

ARTICLE I. GENERAL PROVISIONS

Section 1-10. Scope.

- A. These codes shall apply to Student Government Association and all Registered Student Organizations at Presbyterian College.
- B. No organization or individual will be discriminated against based on race, gender, religion, or sexual orientation when asking for money from the Student Government Association.

Section 1-20. Definitions.

A "Registered Student Organization" shall be defined as any organization that has been registered as an official college organization via the Student Government Association through the Registered Student Organization Application.

Section 1-30. Authority for the funding of Registered Student Organizations.

The Vice President of Finance and Administration, or his or her designee, shall determine the funds available for the Student Government Association each fiscal year. It is up to the Student Body President to set the budget for the allocation of funds prior to that allocation for the next fiscal year.

ARTICLE II. OPERATIONS COMMITTEE

Section 2-10. Responsibilities.

The responsibilities of the Operations Committee shall include, but are not limited to:

- A. Providing information to all Registered Student Organizations on approved methods for the Student Government Association allocation process;
- B. Acting as the first review of financial requests from any Registered Student Organizations, as well as Student Government Association;

Section 2-20. Votes.

A majority vote of committee members present and voting shall determine the recommendation on all financial requests being brought before the Student Government Association.

ARTICLE III. FUNDING REQUEST PROCESS

Section 3-10. Eligibility for the request of funds by Registered Student Organizations.

Allocations will be done on a rolling basis throughout the semester. To be considered for funding, a Student Organization must:

- A. Request funding from the Student Government Association as outlined in these codes and by the timeline set by the Operations Committee;
- B. Make such a request in advance of the event. End-of-semester requests must be made two weeks before the final session of the Operations Committee for each semester;
- C. Make such a request while the Student Senate is in session;
- D. Reflect with its financial requests actual prices as opposed to projected cost. All costs must show supporting documentation quotes. Acceptable Forms of Documentation are at the discretion of the Operations Committee;
- E. Send either the President or Treasurer to the Registered Student Organizations' treasurer's workshop;

Section 3-20. Process for receiving funds once approved for allocation.

Once an allocation has been approved, it is the responsibility of the Registered Student Organization to collaborate with Campus Life Staff in order to receive the funding.

ARTICLE IV. FUNDING ALLOCATION PROCESS

Section 4-10. Allocation of funds available.

The Student Government Association shall allocate funds to Registered Student Organizations based on the recommendations of the Operations Committee and full Student Senate.

Section 4-20. Eligibility for the receipt of funds by Registered Student Organizations.

In order to receive funding, Registered Student Organizations must meet the following requirements:

- A. Registered Student Organizations must be actively registered with SGA;
- B. The Treasurer or a designee of the Registered Student Organization must have attended a Treasurers' workshop in the academic year;
- C. Programmatic activities of Registered Student Organizations receiving general funding must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and student groups, or foster campus community;
- D. Participation in events must be open and free to all members of the College community;
- E. And Registered Student Organizations shall not be denied funding nor given preferential treatment in funding based upon the viewpoint of the student organization requesting funds, as outlined in College policy and federal, state, or local law.

Section 4-30. Criteria for allocating money from the Registered Student Organization budget.

- A. Participation must be open and free to all students;
- B. The number and scope of services must be provided in order to determine costs and expenses;
- C. And the actual costs and expenses of the services must be provided for the event to be held.

Section 4-40. Funding categories.

- A. Money shall be appropriated to Registered Student Organizations under two categories: programming and conferences.
- B. Programming budgets include money for any social, recreational, or educational events. On-campus events are classified as programs.
- C. Conference budgets may be allocated for registration costs associated with conferences. The respective organization requesting funding for a conference may receive registration funds for up to five members of their respective organization not to exceed a total cost of \$1,000.

Section 4-50. Financial Allocation Process.

All properly submitted Registered Student Organization financial requests shall be subscribed to the following process:

- A. To be considered by the Operations Committee, all requests must be made prior to the event. Funds will not be approved retroactively.
- B. Upon consideration of all comments, the Operations Committee shall present the financial allocation request to be voted upon by the Student Senate.

Section 4-60. Respective governing body approval process.

Financial requests are public documents, available to any student who wishes to view them, including student senators. From the beginning of the fiscal year, when the first application is turned in, student senators may review itemized budgets and justifications as indicated on the applications.

Section 4-70. Reimbursement process.

- A. All receipts are due within thirty (30) days of the event. Failure to turn in the receipts will result in no reimbursement by the Department of Campus Life. If allocated money is not spent or if receipts are not turned in on time, the money will be rolled back into the Student Government budget.
- B. Receipts are defined as the original paper copy that is provided as proof of purchase. If the purchase is made online, a copy of the digital receipt/invoice will be accepted.

ARTICLE V. REQUIREMENTS AND RESTRICTIONS

Section 5-10. Property of organizations.

All equipment purchased with allocated funds from the Student Government Association by a student organization is seen as an investment and, therefore, becomes the property of Presbyterian College and may be used for official college use only. All use must be in accordance with college policy and the organization's constitution. Should a Registered Student Organization cease to exist, the property must be forfeited to Campus Life.

Section 5-20. Funds and assets of organizations.

All funds allocated to an organization or deposited into a college account of a funded student organization are subject to the rules and procedures stated in this Finance Manual, and the policies and procedures of Presbyterian College.

Section 5-30. Misuse of funds.

Any Registered Student Organization that misuses funds may be subject to suspension and/or loss of access to financial allocations from the finance committee, at the discretion of a majority vote of the Student Senate.

Section 5-40. Prohibited uses of student funds.

Registered Student organizations may not use funding for any of the following:

- A. Food and expenses for regularly scheduled meetings shall not be funded;
- B. To purchase alcoholic beverages;
- C. To fund academic journals;
- D. For any type of donations;
- E. As cash rewards or for gift cards;
- F. By an organization for investment purposes;
- G. To pay for individual memberships or private lessons;
- H. Any program that generates funds for the organization, or for charitable purposes, shall not be funded.

Section 5-50. Revenue generating events.

If an event generates revenue for the student organization, the organization shall reimburse all money allocated by the Student Government Association to the allocating body.

Section 5-60. Compliance.

It is the responsibility of the organization to spend allocated funds in compliance with their financial request.

ARTICLE VI. RESPONSIBILITIES OF ADVISORS

Section 6-10. Student Government Association advisor.

- A. The designated Student Government Association advisor (Campus Life staff member) shall serve in a support and advisory role to the student body executive officers.
- B. The Student Government advisor (Campus Life staff member) is responsible for helping Registered Student Organizations through the process of receiving funds once allocation has been approved.
- C. The advisor shall carry out his or her responsibilities as detailed in the description on file.
- D. The advisor shall ensure compliance of Student Government Association with college policy, as well as all local, state, and federal laws.