed herein:

1. The petitioning RSO's expenses and revenues in the present fiscal year, and the projected expenses and revenues for the remainder of the current fiscal year, as well as the RSO's projected fiscal year end balance.
2. The petitioning RSO's revenues and expenses for the previous fiscal year.
3. The petitioning RSO's projected revenues and expenses for the next fiscal year.
4. The petitioning RSO's mission statement, goals, and objectives.

Section 4 All petitioning RSOs who shall have met the deadlines and guidelines established by a majority vote of the Ways and Means Committee membership in attendance at a scheduled meeting, shall be entitled to a hearing before the Committee.

Section 5 The Secretary of Finance shall be responsible for publicizing a schedule of hearings for all petitioning RSOs.

Section 6 The committee shall hear all petitions, determine eligibility for budget appropriations, and make recommendations on the level and composition of budget appropriations to the Senate.

Section 7 No RSO shall receive appropriations from in the Annual SGA S-1 Budget Act which shall not be in a state of financial solvency at the time the Annual SGA S-1 Budget Act shall have passed.

Section 8 On or before the last scheduled meeting of the Senate in April, the committee shall compile its final recommendations and submit it to the Senate, upon a majority vote of its membership in attendance at a scheduled meeting, as the proposed Annual SGA S-1 Budget Act.

Section 9 The proposed Annual SGA S-1 Budget Act shall contain a complete breakdown, by account number and object code, of recommended allocations.

Section 10 The proposed Annual SGA S-1 Budget Act shall be placed on the agenda for the first scheduled Senate meeting of May, and shall appear as a Special Order.

Section 11 All petitioning RSOs shall be notified of the Ways and Means Committee's recommendations prior to the Proposed Annual SGA S-1 Budget Act being submitted to the Senate.

Section 12 Upon a majority vote of the Senate membership in attendance at a scheduled meeting, the proposed Annual SGA S-1 Budget Act shall become an Act of the SGA.

Section 13 The Senate shall pass the Annual SGA S-1 Budget Act in the Regular Period.

Chapter 10

Appropriation of Revenue - The Finance Committee

Section 1 RSO's, including Area Governments and Agencies but with the exception of Student Businesses, as defined by Title VII of the By-laws of the SGA, may, within seven (7) calendar days prior to a scheduled meeting of the Finance Committee, petition the Finance Committee, herein denoted the Committee, for an appropriation from the Finance Reserves.

Section 2 The Committee shall require information from the petitioning RSO which shall include, but may not be limited to, the information prescribed herein:

1. The RSO's financial posture
2. The event, item, or project for which the RSO is petitioning for an appropriation.

Section 3 All petitioning RSOs shall be entitled to a hearing before the Committee.

Section 4 The Committee shall hear all petitions, determine eligibility for Finance Reserves appropriations and shall be empowered to appropriate grants or loans of up to and including \$750.00.

Section 5 Petitions for over \$750.00 shall be submitted to the Senate, with the Committee's recommendation, in the form of a Main Motion, forty-eight (48) hours in advance of the next scheduled Senate meeting, and the petitioner(s) shall be notified of such.

Section 6 Petitions for appropriations from the Finance Reserves shall be evaluated by uniform criteria which shall include, but may not be limited to, those prescribed herein:

1. Community Enrichment
2. Organizational Development
3. Number of persons expected to derive benefit from the event, item or project.
4. The appropriation could not be reasonably met through the Annual SGA S-1 Budget Act.

Section 7 Finance Reserves appropriations which shall have been denied may be appealed to the Senate through the Committee Chair.

Chapter 11

Conflict of Interest

Section 1 No Senate Ways and Means Committee or Finance Committee member shall take part in a vote in which s/he shall have, as determined by the Committees upon the majority vote of the Committee membership in attendance at a scheduled meeting, a vested interest.

Chapter 12

Violations of Title VI of the By-laws of the SGA

Section 1 Failure to comply with the provisions set forth in Title VI of the By-laws of the SGA may result in the suspension of the Charter of the offending RSO.

Section 2 An RSO which shall have had its Charter suspended under Title VI, Chapter 12, Section 1 of the By-laws of the SGA, shall not have their Charter reinstated until the leadership of said RSO meets with the Secretary of Finance, the Secretary of the Registry, and the Business Manager of SAC, to review and rectify their financial situation.