

Student Government Association

Vice President of Business & Finance Standard Operational Procedures

1. **REQUIREMENTS TO APPLY FOR STUDENT GOVERNMENT ASSOCIATION FUNDING**

Student clubs and organizations can apply for Student Government Association funding by meeting the following criteria:

1) New clubs and organizations may apply for funds and, submit proposals for club pool funding upon the chartering of the club by the Student Government Association.

2) Be inclusive and be open to all students.

3) To receive an annual budget, complete a Student Government Association budget application, which must be submitted by the date indicated on the budget application distributed by the Student Government Association Vice President of Business & Finance, during the spring for the upcoming academic fiscal year.

4) Attend a budget allocation hearing with the Budget committee in attendance.

1. **FACTORS TO BE CONSIDERED DURING BUDGET ALLOCATIONS**

Budget Committee shall consider the following factors when determining a Club Budget allocation and/or club pool:

1. No club, organization, or entity shall be denied the right to funding from the Student Government Association on the basis of belief, philosophy, creed, opinion, religion, or partisan political persuasion.
2. No club, organization, or entity recognized by the Student Government Association and guaranteed the right to funding, shall be denied the right to use its funding to carry out its mission, goals, and activities.
3. All clubs, organizations, and entities recognized by the Student Government Association are guaranteed the same criteria for student-based funding provided that the club serves the mission, fosters the growth of communities, is open to all student activity fee paying students, and is fiscally responsible. Funds shall be used for purposes as defined in SUNY Board of Trustee policy 302.14 and the requirements as set by the SGA in conjunction with CSLI which contribute to the marketplace of ideas, serve the community, and advance the mission, goals, and activities of the club recognized.
4. **All clubs must have four events during each academic semester equaling eight programs per year; otherwise the club will be penalized and will not receive the maximum allocation ($8,000 per year/$4,000 per semester). Club budgets will be determined based on various factors** *(See appendix A for budget allocation worksheet)****.*** **In addition, being late to chosen/assigned budget hearing is $500.00 deduction and an absence will result in a deduction of $1,000.00. If previous advances have not been cleared, club will not receive the requested amount until the fiscal issues are reconciled. Any student club who requests/miscalculates in excess of the $8,000.00 maximum allowable annual budget will automatically be deducted 10% from the maximum allocation ($800.00).**
5. Clubs have the option to host Late Night Programming herein referred to as LNP, (all LNP factors are subject to review by the VP of Programming). Clubs that host LNP will be granted incentives that will be determined by the SGA.
6. New clubs may request the full cap after an academic year of being registered as a new club by the indicated deadline. Clubs chartered in the fall semester meeting all requirements may apply for annual budget allocation in the spring for the following academic year, clubs approved in spring and meet requirements must continue to request funds from club pool until they have existed for one academic year.
7. Student activity fees must be disturbed in a viewpoint neutral manner, and with equal protection under law afforded to all club, organization, or entities recognized by the Student Government Association.
8. The Student Government Association shall make no law or policy establishing separate criteria for receiving funding, including on the basis of the viewpoint of the club, organization, or entity recognized, the types of beliefs and opinions which are being expressed, or the manner in which those ideas are being distributed.
9. This section shall not be construed to mean that funding levels shall be equal for all clubs and organizations. Any club, organization or entity recognized by the Student Government Association and guaranteed the right to funding shall operate with an appropriate level of funding by the Government to function effectively in carrying out its mission, goals and activities. The Government shall take into consideration then organizations duly adopted constitution, the written plan for expenditure of allocated funds, the past record of the organization’s utilization of its allocations, the number of students served by the funded activities of the organization, whether the organization is in good standing with the Government and considerations of fiscal prudence.
10. Ensure compliance with the Student Government Association Constitution, SOP’s. A failure to comply with Student Government Association’s governing documents may result in the reduction of a club/organization’s budget in the following year.
11. Review compliance of club/organizations with their own constitution and mission statements.
12. If the Vice President of Clubs and Organizations believes that there is a duplication of services, this should be noted to the Budget Committee. If the Budget Committee concludes that there is a duplication of service, the Vice President of Business & Finance shall recommend denial of funds for an expenditure.
13. Review history of club/organization’s membership.
14. Evaluate the club/organization’s effectiveness in serving its constituents.
15. Evaluate club/organization’s previous programs and activities through mandatory program reports.
16. Review whether the club/organization has been fiscally responsible with its budget in the past.
