

Financial Resolutions of the Student Government Association  
 Adopted on 03/15/2012  
 Amended on 12/02/2016

**Preamble**

We, the members of the Western Connecticut State University Student Government Association, hereinafter referred to as “SGA,” in fulfillment of our duties in accordance to the SGA’s Governing Documents; commit ourselves to the following principle:

As a source of funding for Student Organizations, we shall provide clear, understandable rules and processes for application and receipt of funding. We shall also maintain the highest level of integrity, equity, and support.

**ARTICLE I – VIOLATIONS OF THE FINANCIAL RESOLUTIONS**

Violations of the Financial Resolutions shall result in the withholding of the SGA funding for the event or item in question and may also result in the freezing of the organization’s account. The freezing and/or release of an organization’s account is the responsibility of the Vice President of Finance; however, the Finance Committee also has the authority to freeze or release an organization’s account. In extenuating circumstances, the Vice President of Finance may choose to defer such decisions to the Senate.

**ARTICLE II – GENERAL RULES**

**SECTION 1** – Student Organizations can only be funded by the SGA so long as all policies and procedures of the SGA Governing Documents are followed.

**SECTION 2** – In order to receive funding, the student organization must:

- A. Submit an Annual Update Form and Signature card to the Center for Student Involvement with a list of current officers and advisor.
- B. Maintain a membership of at least four (4) members, excluding the Executive Board.
- C. All club officers must have completed the Club Officer Training administered by the Center for Student Involvement before the deadline set by the Center for Student Involvement.

**SECTION 3** – Financial expenditures will only be processed if names, dates, items and amounts for each item is included on the budget request form. If these items are not listed, requests must be resubmitted to the Finance Committee for review when such details are gathered.

- A. No person may, on behalf of a student organization, spend funds not budgeted and appropriated.

**SECTION 4** – Any event funded by the SGA shall not be advertised before funds have been appropriated or re-appropriated.

**SECTION 5** – Advertisement shall be defined as any written communication, digital, print, or otherwise, which conveys the name and date of the event.

- A. The event shall be advertised at least one (1) week prior to the date of the event.

Financial Resolutions of the Student Government Association  
Adopted on 03/15/2012  
Amended on 12/02/2016

- B. A “Publicity Request Form” must be filed at least two (2) weeks prior to the date of the event with the Center of Student Involvement and the SGA.
- C. Student activity travel must be advertised at least one (1) month in advance, with the exception of academic and conference travel as approved by the Finance Committee.
- D. All events funded by the SGA shall recognize the SGA as a sponsor in all advertisements pertaining to the event. All advertisements shall say “Funded by the SGA.”

**SECTION 6** – Any event funded by the SGA must be open and publicized to all WCSU students, unless otherwise approved by the Finance Committee.

**SECTION 7** – All student organizations whose events are funded by the SGA must submit their receipts and proper paperwork to the Fiscal Administrative Assistant no later than two (2) weeks after the event, unless other arrangements are made in advance with the Fiscal Administrative Assistant.

**SECTION 8** – No student organization funded by the SGA will engage in any bidding or negotiations for any event or item requiring contracts over \$10,000 without operation through the Center for Student Involvement. Failure to comply with this rule will result in immediate loss of funding for one (1) full semester.

**SECTION 9** – Every fall semester, a sum equal to ten dollars (\$10) multiplied by the number of Seniors projected to be invited to the spring commencement exercise will be transferred from General Allocations into the Senior Class SGA Account. The Senior Class, following approval of a budget by the Finance Committee and the Senate, shall use this money according to the Financial Resolutions.

**SECTION 10** – Students not affiliated with student organizations shall be funded on a case by case basis by the Finance Committee.

**SECTION 11** – The Surplus Account shall not fall below eighty-thousand dollars (\$80, 000).

**SECTION 12** – The SGA may to enact, suspend, or repeal any or all of the Financial Resolutions with a two-thirds vote in the affirmative by all voting members present.

**SECTION 13** – The SGA shall set aside two thousand five hundred dollars (\$2,500) per semester from General Allocations for the purpose of funding a Legal Clinic. The purpose of the Legal Clinic is to offer legal advice to the SGA and the student body at no out of pocket cost.

**SECTION 14** – The SGA General Allocations account will be used for financial appropriations during the current fiscal year including, but not limited to student organization budgets, SGA operations, travel, and special events.

Financial Resolutions of the Student Government Association  
 Adopted on 03/15/2012  
 Amended on 12/02/2016

**SECTION 15** – The SGA Surplus Allocations account will only be used for savings, equipment purchases or leases, special programs or activities, one-time expenditures, and loans to student organizations (including SGA Committees).

