

Financial Bylaws

# FARMINGDALE STATE COLLEGE



## STUDENT GOVERNMENT ASSOCIATION

### FINANCIAL BYLAWS

# Financial Bylaws

## **Section 1.00: Purpose, Responsibilities, and Powers**

### 1.01: Purpose

01. The Financial and Organizational Affairs Committee operates within the Student Government Association. It is responsible for the allocation of the Mandatory Student Activity Fee.

### **1.02: Responsibilities**

01. To monitor and ensure fiscal responsibility and integrity within the Student Government Association, and the clubs/organizations in which it governs.
02. To review the policies outlined in these bylaws bi-annually and recommend changes. Recommended changes shall take place as a bill to the Senate.
03. To oversee the Student Government Association Budget and ensure that it is followed.
04. To compose a budget proposal for the next academic year and oversee the budgetary process.
05. To make a monthly report to the Senate. All reports must clearly indicate allocations made in the past month, including the name of the Funded Organization and brief details of the grants that were approved. In addition, every report must include the amount left in the grant fund.

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06. To ensure that all clubs/organizations Constitutions and Bylaws align with the governing documents of the SGA, once a semester. A report shall be presented to the senate once check has been completed.

### **1.03: Powers**

01. The Ex-Officio Chair and Chair Shall assure all disbursements are made fairly and equitably.
02. All request made to the Financial and Organizational Affairs Committee shall in order to be approved receive the signature of the Chairs of the Financial and Organizational Affairs Committee, and the President of the Student Government Association.

### **Section 2.00: Membership**

The Chair of the Financial and Organizational Affairs Committee will be the:

#### **2.01: Ex-Officio Chair**

01. Shall be the Director of Student Activities.
02. Shall preside alongside the Co-Chair over all meetings.
03. Shall oversee the operations of the Financial and Organizational Affairs Committee.
04. Shall be a voting member only in the absence of the Treasure of the Student Government Association (Chair)

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## Section 2.02: Chairman

### 2.02 Vice President of Finance of the Student Government Association.

01. Shall preside alongside the Co-Chair over all meetings.
02. The Chair has the authority to vote in the case of a tie.

### 2.03. Vice Chairman

01. Shall preside alongside the Chair over all meetings.
02. The Vice Chair has the authority to vote in all FOAC meetings.
03. Shall aide the Chair in administrative matters as directed and agreed upon between parties.

**2.03.** Five Financial and Organization Affairs Committee members appointed by the Student Government Association President, after consultation with SGA Advisor, Vice President of Finance and confirmed by a majority vote of the Senate shall be voting members.

01. Members appointed by the Vice President must be Senators of the Student
02. Membership of any appointed member may be revoked, by the Vice President.

## Section 3.00: Definitions

3.01 For the purpose of this Document, the following definitions shall apply, unless the context indicates otherwise:

01. Academic Year – Includes fall and Spring semesters.

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01. Apparel – Any items of clothing, including but not limited to, shirts, uniforms or costumes pre-approved by the FOAC.
02. Funded Organization - Any club, organization, or group funded by the Mandatory Student Activity Fee through the Student Government Association.
03. Fundraiser - The raising of revenue by a Funded Organization, including publishing advertisements.
04. Grants – Funds not yet allocated to Funded Organizations or Subsidized Programs, which have been organized into the contingency fund account for appropriation by the Financial and Organizational Affairs Committee for one-time large purchases, which would prevent future budget allocations, or any expense deemed necessary by the Vice President of Finance and unanimous approval by the FOAC.
05. Intersession - The Summer and Winter sessions.
06. Off-Campus Trips - Off-campus trips shall consist of activities which occur on property not belonging to Farmingdale State College, including but not limited to, the following types of activities:
  - (A) Trips to hotels and conference halls.
  - (B) Trips to amusement parks and recreational facilities.
  - (C) Trips to athletic or academic competitions, or similar activities.
  - (D) Trips to performances or theaters
07. On-Campus Events – Any activity that occurs on Farmingdale State College's Campus.

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08. Reimbursements – Payments for items or services that have already been purchased with funds other than cash advances.
09. Students - Current students enrolled in a Undergraduate/Graduate program at, Farmingdale State College.
10. Subsidized Programs - Any partially funded program, run by faculty and staff, that benefits the learning experience of the student. (I.e. Visiting Writers Program and Math Center)
11. Signatory Powers - Includes the President and Vice President of a funded organization.
12. Sports Club – An athletic organization that competes in local/regional leagues and associations.

