



## *Finance Committee By-Laws*

### **Article I – Selection of Members**

In order to qualify for any of the following positions the individual must meet all the requirements found in the Student Government Association's By-Laws. The selection the Finance Committee Chair/Student Government Association Treasurer will follow the procedures found in the SGA By-Laws.

#### **Section 1. SGA Class Treasurers/Finance Committee Liaisons**

- A.** There will be one Treasurer for each class year.
- B.** He/She/Them will be appointed by their class, after the spring elections but no later than the 4<sup>th</sup> meeting of the following fall semester.
- C.** While selecting a Treasurer each voting member in the class will have one vote with the class speaker voting only in the event of a tie.
- D.** The results of the election must be announced to the Student Government Association President before the next Finance Committee Meeting.
- E.** Any appeals regarding the election will follow the guidelines found in the SJRB By-Laws.

#### **Section 2. Finance Committee Liaisons**

- A.** There will be four Non-SGA Liaison positions.
- B.** All deadlines will be set by the SGA Treasurer.
- C.** At the next possible SGA meeting nominees will be presented to the board.
- D.** The SGA board can ask questions of the nominees following the questions/answers the SGA will vote on the nominees.
- E.** Each nominee will be voted on individually.
- F.** Each voting senate member must vote on all nominees.

- G.** Any appeals regarding the election will follow the guidelines found in the SJRB By-Laws.

### **Section 3. Vice Chair and Secretary**

- A.** Any voting Finance Committee members can nominate any voting Finance Committee member.
- B.** All voting members of Finance Committee will be eligible to vote. The SGA Treasurer will only vote to break a tie.
- C.** The candidate with the most votes will win the election.
- D.** Any appeals regarding the election will follow the guidelines found in the SJRB By-Laws.

### **Section 4. Vacancies and Removal of Committee Members**

- A.** In the event of a vacancy of any of the above mentioned positions the procedures found in these By-Laws concerning the election of new members should be followed.
- B.** Any member of the Finance Committee can be removed from office due to infractions violating the rules set forth in these By-Laws or conduct unbecoming of a Finance Committee Member.
- C.** Process for removal
- D.** All removals must be approved by the SGA Treasurer.
- E.** Any appeals regarding removal from office will follow the guidelines found in the SJRB By-Laws.

## **Article II – Duties of Members**

### **Section 1. The SGA Treasurer**

- A.** Serves as the Chairperson of the Finance Committee.
- B.** Creates an overall budget, based off of forecasted enrollment and anticipated Student Activities Fee collection, for all clubs and organizations.

- C.** Makes recommendations on all financial matters to SGA and the Executive Board of SGA.
- D.** Has final say on all financial matters for all clubs and organizations.
- E.** Updates SGA at least twice a month on the overall work of the Finance Committee.
- F.** Has signing power on all checks for SGA accounts.
- G.** Has the power to suspend and remove a clubs funding with a majority vote of the Finance Committee based on the content of these By-Laws.
- H.** Will work with SLI Operations and Office Coordinator to ensure accurate tracking of all Student Organization Accounts.
- I.** Will serve as a Finance Committee Liaison to the Concert Committee, Program Council, and Senior Week.
- J.** Will serve as de facto Finance Committee Liaison to all parties requesting funding from the Initiative who do not already have a Liaison assigned to them.
- K.** Will make available, either by email and/or hard copy, all materials that are to be discussed and voted on during the Finance Committee or SGA meetings no less than twenty-four hours prior to said meeting. Those who wish to submit an item for the agenda must do so via email or in writing to the SGA Treasurer by the Friday before the next scheduled meeting. Requests received after the deadline will be placed on the subsequent meeting's agenda.
- L.** Will represent the interests of the Finance Committee at all SJRB appeals and hearings regarding to the Finance Committee.
- M.** Is responsible for following the attendance policy found in these By-Laws (Section III).
- N.** Must have a working knowledge of the guidelines found in these By-Laws.
- O.** Must inform SGA of any misuse or abuse of the SLI Corporate Cards at the next available meeting
- P.** Shall inform finance committee of money left in initiatives account prior to every meeting via email or by including it on the agenda for each meeting

