

# Suffolk University Student Government Association

41 Temple St., Boston, MA 02114 (617) 573-8322

Click here for more information about Initiatives as stated by the Bylaws

## ALLOCATION REQUEST FORM

Please Type "Initiatives" or "Fidelity" Accordingly:

DJ's, speakers, movie rights, etc.

Person Requesting Funds:

Phone Number:

Organizing Department:

Total Program Cost:

Date of Request:

(Less) Co-Sponsorship:

Title of Program:

Requested Amount:

Recommended for events over 200 people, after 10 PM or with alcohol.

Please answer the questions below and fill out the Line Item Expenses Sections that pertain.

### Line Item Expenses Section

Ballrooms, conference rooms, on campus rooms, etc.

Entertainment

Technical Costs/Rentals

Security

Facilities Charge

Registration Costs

Hotel/Lodging Costs

Travel & Auto Rentals

Misc. Charges

Food & Catering

Copies (Flyers, Mailings, etc)

Advertising

Printing (Publications)

Co-Sponsorships

Misc. (Please Specify)

### Totals Section

Total Expenses

E-board and advisors fully paid for, non e-board only 50% covered. Only be used?

Lowest of 3 quotes, conference terms apply, (click box for Bylaws) non e-board members liable for 50% of costs.

No more than \$10 per person, on campus, contract must be offered to Sodexo. No more than \$15 for off campus events.

Copies: (click "copies for Bylaws) no more than \$50.  
Mailings: within reason  
Flyers: 45 on SGA copier free of charge.

Provide supporting documentation.

How will you/your organization market this event?

Must equal "Total Program Cost"

Lowest cost of 3 quotes, within in reason.

Journal ads, or large posters.

Pamphlets for promotion.

Have you ever held this event in the past? If so, how was the attendance?

Who are your co-sponsors? What is the amount they have pledged? (No pending amounts)

Signature of Advisor:

(Student Organization Only)

Signature of Requestor

Date

Signature of SGA Sponsor

Class

If funding is approved by the SGA, the requestor is required to contact his/her respective SAO advisor by no later than 12:00pm on Wednesday of that week to set up a meeting. Failure to do so may result in the loss of funding from this budget. Any allocation from the initiatives budget must be signed by both the person requesting the funds and an elected member of SGA in order for it to be presented to the Finance Committee. All requests must go to this committee prior to being brought before the entire SGA. All allocation forms must be submitted to the SGA Treasurer three (3) weeks prior to the program.

7. In the absence of a Club Treasurer, the Club President may execute these duties on a temporary emergency basis. Absence must be determined as resignation, removal, or incapacitation following review by the Finance Committee Chair on a case by case basis. The decision of the Chair can be appealed to the Student Judicial Review Board whose ruling is final. Election of a new club Treasurer must occur within two (2) weeks of the date of absence.

#### IV. Accounts

##### A. Initiatives

1. Shall be distributed to University student clubs and organizations that are planning events and/or programs as a supplement to their regular budget.
2. Can also be distributed to University Departments and Offices who are planning student based programming and who have included students within the programming planning process.
3. All events that receive initiative funding must be open to the entire Undergraduate population.
4. Initiatives cannot be used for promotional items, clothing, office supplies, charitable donations, equipment,
5. All clubs and/or organization that wish to access the initiatives fund must present their proposal to the Finance Committee twenty-one (21) days prior to the event.
6. Any request for Initiatives funding over one thousand (1000) dollars must be combined with a minimum internal co-sponsorship of at least twenty (20) percent obtained from University departments, offices, clubs, and organizations or thirty-five (35) percent external co-sponsorship from non-University contributors including but not limited to corporations, businesses and individuals. Co-sponsorship must be confirmed via the Office of Student Activities. Failure to receive the necessary co-sponsorship will result in the allocation requiring a three-quarter (3/4) majority vote from the SGA Legislature for approval.
7. Any recipient of Initiatives funding over the amount of five hundred and one (501) dollars must present a post-initiative report to the Finance Committee within two (2) weeks following the event. If the amount is under five hundred (500) dollars, the recipient must hand in relevant paperwork to the Finance Committee Liaison.

