

Finance Bylaws

Allocation:

1. Process
 - a. Clubs and Organizations seeking to receive an allocated budget will submit an online form by the designated date set by the Student Government Association.
 - b. All allocation request forms will be reviewed by the financial committee after the submission time is over to ensure that clubs are requesting a budget that does not violate any restrictions. The financial committee will also apply any fees incurred by clubs. Clubs will be contacted by email if there are any questions, stipulations or changes in their allocation request.
 - c. Once reviewed and approved, the allocation request will be voted on by the Student Government Association's President, Vice President, Speaker of the Senate, and Director of Finance. The Advisors of the Student Government will also sit in on the meeting as advisors.
2. Procedure
 - a. A fine of \$50 will be applied for every day that the form is late. If a club fails to submit a budget allocation request before the allocation voting meeting, the club in question will not have a budget for the following semester.
 - b. Clubs should plan for not having any budget rollover from semester to semester. Any money in a club account that is fundraised will rollover. Money from SGA will be subject to the SGA rollover policy.
 - c. For accounting purposes, SGA will assume that the money spent by a club is prioritized to be fundraised money first, unless specified by the club. It is the club's responsibility to follow up with student activities for each purchase.
 - i. Ex. If a club fundraised \$500 and was given a budget of \$500 for the semester and the end budget balance was \$200, SGA will assume that the club spent their fundraised money first and the \$200 left was the contribution of SGA and will be subject to the rollover policy unless specified by club. (Edit to fit new reasoning)
3. Policies
 - a. Meet all requirements for active and funded groups
 - b. Clubs cannot request money for conferences
 - c. Clubs cannot request money for personal club member apparel or swag including name tags.

Class Council Allocation:

1. Allocation:
 - a. Class council budgets will be allocated the base amount of \$1000 annually.
 - b. Additionally, each class council will be given funding with a ratio per student at the beginning of the first day of classes in the fall.
 - i. Freshman Class Council will receive \$1.00 per student in the freshman class
 - ii. Sophomore Class Council will receive \$1.30 per student in the sophomore class
 - iii. Junior Class Council will receive \$1.00 per student in the junior class
 - iv. Senior Class council will receive \$3.571 per student in the senior class

Special Funding Requests:

1. Process

- a. The absolute minimum amount of time SGA needs to review a Special Funding Request is 8 days before the next Senate Meeting. Please be aware Senate Meetings occur biweekly. It is the responsibility of the club to ensure that there is enough time between their submission of the request and their event. Submitting a Special Funding Request does not guarantee your club will receive the funds.
- b. The request will need to be reviewed by the SGA E-cabinet before it is voted on by the Senate
- c. The senate will vote on the request
- d. Once voted on by the senate, the SGA Director of Finance will notify the club on whether or not they have been approved by the senate. The Director of finance will then notify Student Activities to adjust the budget accordingly.

2. Procedure

- a. All proposals must meet the following:
 - i. Request will enhance student learning at SU
 - ii. Request will result in direct benefit to a number of students in or not in your club
 - iii. Students need to play a role in the planning and programming of the event
 - iv. Students club must meet the requirements for being an active club at SU
 - v. Application thoroughly completed and reviewed by club advisor
 - vi. Purpose of the proposal meets one or more of the criteria from Criteria section

3. Request Restrictions:

- a. Apparel - A special funding request cannot be used for any type of apparel exclusively for members of a particular club. If apparel will be offered as a giveaway for students attending, then the money can be requested. The word "Apparel" includes, but is not limited to: t-shirts, hoodies, jackets, hats, polos, pants, name tags and other swag items. T-shirts may be requested if it is to give away to students on campus or be interacted with at an event.
- b. Conferences – Conferences should be funded through fundraising by the club or through individual members. SGA can match what the club has put forward through fundraising with a maximum amount of \$500.
 - i. SGA E-cabinet reserves the right to identify events as conferences. The club in question can appeal to the E-cabinet by requesting a meeting.