**SECTION 16** – Any conflict when determining what funds may be spent on or what accounts may be used, will be brought before the Judicial Board for an official ruling.

**SECTION 17** – At the end of the fiscal year, any funds remaining in the direct fees accounts will be rolled over to the SGA Surplus Account and any funds appropriated that is not used by any club will also be rolled over to the SGA Surplus Account.

**SECTION 18** – The Student Government Association shall spend no more than thirty-five (35) percent of the total General Allocations on travel requests per year (excluding academic travel).

**SECTION 19** – The SGA shall set aside ten thousand dollars (\$10,000) per academic year from General Allocations for a travel expense contingency. The purpose of the travel expense contingency is to allow for ease in travel approval procedures, in the case that airfare, hotel or trip tickets increase, at the discretion of the Student Activities Financial Manager.

### **ARTICLE III - BUDGET PROCEDURES**

**SECTION 1** – All budgets that wish to be approved by the Finance Committee must be submitted electronically by a pre-determined due date at the discretion of the Vice President of Finance.

A. The Finance Committee is required to meet within seven business days after the budget deadline to review and discuss all properly submitted budget requests.

**SECTION 3** – The Vice President of Finance is required to give two financial reports. One during the month of March, and the other before the transition of May.

A. Content to be included:

- i. Final General Allocations and Surplus Numbers
- ii. Final Expenditures (Total Amount Allocated)
- iii. Year to Year Comparison
- iv. Semester to Semester Comparison
- v. Ascending Order of Clubs by Expenditure
- vi. Breakdown of Funds Allocated (Events, Travel, Apparel, etc.)

**SECTION 4** – Newly formed clubs under probationary status recognized by the SGA will not be subject to the budget submission dates.

Financial Resolutions of the Student Government Association  
Adopted on 03/15/2012  
Amended on 12/02/2016

**SECTION 5** – Clubs will be allowed one budget per semester.

- A. Supplemental budgets will be heard at the discretion of the Finance Committee.

**SECTION 6** – Club budget presentation to the Finance Committee must be unaffiliated to the SGA.

- A. The person presenting a budget must not be a part of the SGA, except at the discretion of the Vice President of Finance and the Finance Committee.

**ARTICLE IV – BUDGETS**

**SECTION 1** – All decisions on budgetary requests, adjustments, and/or recommendations must reflect a majority opinion of the Finance Committee present and voting.

**SECTION 2** – All financial requests pertaining to a student organization must be reviewed by the Finance Committee before being approved by the Senate. Student organizations must send the President, Treasurer, and/or a proxy approved by the Vice President of Finance to the Finance Committee meetings if financial request from the organization is being reviewed.

**SECTION 3** – Each club may receive reimbursement for up to one hundred and fifty dollars (\$150) per academic year for expenditures pertaining to Clubs Carnival.

**SECTION 4** – All appropriated funds must:

- A. Be used as stated in the approved budget.
- B. Not exceed the amount appropriated for each item.
- C. Remain in the budgetary area appropriated, unless funds have been re-appropriated at the discretion of the Vice President of Finance and the Finance Committee.

**SECTION 5** – Any funds appropriated by the SGA that are not used within two weeks of the date and for the purpose specified by the appropriation will be transferred back into the SGA account, unless a re-appropriation is approved by the Vice President of Finance, the Finance Committee, or the Senate. If there is only a change of date, then the Vice President of Finance will have the authority to approve the change and the student organization must advertise accordingly.

**SECTION 6** – No appropriations or re-appropriations shall be approved for funds already spent or events already held.

**SECTION 7** – All magazines and journals for which the SGA appropriated funds must be distributed on campus by the first week in May, with the exception of the Yearbook. If the publication is not distributed by the specified date, the following year no publications from the student organization will be funded, except in extenuating circumstances approved by the Senate.

Financial Resolutions of the Student Government Association  
 Adopted on 03/15/2012  
 Amended on 12/02/2016

**SECTION 8** – Only student organizations with accounts in good standing, as defined in Article II, Section 2, shall be eligible to present a budget for consideration to the Finance Committee. Violations in student organization’s accounts must be reconciled before the Finance Committee reviews their budget.

**SECTION 9** – The Vice President of Finance shall audit student organization’s accounts each month and:

- A. Any money not used for events or travel that were supposed to happen within two weeks of the scheduled event shall revert back to the SGA General Allocations account.
- B. The Vice President of Finance shall notify student organizations of such action at least one week in advance.

**ARTICLE V – BUDGET REQUEST FORM**

**SECTION 1** – Programs and Activities requests may include speaker/performance fees (including hotel and travel expenses), facility/equipment rental, event refreshments, decorations, and honors/awards.