8. Any event using money from the initiatives account that generates revenue will be required to return all revenues to the Initiatives account.
9. Any money allocated, but not spent from initiatives shall be returned to the initiatives account.
10. Any request for initiatives funding presented to the Finance Committee will be subject to a vote in order to judge merit based upon these laws and as an appropriate expenditure of the Student Activities fund. A vote of support for the allocation, requires a simple majority of the SGA Legislature for passage, while a vote of non-support requires a two-thirds (2/3) majority of the SGA Legislature for passage.
11. Any change to the Initiatives account shall take effect following a majority vote of the SGA Legislature.
12. If at any time, the parties of the requested funds fail to appear to either the Finance Committee or the SGA Legislature, the Initiatives request is considered null and void.

#### B. Fidelity

1. Can only be accessed to purchase capital items for student use for no less than two (2) years.
2. Capital items will be defined by the ruling of the Finance Committee on a case by case basis.
3. In order to access the fidelity account a club must again present a detailed proposal including three certified quotes for the cost of the goods, from reputable and established vendors.
4. Any request for funding from the Fidelity account presented to the Finance Committee will be subject to a vote in order to judge merit based upon these laws and as an appropriate expenditure of the Student Activities fund. A vote of support for the allocation, requires a simple majority of the SGA Legislature for passage, while a vote of non-support requires a two-thirds (2/3) majority of the SGA Legislature for passage.
5. Any change to the Fidelity account shall take effect following a majority vote of the SGA Legislature.
6. If at any time, the parties of the requested funds fail to appear to either the Finance Committee or the SGA Legislature, the Initiatives request is considered null and void.

#### IV. General Fiscal Guidelines

##### A. Clubs and Organization Budgets

1. All clubs that have been recognized by the Student Government Association and are in good standing with the Office of Student Activities will have the ability to submit a proposal for a club budget, following the guidelines set forth in these By-Laws.
2. The Finance Committee Chair reserves the authority to set all timelines for the budgeting process based on a year-to-year evaluation.

##### B. Clubs and Organizations Budget Guidelines

All clubs and organizations can allocate for these items within their clubs budgets

###### 1. Clothing

Any club or organization that wishes to purchase items of clothing for its members shall be expected to follow these guidelines. The term clothing shall apply to all garments worn by an individual, including, but not limited to: T-shirts, tank tops, sweatshirts, jackets, windbreakers, sneakers, etc. No more than \$20.00 (twenty dollars and no/100) of the Student Activities Fee. Per person, will be paid towards the purchase of clothing for members of any organization.

- a. If the total cost of the clothing purchase is under \$10.00 per person, then the club or organization may pay that sum in whole. This applies for only two items of clothing per member per year.
- b. If the total cost of the clothing purchase is within the range of \$10.01-\$30.00, per person, then each member of the organization who would receive such an item of clothing will be required to pay at least one half (1/2) of the total cost over \$10.00 per person (i.e. the total cost of a sweatshirt is \$30.00, then the organization pays for \$20.00 and the member pays \$10.00).
- c. If the total cost of the clothing purchase exceeds \$30.00, then each member must pay the difference of the total cost of the purchase less the \$20.00 (i.e., if the total cost per person of a sweatshirt is \$80.00, then each member must pay \$60.00 and the Clubs budget will provide \$20.00).
- d. All monies to be paid by individual members toward clothing purchase is to be collected and deposited prior to placing the order for the clothing.

e. Any violations to this policy will result in a suspension of funds.

## 2. Conferences

A club may also allocate for conferences that will enhance their knowledge and productivity of their club. Funds will be allocated fully for executive board members and advisors, fifty percent (50%) for general members, and no funds will be allocated for second semester seniors. A club in no way can allocate for food, or souvenirs unless these items are included within the conference cost. Before a club decides to attend a conference it is strongly advised that they meet with the Finance Committee Chair, and follow procedures set forth in these By-Laws.