### **Section 4.00: Budget, Revenue and Appropriations**

While considering allocations, the Financial and Organizational Affairs Committee shall, consider the following items favorable for student organizations, giving them priority in funding decisions:

- *Co-sponsorships*
- *Fundraising efforts and proceeds*
- *On-Campus life enhancement.*
- *Organization membership and growth*
- *Past successful performance of the organization and the proposed event*
- *Positive representation of FSC outside of the campus community.*

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The Financial and Organizational Affairs Committee shall consider the following when evaluating organization's requests for funding:

- *The quality and quantity of student participation in the event*
- *The extent to which the funding of certain items is necessary for the event/program's success*
- *The extent to which the organization has made effective use of previously allocated funds*
- *The amount of funds the organization is contributing to the event from other sources*
- *Past performance of the organization and the proposed event*
- *Positive Efforts conducted by the organization over the course of the fiscal year*
- *Timeliness and presentation of the request*
- *Other criteria deemed appropriate by the Financial and Organizational Affairs Committee*

4.01 The Student Government Association's Annual Budget is a projection of all estimated income, revenue and expenses during a given academic year.

4.02 The budget shall be divided into revenue and appropriations authorized by state guidelines to each funded organization.

4.03 No money shall be drawn from a funded organization's account unless approved by the Student Government Association Vice President of Finance.

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4.04 Revenue is derived from four (4) sources: Mandatory Student Activity Fee, interest income, generated income, and miscellaneous income.

01. Student Activity Fee – billed to each full-time and part-time (on a prorated basis) student through the college billing process. The Office of the Vice President of Student Affairs shall provide to the Vice President of Finance a projection of the number of students expected to enroll in the Fall/Spring semesters, summer and winter sessions.

02. Interest Income – interest resulting from investments, such as certificates of deposit accounts, money market funds, and commercial bank accounts, which guarantee the preservation of the principal.

03. Generated Income – revenue generated from the sale of tickets to SGA sponsored events.

04. Miscellaneous Income – gifts and donations. In general, they will be deposited into the Student Government Association's Miscellaneous Income Account.

4.05 Appropriations are monies made available to funded organizations and to pay for administrative costs of the Student Government Association. They are divided into the following categories:

01. Salaries and Wages – for full-time employees and also includes wages for student staff employed by the Student Government Association.

02. Professional Fees – for contract services (e.g. Legal, Audit, and Insurance).



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03. Operating expenses of the Student Government Association may differ or be distinct from funded organization expenditures and may be held to different restrictions as deemed necessary by the Vice President of Finance.

i. Expenditures made by the Executive Branch shall be subject to the approval of the President, unless stated otherwise by the Vice President of Finance.

ii. Expenditures made by the Legislative Branch shall be subject to the approval of the Student Government Association Vice President of Finance.

### 04. Funded Organizations Expenses

i. Any expenses to be paid if pertinent to a funded organization's mission as deemed by the Financial and Organizational Affairs Committee and/or Vice President of Finance.

1. Equipment and Furniture – computers, printers, copies, lockers, etc. Furniture may not be purchased unless approved by the FOAC and 2/3 majority vote of the Senate.

2. Office Supplies – pens, stationery, toner, paper, etc.

3. Event Supplies – utensils, crafts, tableware, etc.

4. Food and Beverages

5. Apparel- Apparel may not be purchased unless approved by the FOAC and 2/3 majority vote of the Senate.

6. Travel

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7. Advertising and printing – flyers, banners, posters, invitations, etc.
8. Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment.
9. Security – charges for security provided at all student sponsored events.
10. Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
11. Dues and Fees - the cost of memberships, conference fees, subscriptions.
12. Any other expenses relevant and justified to the purpose of the funded organization is allowed with approval of the Financial and Organization Affairs Committee.

### **Section 5.00: Fixed Percentages**

- 5.01 Subsidized Programs - Subsidized Programs will be granted up to 10% of the Student Government Association's budget.
- 5.02 Operational Budget - Operational Budget fees will be granted up to 40% of the Student Government Association's budget.
- 5.03 Clubs - will be granted up to 45% of the Student Government Association's budget, with Sports Clubs being granted up to 7% and the remainder being allocated to the rest of the clubs.