17. Review whether the club/organization has maintained adequate controls over its inventory.
18. Review club/organization’s co-sponsorships
19. Review club/organization’s fundraising activities.
20. Failure to adhere to viewpoint neutral criteria shall be considered a “wrongful act of substance”.
21. Responsible and timely return of any issue cash advances/receipts.
22. After all the relevant factors have been considered by the Budget Committee, each item shall be allocated an amount to which they are eligible to receive on the final budget. Then, the Budget Committee shall make considerations of fiscal prudence to ensure that the budget is balanced; each item in the line budget, excluding items which are under contract, subject to law, or only requested the minimum that the club, organization, or entity recognized by the Student Government Association needed to fulfill its mission, purpose, and goals, shall be apportioned the exact percentage reduction or addition in order to balance the budget.
23. **DISBURSEMENT OF BUDGET**
24. Types of Disbursements: Requests for the disbursement of funds are divided into the following categories:
25. **Advances:** Advances are requests for checks made payable to vendors, such as Party City, Home Depot, local restaurant, etc. Original itemized receipt substantiating the advance must be submitted to the Vice President of Business & Finance via scan or photo on Campusvine within two (2) weeks *after the event and the items listed are utilized*. If proper documents are not received within two (2) weeks, club’s budget will be frozen. *All outstanding advances will affect club budget for following semester.*
26. **Cash Advances:** Have a maximum withdrawal of $100.00 per club/organization by a student executive board member. Additional advances cannot be permitted until prior receipts of transactions have been submitted.
27. **Faculty/Staff event supervisor:** Off campus trips or weekend activities/conferences which require supervision and access to college facilities, require the attendance of a faculty or staff member to be approved by the SGA advisor (the only advisor overseeing all clubs). Compensation will be provided at a rate of $100.00 per event. Faculty/Staff overseeing an off campus conference will receive a flat rate of $100.00 for the duration of the conference in addition to hotel, travel, and meal expenses.
28. **Contracts:** Contracts between clubs/organizations and outside vendors/contractors can only be signed by the designated Student Government Association Executive Board Members.
29. **Invoices:** Original invoices should be submitted via Campusvine within ten (10) business days of service being received.
30. **Reimbursements:** All requests for reimbursement must be accompanied by original itemized receipts, along with voucher. Reimbursements must be pre-approved by the Vice President of Business & Finance. Anyone who has made a credit card purchase must show proof of purchase by receipts including confirmation and/or credit card bill (be sure to “black out” all personal purchase info and card number information.) A request for funds from Student Government Association must be submitted via allocate/Campusvine.
31. **Check Request Voucher Process.** It is important to note that completed check request vouchers requesting disbursements must be submitted via Campusvine/allocate.
32. **Check Request Voucher Approval.** In order for a club/organization to request a disbursement, it must first submit a voucher **TWO WEEKS** prior to an event. In order for a voucher to be approved, the following procedures must be adhered to:
33. Voucher must be submitted via Campusvine/allocate
34. Voucher must have been approved and signed by the club’s President and Treasurer, unless it is an SGA budget line which is to be approved and signed by the SGA President and SGA Vice President of Business & Finance, except for the Senate Programming, Student Programming and Concert budget lines. Senate Programming will be approved by the Executive Vice President and Vice President of Business & Finance. The Student Programming and Concert budgets will be approved and signed by the Vice President of Programming & Operations and the Vice President of Business & Finance.
35. Attach via scan or photo a invoice and a detailed list of the items being purchased.
36. Voucher must have original itemized receipts attached via scan or photo where applicable.
37. Original receipts must then be handed in to the Vice President of Business & Finance or the Office Manager.
38. An event must be advertised via Campusvine posting.
39. Attach via scan or photo the flier for the event.
40. Completed vouchers should be submitted via Campusvine/allocate by Tuesdays 3pm. No exceptions will be made after this time deadline. Checks should be available by the following Friday. Checks may be available on Thursdays, email the Vice President of Business and Finance through your clubs official school email address to pick up a check.
41. Contracts are to be signed by the Student Government Association executive board member as stated in SGA constitution, vendor representing the service provider and will be reviewed by the CSLI director. Contract must be attached via scan or photo for check preparation.
42. Original contracts must be submitted to the Vice President of Business & Finance or the Office Manager.
43. Completed W9 form must be submitted to the Vice President of Business & Finance or the Office Manager in order to process the vendor/person.
44. **Voucher Rejection by the Vice President of Business & Finance.** Vouchers can be rejected for the following reasons by the discretion of the Vice President of Business & Finance:
45. Missing documentation such as:
46. Contract Request Forms.
47. Original Receipts/Invoices.
48. W9 tax identification form
49. Fliers