## 3. Travel

The break down for all travel expenses shall be broken down into three categories Low, Medium and High. Before a club decides on travels arrangements it is strongly advised that they meet with the Finance Committee.

### a. Low (\$0 – 1500)

1. The number of trip participants can be restricted. Any selection process to choose who can attend must be open to all students.
2. Itinerary will be required, including but not limited to where you are going and what the costs are.
3. Three (3) quotes will be needed in order to verify that the mode of transportation (i.e. Bus Company or Airline) the club has selected is the least expensive.
4. A statement on how this trip will be beneficial to your organization and to the Suffolk Community as a whole.
5. The Student Activity Fund will subsidize no more than one hundred dollars (100) of the final cost of the trip per person.
6. Clubs may allocate for transportation, room and board and the total cost of an advisors trip.

### b. Medium (\$1501 – 3000)

1. Must follow the guidelines for the “Low” category.
2. Submit an article to *The Suffolk Journal* to share with the community what you learned.
3. The Student Activity Fund will subsidize no more than one hundred and fifty dollars (150) of the final cost of the trip per person.
4. Must have contact with an advisor in SAO and the clubs liaison about all decisions regarding the trip. Funds will be suspended if this is not followed.
5. Clubs may allocate for transportation, room and board and the total cost of an advisors trip.

### c. High (\$3001 –Infinite)

1. Follow guidelines of “Low” and “Medium” categories.
2. Must be open to entire Suffolk Community but selection will take place through an application and interview process, conducted by the organization’s advisor and an advisor from SAO.
3. Hold a forum or open meeting to bring back what you learned to the Suffolk Community.
4. The Student Activity Fund will subsidize no more than two hundred (200) of the final cost of the trip per person.
5. The President and Treasurer (or if they did not attend a member that did will be sent in his/her place) of the organization that requested the funds must attend an interview with the Finance Committee within one (1) week of their return.
6. Clubs may allocate for transportation, room and board and the total cost of an advisors trip.

The organization who requested the funds must submit to the SGA Treasurer a report on what the money was spent on along with receipts, no more than one (1) week upon return. If this is not submitted there will be a suspension of funds and the Initiatives budget will not fund the trip. It will also not fund any expenditure that is not covered by a receipt, even if the receipt was lost during travel.

The Finance Committee can make exceptions to this policy on a case-by-case basis.

4. Copying/Mailings:

If a club wishes to do more than 45 copies (per event) or make color copies they should allocated for this within their budget.

5. Co-Sponsorship:

All clubs should set aside an amount so that they can Sponsor other recognized clubs events throughout the academic year.

6. Events:

Any and all events that a club plans on having during the academic year should be allocated for. Food at events will not exceed more than ten (10) dollars per person per event and must first offer the account to the contracted campus dining services provider. The Student Activities Fund will not subsidize the cost of food at regular or executive board meetings. Special meetings will be defined at the discretion of the Finance Committee Chair.

7. Promotions:

Clubs can request money for promotional items either for the promotion of their club or an event.

8. Supplies:

Clubs can also request an allocation for office supplies to be used by the club or organization in Suffolk University facilities. Supplies will be designated into two (2) categories:

- a. Internal: Supplies bought through the Suffolk University mailroom, and ordered through procedures set forth by the Office of Student Activities.
- b. External: Supplies that are not available through the Suffolk University mailroom, and need to be ordered through an external vendor.

SGA and SAO only supply clubs with black and white copies, which will not exceed 45 per event or program. All other supply needs are to be allocated for within the clubs budget.

9. Any monies that have been allocated but not used during the Fall Semester can be re-allocated to be included via a budget revision in the individual club budget for the following Spring. If said budget revision is not filled out in accordance with the timeline set-forth by the Finance Committee Chair, the said monies will rollover into the Initiatives account. Any negative balance will be reconciled from monies in the Spring Semester budget.
10. Any monies that have been allocated but not spent from the Spring semester will roll-over into the Initiatives account for the following fiscal year with the exception of fundraising money that has been raised during the academic year.

#### C. Revenue Clause

All revenues that have not been allocated but not spent will roll over into the initiatives found for the next semester or fiscal year.