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5.04 Contingency Fund - Contingency Fund will be granted a minimum of 5% of the Student Government Association's Budget.

### **Section 6.00: Requirements to be Eligible for Funding**

6.01 In order to be eligible to receive funding from the Student Government Association, organizations must comply with the following requirements:

01. Be a registered club in an active status with the Office of Student Activities;
  - i. Have a functional executive board
  - ii. Have at least 10 active members at all times
  - iii. Hold at least one general member meeting per month
  - iv. Provide minutes/attendance list of each meeting to the Office of Student activities.
02. Be open to all students at Farmingdale State College at all times, allowing full participation in **ALL** events and activities.
03. Function under a duly-adopted organization constitution in accordance with the laws of the Student Government Association;
04. Complete a Budget Application and conform with other requirements issued by the Vice President of Finance, Senate and/or its Financial and Organizational Affairs Committee.
05. Possess a clean record of behavior and be in good standing with the Student Government Association and Farmingdale State College.
06. Be in compliance with this Document, and all other laws of the Student Government Association.

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07. Be in compliance with New York State and Federal Statutes.

08. Clubs that are active and recognized without a full executive board or clubs that have not completed their training, must submit in writing a request to be funded, to the Financial and Organizational Affairs Committee. All request will be at the discretion of the Financial and Organizational Affairs Committee. Budget applications for these clubs will only be accepted until the first day of October.

6.02 New clubs will be allocated no more than \$1,000.00 when a budget proposal is submitted. A larger amount can be granted at the discretion of the Vice President of Finance only if it would be impossible for the funded organization to fulfill its mission statement without it. Budget applications for new funded organizations will only be accepted until 1<sup>st</sup> day of October for the Fall semester. For club formed after this October 1<sup>st</sup> deadline, the standard budget application deadline will apply.

6.03 Loss of eligibility

01. No Funded Organizations or departments operating in violation of this Document or any laws set forth by the Student Government Association shall be eligible for funding until they come into compliance with the law.

02. The Vice President of Finance may freeze the budget of funded organizations in violation of this Document.

- i. Upon receiving knowledge of the violation, the Vice President of Finance must notify the funded organization as soon as possible.
- ii. When a club's budget is frozen, the Vice President of Finance must email the funded organization of the violation as soon as possible.

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03. If a club/organization is not in compliance with Student Government Association Bylaws, the Director of Student Activities may submit a written request to the Vice President of Finance of Student Government Association to freeze the budget of this funded organization.
04. If a funded organization commits a violation of this Document, the Financial and Organizational Affairs Committee may revise the appropriation of money allotted to this funded organization. They may lose eligibility at the discretion of the Financial and Organizational Affairs Committee.
05. Any funded organization that loses eligibility may petition to the Financial and Organizational Affairs Committee in order to have its budget status reinstated. This will require a majority vote of the filled seats.
06. Any funded organization that has been granted a budget and is in good standing with Student Government Association with regards to the Financial Bylaws, may choose to forfeit their annual budget, if they wish to do so. The funded organization shall be eligible to reapply for a budget, before the standard budget application deadline. Additionally, if after the forfeiting of the budget, the funded organization is found to have violated the Financial Bylaws during the time in which they had a Budget, they shall be disciplined in accordance with the violation. During the time in which the Funded Organization does not have a budget, they are still required to hold general meetings and meet all the requirements for eligibility for an “active” club set forth by the Office of Student Activities.

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### **Section 7.00: Grants**

- 7.01. An event grant shall be for the purpose of improving student life on campus through the hosting of events on campus by Funded Organizations.
- 7.02. The Student Government Association shall not allocate greater than 50% of the total grant fund during the Fall semester, and 50% in the Spring semester.
- 7.03. In order to, receive an event grant, a Funded Organization must demonstrate financial need in which the proposed event cannot fit into its normal line budget. In order to do this, they must provide an outline of their projected expenditures for the remainder of their line budget and an itemized breakdown of their event budget.
- 7.04. Factors to be considered when applying for an event grant budget shall be:
- a. If the Funded Organization showed a financial need for the event,
  - b. If the costs for the event are sufficiently planned,
  - c. If the event is a novel idea, and if the Student Government Association has the available funds to appropriate.
  - d. Priority for the consideration of an event grant will be given to funded organizations that haven't yet applied for a grant in the current academic year.
- 7.05. All events hosted by the use of a grant must bear the Student Government Association's Logo on advertising for said event. Failure to do so may result in the funded organization losing the ability to apply for grants.
- 7.06. Money appropriated from the grant fund may only be used on the specific items approved from the grant.
- 7.07. A grant can be issued for co-sponsorships between funded organizations.