## Section 2. **The Vice Chair**

- A. Will execute all the duties of the SGA Treasurer in the event of his/her absence with the exception of signing checks.
- B. Will assist the SGA Treasurer with all of the duties stated in Section II, Sub-Section A of these By-Laws.
- C. Will have the same responsibilities as a Finance Committee Liaison (Section II, Sub-Section D).
- D. Will have clubs assigned to him/her/them at the discretion of the SGA Treasurer and will serve as the Finance Committee Liaison for the Student Government Association.
- E. Is responsible for following the attendance policy found in these By-Laws (Section III).
- F. Must have a working knowledge of the guidelines found in these By-Laws.

## Section 3. **The Secretary**

- A. Will have the same responsibilities as a Finance Committee Liaison.
- B. Must keep accurate minutes of each meeting.
- C. Must email minutes of each meeting to the committee before the next meeting.
- D. Must take attendance at all meetings.
- E. Is responsible for following the attendance policy found in these By-Laws (Section III).
- F. Must have a working knowledge of the guidelines found in these By-Laws.

## Section 4. **The Finance Committee Liaisons**

- A. Are responsible for following the attendance policy found in these By-Laws (Section III).
- B. Must have a working knowledge of the guidelines found in these By-Laws.
- C. Will be assigned to oversee clubs at the SGA Treasurer's discretion.

- D.** Are responsible for communicating and tracking the financial actions of the clubs they have been assigned.
- E.** Will ensure that each assigned club is following the rules set forth in these By-Laws.
- F.** Will inform each assigned club of any changes that have been made to these By-Laws during the course of the year.
- G.** Must have a working knowledge of all the anticipated and incurred expenditures of their assigned clubs.

### **Article III – Attendance Policy**

#### **Section 1. Rules Regarding Attendance**

- A.** All members should attend all Finance Committee meetings
- B.** All members are allowed three (3) excused absences per semester.
- C.** Members must notify the SGA Treasurer, via email of any anticipated absence no less than twenty-four (24) hours prior to the meeting in order to be considered excused.
- D.** the SGA Treasurer must notify the Finance Committee Vice- Chair, via email, of his/her absence no less than three (3) business days prior to the meeting.
- E.** All members, with the exception of the SGA Treasurer, are allowed two (2) unexcused absences.
- F.** The SGA Treasurer is allowed no unexcused absences and will face removal procedures if one occurs.
- G.** The SGA Treasurer is allowed unlimited excused absences for SGA related meetings if he/she/they has followed the procedures set above.

### **Article IV – Duties of Club/Organization Treasurers**

#### **Section 1. Expectations**

- A.** Must have a working knowledge of the guidelines found in these By-Laws.

- B.** Must have regular contact with the assigned Finance Committee Liaison or SGA Treasurer and Program Advisor.
- C.** Must keep an accurate record of all club finances.
- D.** Must present a financially accurate report to the Finance Committee detailing the status of all club funds once a semester.
- E.** Must file all reports, and requests according to the deadlines set by the SGA Treasurer and the Finance Committee.
- F.** In the absence of a club Treasurer the club President can temporarily execute these duties. However, this will not excuse a club from filling the Treasurer vacancy as soon as practicable. Exceptions may be granted by the SGA Treasurer upon written request from the club President.
- G.** Club and Organization Treasurers must exhaust all other alternative options before using either the SLI Corporate Cards i.e. Ram Card, Purchase Orders, Invoices, Check Requests, etc. before using the two aforementioned cards.
- H.** Clubs and Organizations must request in advance for use of the corporate card. Each club/organization must also submit the amount looking to spend and location.

## **Article V – Accounts**

### Section 1. Initiative Account

- A.** Can be utilized by any group of 8 or more undergraduate students, undergraduate student club or organization.
- B.** Can be utilized by Suffolk University departments or offices that are planning undergraduate student led programs at the discretion of the Finance Committee.
- C.** All events using money from the Initiative Account (Initiatives) must be open to the entire undergraduate population of Suffolk University unless otherwise approved by finance committee.
- D.** At the discretion of the SGA Treasurer Initiatives can be used for promotional items, clothing, or co-sponsorships.