##### 1. Dues

Collecting of membership dues for any club or organization who participates in the budgeting process of the Student Activities Fee is prohibited. The Student Activities Fee can be used to fund member's dues to regional, national or state organizations affiliated with a club or organization established at Suffolk if the membership in the organization is deemed necessary to meet the mission of the organization. The amount of money funded for the purpose of dues will only be the minimum amount necessary to keep the organization affiliated with that national, regional or state organization. The remainder amount will have to be raised by the individuals within the organization.

#### D. Donations

No direct contribution of the Student Activities Fee, or of tangible objects purchased with said fee, may be made to any charity. However, it is permissible to donate the net profits which refer to any and/or all monies left over after the total costs for an event have been paid for. Any food products left over from an

event may be donated to charity if there are no other uses for said food. Any club that receives a donation from an outside source must use said monies before the end of the year otherwise they will rollover into the initiatives account.

F. Reports and Accounting

1. All parties dealing with any of the above mentioned financial guidelines must make a presentation to the Finance Committee at their discretion.
2. All clubs must maintain a club ledger, either an accounting book or through computer software. They must present with these items to the Finance Committee once a semester or at the request of the Finance Committee Chair.

H. Audits

Failure to follow guidelines will lead to audits and/or penalties to the club/organization at the discretion of the Finance Committee and its members. The Finance Committee reserves the right to audit any recognized club or organization at anytime at the discretion of the Finance Committee Chair and the Student Government Association President. Audits will occur regularly, following the close of the fall semester and during the annual budget process.

1. Before an audit can take place notification must be given to SAO and the Club being audited one (1) week prior to the audit and results will be reported to the Finance Committee following disclosure to the club President and Treasurer.
2. A meeting must be set up with the SGA Treasurer, club Liaison, the clubs President, Treasurer and advisor.

I. Reimbursements

Reimbursements will be made only for club members for amounts no more than one hundred (100) dollars with proper documentation. Amounts over that amount will require a Purchase Order obtained from the Office of Student Activities.<sup>4</sup>

J. Penalties for Clubs Actions

1. Any club who is found to have misused any monies will be forced to pay back the money out of their current clubs budget or future club budgets.
2. If a club misses more than two finance meetings in an academic year where their presence is requested, their funds will be suspended for no less than two weeks or until they have resolve the attendance issue with the Finance Committee. Arrangements for make up presentations will be made through the Finance Committee Chair.



3. At any time a club has failed to follow the above stated guidelines the Finance Committee may choose through a majority vote to suspend all funding until further notice.

## V. Budget Process

### A. Procedure/ Process

1. Before the end of January the Finance Committee Chair will transmit a letter to all clubs and organization informing them of the budgeting timeline.
2. By the 5<sup>th</sup> week of the Spring semester, all budgets for the following fiscal year should be submitted to the Finance Committee.
3. By the 7<sup>th</sup> week of the Spring semester, presentations will start, in which each club will present the budget that they wish to receive. Presentations will be no longer than 15min, unless otherwise specified by the Finance Committee Chair.
4. The 8<sup>th</sup> week of the Spring semester, the Finance Committee Chair shall come before SGA and present the overall annual budget for the following fiscal year, including the budgets of SGA, Program Council, and Beacon Yearbook. SGA must receive the projected budget no less than forty-eight (48) hours before the SGA meeting.
5. During the 9<sup>th</sup> and 10<sup>th</sup> week of the Spring semester, the Finance Committee will review each clubs budget and allocated money accordingly.
4. During the review process the Finance Committee will decide the individual allocation of funds for each recognized club or organization through a majority vote.
5. By the 11<sup>th</sup> week of the Spring semester, the Finance Committee will send out “letters of rationale” saying why or why not a club was allocated money.

### B. Appeals

If at any time a club or organization does not agree with the decision of Finance Committee they may appeal that decision within one (1) week to the Student Judiciary Review Board of SGA. If the Club or Organization does not agree with the ruling of SJRB they may appeal to the Dean of Students, their decision will be final.