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- 7.08. All grants approved by the Financial and Organizational Affairs Committee must be presented to the President within twenty-four (24) hours, where he/she has the right to veto the application within 72 hours. All vetoed legislation must go before the full Student Government Association Senate for vote to override.

### **Section 8.00: Contingency Fund**

- 8.01 An account created strictly to pay for unforeseen expenses within the Student Government Association only, with the Approval of the SGA President. *\*There must be an allocated Contingency Fund for a minimum of 5% of the total budget for an Academic Year.*

### **Section 9.00: Budget Process**

- 9.01 Senate Budgeting Powers

01. Financial and Organizational Affairs Committee shall for the duration of the Budget Process be known as the Allocation Committee. The Appropriations Committee shall be authorized to hold hearings and information sessions and sit on documents such as times and places, take such testimony, receive such evidence, and administer such oaths; and to compel the attendance at testimony of persons requesting money from the Student Government Association and the production of such records, correspondence, memoranda, papers, and documents as it considers necessary.

- 9.02 Budget Timeline

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01. The Vice President of Finance of the Student Government Association and Financial and Organizational Affairs Committee shall adopt a timeline for the annual budgeting process, including deadline for submission of applications, a period for budget hearings, and a tentative date to propose the budget to the Senate.
02. The tentative date to propose the budget must happen before April 1st.

### 9.03 Budget Application

01. The Vice President of Finance of the Student Government Association and the Financial and Organizational Affairs Committee shall be authorized to develop the online application necessary to be completed in order for the funded organization to receive funding.

### 9.04 Budget Approval

01. For the Academic Year, the Financial and Organizational Affairs Committee shall pass the budget proposed by the Vice President of Finance by a majority vote. If approved, the budget shall require the approval of two-thirds of the Senate.
02. If the Financial and Organizational Affairs Committee and/or Senate fail to approve a budget by the beginning of the second week of the month of May, the Executive Board shall by 3/4th vote approve or deny the budget.
03. Once the budget is approved the Vice President of Finance shall have the budget certified by the Vice President of Student Affairs as required by the SUNY Chancellor Guidelines.

## Section 10.00: Reimbursements



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- 10.01 Reimbursements shall be pre-approved by the Vice President of Finance of the Student Government Association. Under no circumstances will reimbursements be paid unless there is documented pre-approval by the Vice President of Finance of the Student Government Association.
- 10.02 Reimbursements will only be approved when it is not possible to obtain a cash advance.
- 10.03 Reimbursements must include the original itemized receipt.
- 10.04 Receipts for reimbursements must be submitted within one (1) month of the purchase.
- 10.05 Each club is permitted to have one outstanding cash advance at any given time.

### **Section 11.00: Food and Beverages**

- 11.01 Expenditures for Food and Beverages for the use at general body meetings shall not exceed \$350.00 or ten (10) percent of their budget for the year, whichever is less.
- 11.02 Aramark is the only approved caterer to be used on campus. If another caterer needs to be used, this decision is at the discretion of Aramark.

### **Section 12.00: Gifts and Awards**

- 12.01 Gifts/Prizes shall be defined as a thing given willingly to someone without payment/expectation of return or as a give-away or reward for events. Awards shall be defined as any items with the likeness of a trophies, plaque or certificate.
- 12.02 Funded Organizations may spend no more than \$200.00 or ten percent of their budget on gifts or awards per academic year, whichever is more. No individual gift may exceed \$50.00. Groups looking to spend more than the above amount should submit a request

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with justification to the Financial and Organizational Affairs Committee. In order for the request to be approved it must be approved unanimously.

12.03 Gifts, prizes, or awards cannot be in the form of cash.

12.04 The following are prohibited recipients of gifts and awards:

01. Funded Organizations may not purchase any Gifts, equipment or Apparel for non-students, except plaques or certificates may be purchased for invited guests.

02. Funded Organizations and Departments may not purchase any Gifts, except plaques or certificates, for their own officers or employees.