- E.** All parties wishing to access the Initiative Account must fill out the Initiative Request Form which can be found on the Finance Committee website ([www.Suffolk.edu/financecommittee](http://www.Suffolk.edu/financecommittee)) or via SGA FinCom on SUConnect.
- F.** For events requiring contracts, all Initiative Request Forms must be submitted via email to the SGA Treasurer no less than fourteen (14) days prior to the event in question.
- G.** All Initiative Requests concerning travel or conference costs must be submitted no less than fourteen (14) days in advance.
- H.** All Initiatives Requests that include travel must have a personal contribution, co-sponsorship, fundraising, or club budget contribution of at least 20% of the total cost for the first 4 people and 80% of additional people.
- I.** All parties requesting Initiatives must be present at the initiatives meeting as scheduled by treasurer
- J.** Any event using Initiatives will be required to return to the Initiatives Account any money obtained during the course of the event.
- K.** All parties requesting Initiatives must submit an Initiative Request Form along with copies of all relevant paperwork to Finance committee, their respective advisor and SLI Operations and Office Coordinator on the day of request.
  - i.** Please see Appendix A: Article I, Section 1, Item B for appropriate request quote guidelines.
- L.** Initiative Requests with totals of less than Five Thousand dollars (\$5,000) will only need to pass Finance Committee in order to be awarded to the requesting parties.
- M.** The SGA Treasurer will notify the SGA of all Finance Committee approved requests under Five Thousand dollars (\$5,000).
- N.** All other Initiative Requests will have to appear before and be voted on by both the Finance Committee and the SGA in order to be awarded to the requesting parties.
- O.** All Initiative Requests will follow the applicable procedures outlined in Appendix A of these By-Laws.
- P.** All initiative procedures must be complete prior to event in question taking place

## Section 2. **Early Initiatives Fund**

- A. The SGA treasurer will be allocated \$3,000.00 discretionary fund from the initiatives account; to be used during the summer, when the Finance Committee is not in session.
- B. Can only be accessed by an SGA recognized student club/ organization.
- C. Funds remaining in this account at the end of the summer will be deposited into the initiatives account.
- D. Clubs/ organizations have a maximum limit of \$300.00 for total requests that can be made from this fund.
- E. The treasurer will create a report listing the funds allocated during the summer break and report it to Finance Committee and SGA during said group's first meeting.

## **Article VI – Expenditure Guidelines**

The following rules apply to any and all requests that are presented to the Finance Committee.

These requests include but are not limited to Initiative, Early Initiative Fund, and Budget requests.

### Section 1. **Clothing**

- A. Clothing will be defined as any and all garments worn by an individual.
- B. Recognized clubs and their members can use no more than twenty-five dollars (\$25) of the Student Activity Fund to go towards purchasing any article of clothing per person per semester, items such as uniforms or costumes stated in subsection C (below). The \$25 cannot be combined for a single semester, unless otherwise granted by the financial committee.
- C. Costumes and uniforms will be at the discretion of finance committee on a case by case basis for the amount per person
- D. If the total cost of the article of clothing is less than twenty- five dollars (\$25) per person then the club/organization may pay for the total cost of the order.

- E.** If the total cost of the article of clothing is more than twenty- five dollars (\$25) per person then the club/organization may pay up to and including twenty-five dollars (\$25) and have the individual members cover the remaining cost.
- F.** All monies that are to be paid by individual members must be collected before the order is placed.
- G.** Any item of clothing categorized/used as a costume must be offered to: 1) The Performing Arts Office once it is no longer needed by a club/organization. If a student wishes to pay the difference in price for a costume, they will be allowed to keep it.