- A. All items for programs, costs for events, journals, etc. must have price quotes. Those price quotes must be printed out, reflected in the budget, and provided to the Finance Committee at the time of the budget hearing.
- B. SGA shall fund up to one hundred dollars (\$150) for decorations for the program’s location, and up to two hundred dollars (\$200) for events held in the large ballroom sized locations.
- C. SGA shall fund up to three hundred dollars (\$300) for individual program/activity giveaways.
- D. No food shall be purchased with SGA funds for activities held off campus, unless specific approval has been given by the Finance Committee.
- E. The SGA will not appropriate funds for the purchasing and/or distribution of alcoholic beverages.

**SECTION 2** – Travel Requests may include no more than a combination of two (2) field trips, conference travel and academic travel (including transportation expenses, registration fees, lodging, health insurance if applicable, and other expenses) per year.

- A. No more than one trip can occur per academic semester, except at the discretion of the Vice President of Finance and the Finance Committee.
- B. Personal vehicle travel expense may be reimbursed according to state regulations, so long as pre-approval of the reimbursement has been made by the Finance Committee.
- C. Club travel includes field trips and conference travel.
- D. SGA shall fund up to 50% of all field trips and conference travel. The SGA reserves the right to fund less than 50% of all field trips and conference travel.
- E. Academic travel qualifies as invitation only. The student must have been invited to present their work at the location. Competitions and non-invitational conference travel do not qualify.
- F. SGA shall fund up to 75% per academic trip.
- G. SGA may fund 100% of advisor fees and travel expenditures (excluding academic travel).
- H. The organization planning the trip shall be responsible for the collection of all funds required to pay all expenses not covered by SGA for the given trip.

Financial Resolutions of the Student Government Association  
 Adopted on 03/15/2012  
 Amended on 12/02/2016

**SECTION 3** – Operating Supplies and Expenses may include standard office supplies and other types of required materials as needed for the individual student organization.

- A. The Vice President of Finance is responsible for keeping a running list of all supplies purchased for operations.

**SECTION 4** – Equipment Repair and Maintenance shall include any equipment required for the individual student organization to operate, service contracts, and all maintenance or upgrades needed for current equipment.

**SECTION 5** – Printing and Promotion includes any advertising, promotional material, or general merchandise that the organization will create/order.

- A. SGA shall fund up to two hundred dollars (\$200) in advertising, promotional material, or general merchandise.
- B. SGA shall fund up to one hundred and fifty dollars (\$150) for a banner, if the club has not received one in the last 5 years.

**SECTION 6** – All organizations are entitled to funding for Interest Meetings, which includes any refreshments for one meeting per semester for up to fifty dollars (\$50).

**SECTION 7** – Miscellaneous expenditures include any expenditures that does not fit into any of the other categories in the budget request form.

### **ARTICLE VI – CHARGING FOR EVENTS**

**SECTION 1** – Charging students for events:

Students may be charged to attend events based upon the following criteria:

- A. No student organization shall charge students admission to an event costing under two thousand five hundred dollars (\$2,500) if the student organization has received any funding from the SGA for the event in question. This does not include field trips, conference travel, or academic travel.
- B. If the event costs over two thousand five hundred dollars (\$2,500), the student organization shall determine the appropriate amount to charge per student with approval of the Finance Committee. All funds raised are to be returned to the SGA.

**SECTION 2** – Charging non-students/general public for events:

Non-students/general public may attend events funded by the student activity fee based upon the following criteria:

- A. Non-students/general public must pay the full price of admission based on the following formula:
- a. (Total cost of the event) divided by (The number of tickets being sold.)

### **ARTICLE VII – FUNDRAISERS**

**SECTION 1** - All SGA financial support for fundraisers is considered a loan, and shall be funded based upon the following criteria:

Financial Resolutions of the Student Government Association  
Adopted on 03/15/2012  
Amended on 12/02/2016

- A. SGA shall only fund programming on campus at the discretion of the Finance Committee.
- B. Any event that is funded by SGA will not be used for profit making purposes.
- C. The funds shall come out of the SGA Surplus account.
- D. SGA shall not directly contribute to the resulting benefits of philanthropic causes.
- E. All the funds provided must be reimbursed to the SGA in full at the conclusion of the fundraiser, and the remainder may go into the student organization's fundraising account.
- F. The loans shall be paid back in full within four (4) weeks of said fundraiser.

**ARTICLE VIII – AMENDMENTS**

**SECTION 1** – Proposed amendments to the Financial Resolutions must be submitted to and approved by the Finance Committee, and then approved by the Senate by a two-thirds (2/3) vote.