12.05 All Gifts must be pre-approved by the Vice President of Finance and must be accompanied by a justification of the purchase. The Vice President of Finance may reject Gift requests if they:

01. Are frivolous or unnecessary;

02. Appear suspicious or to serve the personal gain of particular individuals and not the Funded Organization as a whole; or

03. Violate any policy or procedure of the Student Government Association.

12.06 If any Funded Organization purchases gifts and/or awards in violation of any provision of this section, the executive board of the club/organization shall reimburse the full cost of the gift(s). The funded organization may be subject to other disciplinary actions.

### **Section 13.00: Apparel**

13.01 A club/organization may spend no more than \$2,000.00 or ten (10) percent (whichever is less) of their allotted budget on apparel, exceptions must be submitted in writing to the

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Financial and Organizational Affairs Committee. Realistic attendance expectations must be validated by the Office of Student Activities.

13.02 A club/organization will be allowed to spend more than \$1,000.00 at the discretion of the Financial and Organizational Affairs Committee, if a club/organization requires uniforms to carry out their mission statement. me

01. Uniforms and costumes belong to the Student Government Association, for use by the funded organization and not the individual members and cannot be personalized.

02. Uniforms and costumes may not be disposed of without authorization from the Vice President of Finance.

03. All uniforms and equipment shall stay with the club at all times and be subject to bi-annual inventory reports to the Vice President of Finance.

13.03 Funded organizations may not purchase items that violate school policy, are fiscally irresponsible, or serve the personal gain of individuals. Such items include, but are not limited to:

01. The use of trademarks or copyrights without proper permission.

i. Print of trademarked material shall be bought through a university approved vendor.

ii. Logos shall be reviewed for approval before apparel is ordered/purchased.

13.04 If any club/organization purchases apparel in violation of any provision of this section, the organization shall reimburse the full cost of apparel. The club/organization may also be subject to other disciplinary action.

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### **Section 14.00: Intersession (Winter & Summer) Guidelines**

14.01 Budgets created during the intersession shall be at the discretion of the Vice President of Finance.

01. Intersession budgets shall be presented to the Vice President of Finance by the second week of said intersession.

02. Any club that exceeds their given budget shall have their excess retracted from their academic year budget.

### **Section 15.00: Off-Campus Trips**

15.01 Off-campus trips that are crucial to a funded organization's approved mission statement shall be weighed on a case by case bases.

15.02 Funded Organizations planning Off-Campus Trips must submit a completed Off-Campus Trip Form to the Office of Student Activities at least four (4) weeks before the trip date.

15.03 The amount of money clubs can use for off-campus trips cannot exceed \$6,000 per academic year; and up to \$600 per person. If a club can prove that increasing the number of attendees can improve student life as a whole, more funds can be allocated at the discretion of the Vice President of Finance and the Financial and Organizational Affairs Committee.

15.04 The cost of meals or food vouchers cannot exceed \$15.00 per person. In the case of a group meal, the total cost cannot exceed: \$15.00 \* number of attendees.

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15.05 Off-Campus Trips must be pre-approved by the Director of Student Activities. The Director of Student Activities may deny an Off-Campus Trip if:

01. The trip is not in accordance with the Funded Organization's mission or purpose;
02. The trip is fiscally irresponsible;
03. The off-campus trip form is incomplete or incorrect;
04. The Funded Organization has misrepresented a material fact about its trip;
05. The trip or related expenditures violate any other policy or procedure of the Student Government Association.

15.06 The Student Government Association shall not assume the following costs or expenses on Off-Campus Trips:

01. Additional activities beyond the original purposes of the Off-Campus Trip;
02. Non-students participating in off-campus trips, including but not limited to coaches, trainers or other staff. Unless a chaperone is required under the Office of Student Activities/SUNY Guidelines.
03. When an organization rents a bus and or rental vehicle to attend off-campus trips, non-students who are related to the club (i.e. Coaches) shall be eligible to travel with the club/organization pending approval from the Director of Student Activities.

15.07 Should a funded organization take a flight to attend an off-campus trip, the Student Government Association shall cover only the cost of economy seating.

15.08 Trip Reimbursements – as with all other reimbursements, trip-related reimbursements shall require prior approval from the Vice President of Finance.

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01. *Lodging.* The Student Government Association will not reimburse individuals for lodging and related accommodations. All such accommodations must be arranged and payment prepared in advance.