## Section 2. **Conferences**

- A.** Any club/organization can allocate in their budget and receive Initiatives for a conference that will enhance the knowledge and/or productivity of the club.
- B.** All parties requesting Initiatives must submit a Conference Initiative Request Form along with copies of all relevant paperwork to Finance committee, their respective advisor and SLI Operations and Office Coordinator on the day of request.
- C.** Clubs can allocate for room, board, meals, travel, and the total cost of an Advisors trip.
- D.** A club can in no way allocate for souvenir costs unless such items are included in the conference registration costs.
- E.** All receipts, invoices, etc. pertaining to the conference must be handed into the SLI Operations and Office Coordinator within one week of returning from the conference.
- F.** All travel expenses will follow the guidelines in Article VI, Section C.
- G.** Before any club/organization decides to attend a conference they must meet with the Program Advisor.
- H.** Reasonable costs will be determined on a case by case basis but will usually include room and meal costs.
- I.** SGA will fund 80% for the first four members, and a subsequent 40% for the rest of the members attending the conference.

### Section 3. **Food**

#### **A. On Campus –**

1. Food costs cannot exceed more than fifteen dollars (\$15) per person
2. The Student Activities Fund will not subsidize the cost of food at general meetings.
3. Special Meetings will be defined at the discretion of the finance committee.

#### **B. Off Campus –**

1. Food costs cannot exceed more than twenty-five dollars (\$25) per person.
2. The Student Activities Fund will not subsidize the cost of food at general meetings.
3. Special meetings will be defined at the discretion of the finance committee.
4. Dinners for clubs/organizations cannot be greater than the number of the executive board members multiplied by two.

## **Article VII – Corporate Card Use**

### Section 1. **Use**

- A.** When the SLI Corporate Cards are used to make a purchase, the Director, Associate Director, Graduate Fellows, or the Office Coordinator must be present at the time of the transaction review and give approval of said transaction
- B.** Club and Organization Treasurers must exhaust all other alternative options before using either the SLI Corporate Cards i.e. Ram Card, Purchase Orders, Invoices, Check Requests, etc. before using the two aforementioned cards.
- C.** The Student Government Association must follow the same standards for Corporate Card use as stated in these by-laws.

## **Article VIII – Revenue**

### Section 1. **Rules**

- A. All revenue from an Initiative or Early Initiatives funded event must roll back into the appropriate account up to the amount awarded originally.
- B. All unused revenue from club budget funded events will roll into the Initiative Account and the Early Initiatives at the end of each year.
- C. Fundraising monies will remain in the clubs budget until used.

## **Article IX – Dues and Donations**

### **Section 1. Dues**

- A. Clubs/organizations are prohibited from collecting dues unless an exception is made by the finance committee.

### **Section 2. Donations**

- A. Any money from the Student Activity Fee cannot be directly contributed to charitable organizations.
- B. Any money from the Student Activity Fee cannot be used to purchase tangible objects to be donated to charitable organizations.
- C. Clubs/organizations can sponsor charity events and proceeds from such events can be donated to charitable organizations
- D. If a club receives a donation/grant from an outside source they are allowed to keep it until said money

## **Article X – Check Requests**

### **Section 1. Rules**

- A. When paying a company via check, a W-9 form must be attached to the Check Request Form. (Any business should be able to provide a club/organization with such documentation).
- B. Checks reimbursing students cannot exceed Five Hundred dollars (\$500) unless an exemption has been made by the SGA Treasurer prior to the purchase.
- C. No Personal Reimbursements can be made unless a valid receipt is attached.

## **Article XI – Copies**

### **Section 1. Rules**

- A.** All SLI recognized clubs are allowed fifty (50) color copies free of charge per event.
- B.** Copies can be made in the Office of Student Leadership & Involvement.

## **Article XII – Contest and Raffles**

### **Section 1. Rules**

- A.** Executive Board members of a club/organization that is sponsoring a raffle are ineligible to win.
- B.** No cash prizes can be awarded for any contest or raffle.
- C.** Prize values cannot exceed the total of two hundred (\$200) dollars without the prior approval of the SGA Treasurer and the Director of Student Leadership & Involvement. Clubs/organizations can purchase one or multiple prizes at their discretion, not to exceed the total two hundred \$200.