02. *Gas, Tolls, Parking, and Travel.* All requests for gas, tolls and parking reimbursements must be pre-approved by the Vice President of Finance prior to the Off-Campus Trip. Such reimbursements shall be submitted and calculated as follows:

i. All original gas, toll and parking receipts must be submitted to the Vice President of Finance; no reimbursement will be approved without original receipts.

ii. *Rented Cars.* If students rent automobiles, the receipts and vouchers must be submitted separately for each car. The Student Government Association will reimburse exact costs of gas, tolls and parking as indicated on the receipts.

iii. *Personal Cars.* If students drive their personal cars, the receipts and vouchers must be submitted separately for each pre-approved driver. The Student Government Association will reimburse the pre-approved drivers a fixed rate per mile to compensate for gas and vehicle wear-and-tear.

iv. *Route.* The route to be taken to arrive at the desired destination must be submitted to the Vice President of Finance prior to the trip for approval. The reimbursement for gas will be based upon the approved route and mileage.

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- v. *Parking Fines or Traffic Tickets.* The Student Government Association will not reimburse parking fines or traffic tickets. The Student Government Association shall not pay for accident related costs.

15.09 The following are exemptions to Off-Campus Trip Requirements:

01. Trips to off-campus facilities for the purposes of practices. Provided that the Funded Organization organizing the event provides means for all student members wishing to participate to do so on an equal opportunity basis.
02. The expenses of Officers of the Student Government Association engaging in travel related to their duties, including attendance at SUNY Assembly.

15.10 Student Government Association Members can only attend the SUNY Assembly conference once during the school year, unless he/she is a Voting Delegate.

### **Section 16.00: On-Campus Events**

16.01 Expenditures for events that significantly deviate from a funded organization or department's mission and goals shall not be permitted.

16.02 Funded organizations and departments are permitted to allocate no more than 5% of available tickets as complimentary tickets; and priority should go to people who have volunteered and assisted with the preparation of the particular event, but have received no compensation.

01. The proposed complementary list must be submitted to the Director of Student Activities at least three (3) business days prior to the event for pre-approval.

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02. The list must include the following information:

- i. Full name of the person receiving the complimentary ticket;
- ii. Ram ID number;
- iii. Whether they are a student or nonstudent (e.g. faculty, staff, etc.); and
- iv. Reason for the person receiving a complimentary ticket (e.g. E- board member, volunteers, advisor, etc.)

### **Section 17.00: Co-Sponsorships**

17.01 All co-sponsorships between funded organizations must be pre-approved by Director of Student Activities and the Vice President of Finance of the Student Government Association.

17.02 Funded organizations cannot contribute more than ten percent of their budget towards a co-sponsored event.

### **Section 18.00: Fundraising**

18.01 Rules Pertaining to Fundraisers — Funded organizations and Student Government Association Departments may carryout fundraisers to raise revenues for their organization and charity in addition to the money appropriated by the Student Government Association, but all fundraisers taking place on campus and/or utilizing appropriated money shall be subject to the following restraints:

01. Prior to engaging in fundraising activities on-campus, the officer(s) responsible for the event must be pre-approved by the Office of Student Activities and the



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Vice President of Finance. The pre-approval must be received at least two weeks in advance.

02. All other revenues generated on-campus shall be received under the supervision of the funded organization's Vice President of Finance or the Vice President of Finance and submitted to ASC to be deposited in the organization's trust and agency account.
03. All other revenues generated on-campus shall be received under the supervision of the funded organization's Vice President of Finance or the Vice President of Finance and submitted to the Student Government Association's Accounting Office within one (1) week of its receipt to be placed in the organization's on-campus account.
04. If funded organizations generate revenue by off-campus fundraising using appropriated money, or generated by sale of advertising space or time in publications, broadcasts or events paid for by appropriated money, then the organization's on-campus account must be reimbursed the full cost of such publishing, broadcasts, or events.
05. Funded organization's Vice President of Finances or Department Head Officer shall be responsible for submitting to the Vice President of Finance accurate accounts of money received and costs incurred. Failure to do so or willful misrepresentation shall result in loss of budget for the remainder of the academic year.

### **Section 19.00: Ticketed Event**

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- 19.01 Any club/organization of the Student Government Association that sells tickets to their events must process sales online via Market Place or have their ticket seller be approved by the Office of Student Activities in order to sell tickets in person.
- 19.02 Any funds generated from ticket sales must be declared to the Vice President of Finance within a week of the event.

### **Section 20.00: Over budget**

- 20.01 Should a club/organization exceed their academic year budget, their subsequent year's budget shall be deducted the amount that was exceeded.
- 20.02 Should the exceeded amount exceed the subsequent year's academic year budget, the said club/organization shall lose eligibility for funding.

### **Section 21.00: Conflicts of Interest and Ethical Behavior**

#### 21.01 Senate Budget Ethics Rules:

01. Any Funded Organization officer or former officer serving on the Budget Committee shall recuse him or herself from voting his or her own Funded Organization's budget in committee, on any line budget revisions, or on any grant for his or her Funded Organization.

#### 21.02 Student Government Association Statement of Ethical Behavior

01. No officer of the Student Government Association is expected to participate in any deliberations or vote on any matter relating to current or proposed business with any individual or organization with whom the entity with which the officer

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has a direct or indirect personal or financial interest that may conflict with the proper discharge of the member's duties. The presiding officer of any such body considering said business, in coordination with the body making a decision, shall determine whether the officer may participate in the deliberations or vote on the issue.

21.03 A student cannot be an Elected Signatory Officer of two or more funded organizations, including Student Government Association, simultaneously.

21.04 Officers or members of the Student Government Association or relatives of officers or members of Funded Organizations cannot be hired on a contractual basis without the prior approval of the Director of Student Activities and the Vice President of Finance.

21.05 The money, resources or authority of the Student Government Association shall not be used for the personal financial benefit of any officer, member of private person, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.

21.06 The use of fraud to receive property or money properly belonging to Student Government Association, embezzlement, gross misuse of the Student Government Association's property or assets for personal benefit, or any other such illegal activity is prohibited, and any person or organization caught engaging in such activities shall be subject to punishment by the Student Government Association, Farmingdale State College and civil or criminal penalties of New York State and the United States, where applicable.

21.07 The Vice President of Finance of the members of the Financial and Organizational Affairs Committee are not allowed to receive any gifts from funded organizations or programs under any circumstances.

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### **Section 22.00: Contractor Services (i.e. Coaches, Directors, Medics, etc.)**

22.01. Current Farmingdale students shall not be hired as coaches for a Funded Organization.

Contractors must meet the following criteria to be paid:

01. All individuals seeking to fill a paid staff role (i.e. Coaches, Directors, etc.) must submit a resume, and proof of certifications, to the Vice President of Finance and the Office of Student Activities in order to assume desired role.
02. SGA will fund one coach, one assistant coach, and one Medic per sports club.
03. Coaches and Medic must possess current CPR/AED certification.
04. All individuals shall submit a background check upon request from the SGA Vice President of Finance/Director of Student Activities.
05. All contracting services must be pre-approved by the Director of Student Activities before they are brought to the SGA Vice President of Finance.
06. A contract must be executed for all coaches .

### **Section 23.00: Insurance Requirements**

23.01. When contracting with a vendor or a sole proprietor, the funded groups must request a Certificate of Liability Insurance with the following parties named as additional insured:

- a. Student Government Association at Farmingdale State College

2350 Broadhollow Road

Roosevelt Hall-Room 127

Farmingdale, NY 11735

- b. Farmingdale State College

## Financial Bylaws

2350 Broadhollow Road

Farmingdale, NY 11735

c. State University of New York

State University Plaza

353 Broadway

Albany, NY 12246

d. - Auxiliary Service Corporation

2350 Broadhollow Road

Farmingdale, NY 11735

### **Section 24.00: Contracts**

24.01. All contracts funded by SGA must be approved and signed by the SGA Vice President of Finance.

24.02. In the absence of the SGA Vice President of Finance, the SGA President will act as signing authority.

24.03. If an individual other than the SGA Vice President of Finance or the approved absentee signing authority, (SGA President) signs a contract to be funded by the mandatory student activity fee, that individual is responsible for payment. The SGA is NOT

obligated to provide payment for contracts signed by anyone else other than the SGA

Vice President of Finance or the SGA President in the absence of the SGA Vice President of Finance. This includes faculty and staff.

24.04. Contracts must be submitted for review at least 3 weeks in advance.

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### **Section 25.00: Audits**

25.01 The Financial and Organizational Affairs Committee, to determine the overall Student Activity Fee utilization, reserves the right to perform random audits of organizations, accounts, and events. If an audit reveals evidence of misspending of funds, the student group may be subject to sanctions, or forfeiture of funding and recognition status.