## **Article XIII – Club/Organization Budgets**

### **Section 1. General Guidelines**

- A.** All clubs that have been recognized by both the Student Government Association and the Office of Student Leadership & Involvement can submit a request for a budget.
- B.** In order to receive a budget, a club must have open membership per the policies of the Office of Student Leadership and Involvement and the Student Judiciary Review Board.
- C.** The SGA Treasurer will set the timeline for the budget process on a yearly basis following the guidelines found in Appendix A.
- D.** Clubs can set aside money while requesting a budget for the purpose of co-sponsoring events with other clubs.

- E.** Clubs can set aside money while requesting a budget for the purpose of purchasing promotional items.
- F.** Any and all office supplies can be obtained through the SGA Secretary.
- G.** All club/organization budgets, with the exception of SGA, are to be split into fall and Spring Semester sections.
- H.** Any monies not used during the Fall Semester can be reallocated to the Spring Semester with Finance Committees approval. Any funds not reallocated from the fall to the spring will roll into the Initiatives Account.
- I.** Reallocations between the fall and Spring semester must be presented to the Finance Committee before the end of the first calendar month of the Spring Semester.
- J.** Finance Committee must vote on all budget reallocations to ensure compliance with these by- laws and good fiscal judgment.
- K.** Any money not spent during the spring semester will roll into the Initiative Account and Early Initiatives Fund, with the exception of any monies obtained from fundraising and donations.
- L.** All clubs must present their updated budget to the Finance Committee by the last meeting of the first month of each semester.
- M.** All clubs must keep their budgets current at all times.
- N.** The SGA Treasurer reserves the right to call any student club/organization before the Finance Committee.
- O.** The SGA Treasurer reserves the right to audit any student club/organizations budget after giving one (1) week notice to the club/organization in question.
- P.** Gifts to club/organization advisors (program & faculty) cannot exceed a value of thirty (\$30) dollars per advisor.

## **Section 2. Penalties**

- A.** Any club who is found to have misused any monies will be required to pay back the money out of the next fiscal year's budget.
- B.** If a club fails to attend more than two (2) Finance Committee Meetings in which their presence has been requested, their funds will be suspended for the remainder

of the semester. A failure to attend is defined as less than a 24 hour notice of absence, unless otherwise noted by finance committee.

- C. If at any time a club is found to have violated any section of these By-Laws their club will be penalized at the discretion of the SGA Treasurer and the Finance Committee.
- D. Penalties can range from a fine to ineligibility to request a budget for a period not exceeding one (1) year.
- E. Any penalty monies taken from clubs will be put into the Initiatives Fund.

### Section 3. **Appeals**

- A. All appeals will be handled by SJRB and will follow the applicable guidelines set in the SJRB By-Laws.
- B. Any club who wishes to appeal the decisions of the SGA Treasurer and/or Finance Committee may do so on the basis of procedural fault or unjust treatment.
- C. Under no circumstance may a club appeal a decision of the SGA Treasurer and/or Finance Committee because of a dislike of awarded money.

## **Article XIV – Amendments**

### Section 1. **Guidelines**

- A. Any member of Finance Committee or SGA can propose an amendment to these By-Laws.
- B. The amendment must be written in legislative format detailing the proposed amendment.
- C. The amendment must then be submitted to SJRB in order to ensure it does not conflict with the Constitution of the Student Government Association.
- D. Assuming SJRB approval, Finance Committee will hold an open meeting and discuss the merits of the amendment and vote accordingly.
- E. A 3/4 majority vote of Finance Committee is needed in order for the amendment to pass.

- F.** Dollar amounts and grammar can be changed by the SGA Treasurer, without adhering to the process stated above, with a simple majority vote in Finance Committee. If such action is taken the SGA Treasurer must report the changes to the SGA at the soonest possible SGA meeting.

**Article XV – Revisions**

- A.** Every three (3) years the Finance Committee must
- B.** review these By-Laws to ensure their effectiveness.
- C.** During this review they will add any amendments made during the previous three (3) years.
- D.** The SGA Treasurer will consult with the SGA executive board as well as the Finance Committee Advisor(s) during this review to receive input and feedback.
- E.** The review will be voted upon by the Finance Committee and the revised document presented to the SGA board.