### **Section 26.00: Sanctions**

26.01 The Financial and Organizational Affairs Committee is responsible for managing the contributed funds of all undergraduate/graduate students at Farmingdale State College. Clubs/Organizations awarded funding through the Student Activity Fee are held accountable for appropriate spending to the undergraduate/graduate student body. Sanctions help regulate the funds awarded to all club/organizations, and are not meant to hinder a club/organization's operations.

26.02 Sanctions may be imposed upon an organization for the following:

01. Failure to submit a spending report by the deadline
02. Disapproval of a spending report
03. Unauthorized spending of SAF funds
04. Spending which violates any clause of this Document.
05. Unauthorized distribution of complimentary tickets.

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06. Failure to return unutilized SAF funds or event revenue to The Financial and Organizational Affairs Committee.

07. Inappropriate storage or record-keeping of equipment, costumes, or props.

08. Falsifying information on any submissions to the Financial and Organizational Affairs Committee.

26.03 Sanctions that may be implemented upon an organization include but are not limited to:

01. Loss of eligibility to request funding for a specified time-period.

02. Requirement to co-sponsor events for a specified time-period or number of events

03. Return of SAF funds for money spent, or complimentary tickets distributed inappropriately.

04. Required weekly meetings with a Financial and Organizational Affairs Committee liaison.

05. Referral to the Office of Student Activities for status review.

06. For annual budgets, required submission of monthly spending reports.

07. Student organizations may be subjected to more than one sanction per offense.

08. Additional action may be taken depending on the circumstances.

09. All sanctions with specified time periods will be imposed from spending report due dates.

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10. Sanctions imposed upon organizations will be detailed and outlined in a written memorandum to the club/organization, program manager, and club/organization advisor.
11. Appeals on sanctions may be submitted on any decision made by the Financial and Organizational Affairs Committee.
12. Appeals should follow the guidelines set forth in the Appealing a Decision section of this Document.

### **27.00: Appeals Process**

- 27.01 The reviewing and approving of the distribution of Student Activity Fees must be done in a non-discriminatory, unbiased point of view that eliminates all religious, political, and/or ideological beliefs. Any violation of this principle in the funding process, allows student clubs/organizations to appeal by following the guidelines set forth in the Appealing a Decision section of this Document.

### **28.00: Appealing a Decision**

- 28.01 The following appeals process will allow student organizations to request that decisions made by the Financial and Organizational Affairs Committee be reconsidered.

- 28.02 An appeal may only be based upon the following criteria:

01. Established policies and procedures were not followed, and/or
02. The funding allocation decision was arbitrary or capricious, and/or



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03. The severity of imposed sanctions was unnecessarily harsh in nature compared to the severity of the infraction.

04. The fact that the Board did not fund a request in its entirety does not in itself constitute grounds for an appeal.

28.03 A club/organization must submit a written appeal request to the SGA President within seven days of funding decision notification including the following, when applicable:

01. The request for which the decision was made, along with all supporting materials,

02. The funding decision,

03. The allocation and spending workbook,

04. Spending report submitted,

05. Sanction decision,

06. Any other memorandums from the Financial and Organizational Affairs Committee related to the matter.

07. The criteria on which the appeal is based, noting the specific policies within the Financial Bylaws that were violated.

28.05 The President of the Student Government Association will receive the appeal and determine if the appeal has merit based on criteria established above.

26.01 An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt.

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28.07 The Appeals Board will consist of the following members:

01. SGA President,
02. Director of Student Activities,
03. Two faculty or staff members,
04. Two students, and
05. The Vice President for Student Affairs, or designee
06. In the event that, the Student Government Association is the appealing organization, the Vice President for Student Affairs, or designee, will make the decision on the appeal.

28.08 The Appeals Board will consider all aspects of an appeal, including but not limited to:

01. Criteria on which the appeal is based
02. Financial Bylaws policies that were or were not followed
03. The ability of the event to succeed without the items that were not funded,

28.09 If applicable The Appeals Board may make one of the following decisions:

01. Uphold the original decision of the Financial and Organizational Affairs Committee.

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02. Amend the decision to allocate funding for items not originally funded. (the Financial and Organizational Affairs Committee may not allocate funding above the originally requested amount)

28.10 Once a decision has been made, the Appeals Board must provide the rationale of the decision within three business days in a memorandum to the student organization, the organization's advisor, program manager, and the Finance Board.

28.11 Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently.

28.12 The decision of the Appeals Board is final.