## *Appendix A: Manual for the SGA Treasurer*

### **Article 1 – Request Procedures**

#### **Section 1. Guidelines**

- A.** The following is the procedure of how voting will be handled for all Initiative Account and New Club Fund requests.
- B.** Clubs are required to provide three quotes for clothing items, food choices, lodging, transportation, and all other expenses needed in order for Finance Committee to consider requests. The three quotes must represent a single item/expense and cannot be three different items/expenses. Set amounts for items like gift cards, do not require three quotes. Other considerations are at the discretion of Finance Committee.

#### **Section 2. Under Five Thousand Dollars (\$5,000.00)**

- A.** Requestor will present the request before Finance Committee.
- B.** Any Finance Committee can then ask questions about the request.
- C.** Debate will occur concerning the exact dollar amount to be awarded.
- D.** Finance Committee will then vote on the request.
- E.** A simple majority is needed for a request to pass.

#### **Section 3. Over Five Thousand Dollars (\$5,000.00)**

- A.** Requestor will present the request before Finance Committee.
- B.** Any Finance Committee or SGA member can then ask questions about the request.
- C.** Debate will occur concerning the exact dollar amount to be awarded.
- D.** Finance Committee will then vote on the request.
- E.** A simple majority is needed for a request to pass.
- F.** The request will be sent forward to the SGA with the dollar amount approved by Finance Committee.

- G. Requestor will then present the request to the SGA.
- H. Any SGA member can then ask questions about the request.
- I. SGA will then vote on the request.
- J. A simple majority is need for a request to pass unless the request did not pass Finance Committee in which case a 3/4 majority will be needed.

## **Article II – Budget**

### **Section 1. Guidelines**

- A. The following are guidelines that should be followed to ensure that the budget process will go smoothly.

### **Section 2. Process**

- A. The Budget process will take place in the Spring Semester of each year and must be completed at least two (2) weeks before the end of the Spring Semester.
- B. All budgets must be submitted electronically to both the Finance Committee Chair and SLI.
- C. All budget packets must be fully signed, handed in, and emailed by the deadline, all late forms will not be accepted.
- D. Full budget packets will consist of the following.
  - 1. Current years updated budget.
  - 2. Coming years requested budget.
  - 3. Miscellaneous sheet explaining miscellaneous expenses.
  - 4. Sheet stating current year's events, how they went, and approximate attendance.
- E. Clubs will be given notification at their budget hearing of missing parts and will have until 4 P.M. the next business day to submit missing parts.
- F. Members of finance committee who are members of clubs seeking a budget can not speak during the time that their clubs budget if being discussed.

- G.** After the budget allocation process the SGA Treasurer will show SGA the awarded amounts for all of the clubs requesting budgets. SGA will not have a line item veto on any of the budgets and must pass the allocation with a roll call vote.

### **Section 3. Penalties**

- A.** Incomplete budget packets will be held off until the end of the budget awarding process. Budgets that were handed in incomplete but after being notified handed in the missing form(s) will be pushed to the end of the budget process and may only receive an allotted amount of the remaining funds.
- B.** If a club hands in or emails the budget packet after the deadline they have the right to explain themselves in the form of a written statement that will be read to finance committee by the chair. Finance committee will then decide the penalty, if any, from there. If no written statement is made or if finance committee deems it appropriate a club that does not hand in or email the budget packet on time can be awarded no budget for the next year.
- C.** All penalty money will be deposited into the Initiative account.

## **Article III – Initiatives**

### **Section 1. Guidelines**

- A.** The following are guidelines that should be followed if the Initiative account is in danger of running out.
- B.** If the Initiatives account is within \$5,000 of running out they will be closed except in a special case by case basis.

## **Article IV – Amendments**

### **Section 1. Changes**

- A.** Changes to this appendix can be made following the same guidelines as found in section VIII of the main document.