50. Incomplete information
51. Paperwork submitted late (not within the designated timeline)
52. Lack of funds in the club/organization’s account.
53. Budget frozen because of noncompliance with Student Government Association’s procedures.
54. Current club/organization’s constitution or bylaws not on file.
55. Updated registration incomplete for current semester.
56. Outstanding advance/missing receipts.
57. Inventory list not on file.
58. **Rejection by the Vice President of Business & Finance, Fiscal Agent or Center of Student Leadership and Involvement (CSLI).** Vouchers can be rejected for the following reasons:
59. The expenditure is not in accordance with the stated mission, purpose, and goals of the club, organization, or entity recognized by the Student Government Association.
60. The expenditure is fiscally irresponsible.
61. The expenditure is a violation of the Student Government Association’s procedures or the constitution.
62. Vouchers which have been rejected for any reason, will not be signed and an explanation will be posted via Campusvine/allocate.
63. Use of funds does not fall within the SUNY guidelines – policy 302.14.
64. **CO-SPONSORSHIPS**
65. Student Government Association funded club/organizations are *not* allowed to do internal transfers between budgets. However, Student Government Association clubs/organizations are encouraged to co-sponsor events.
66. Following are the two types of co-sponsorship:
67. **Co-sponsorships between Student Government Association funded clubs** are encouraged and seen as both desirable and beneficial. The written co-sponsorship agreement describing who shall pay for which expense should be handed in. If there is a net profit from the ticket sales for the event, the percentage will be split. *No more than 50% of a Student Government Association funded club/organization’s budget can be utilized for Co-Sponsorships with other Student Government Association funded club/organization.* ***Clubs/organizations are encouraged to utilize their funding to build their own organization.***
68. **Co-sponsorships between Student Government Association and Non-SGA funded groups** will require that the written co-sponsorship agreement be handed in, describing who pays for which expenses be pre-approved by the Vice President of Business & Finance and CSLI Administrative Director of the party requesting funds. If there is a net profit from the ticket sales for the event, the percentage split between and among the co-sponsors should be stated on the approved co-sponsorship agreement. All ticket sales and expenses must be processed through the funded Student Government Association club/organization via University Tickets.
69. **RECEIPTS**
70. All receipts are due no later than two (2) weeks after the event the items listed are utilized.
71. If receipts are not handed in to the Vice President of Business & Finance or the Office Manager by the deadline, the club will be placed on a blue list and budgets will be frozen, until receipts are submitted.
72. Any invoices that have not been submitted for payment by the club within 10 business days of receipts will be processes by SGA from the appropriate club account.
73. **EQUIPMENT**
74. Student Government Association’s fixed asset policy is to capitalize fixed assets with a value of $500.00 or greater, except for audio visual equipment and printers, which are capitalized at $100.00 or greater.
75. Equipment should be purchased in accordance with the club/organization’s mission. If a club/organization ceases to function, or does not use the equipment in an appropriate manner (i.e. for financial gain), the equipment must then be returned to Student Government Association.
76. All equipment must be kept with the Vice President of Business & Finance’s storage area.
77. No equipment shall be disposed of without prior authorization from the Student Government Association Vice President of Business & Finance.
78. **FUNDRAISING AND REVENUES**
79. As a general rule, Student Government Association clubs/organization should provide free or at least inexpensive services/goods to their constituents. All revenues generated must be collected by the Vice President of Business & Finance.
80. **Donations:** The student activity fee cannot be donated to charities. However, the proceeds of a fundraiser held by a recognized student club/organization can be donated. Fundraising must be pre-approved by the Vice President of Business & Finance and CSLI Administrative Director. The proceeds from fundraising must be deposited into the Student Government Association club/organization’s account and a check will be written from the account. If a fundraiser fails to generate revenue beyond expenditures, no funds can be donated.
81. Receipts must be made to anyone who donates in excess of $10.00.
82. **COMPLIMENTARY TICKET POLICY**
83. All complimentary attendees must be identified as a “comp” on ticket list and provide all other requested information as any attendee would.
84. If attendee is not on/does not have a complimentary ticket/ list, they must have a paid ticket with their information.
85. **BUDGET COMMITTEE/CLUB POOL ALLOCATIONS**
86. Budget Committee will hold biweekly budget meetings according to the academic calendar.
87. The proposal application must be completely filled out and submitted to the Vice President of Business & Finance no later than a week prior to the meeting.
88. All clubs who have exhausted their budgets may submit a proposal; approval is at the discretion of the VP of Business and Finance, and the budget committee.
89. A member of the Executive Board, or representative of organization, must present in order for the proposal to be considered valid.
90. Student Government Association must be included in the promotion of the event (i.e. fliers) when club pool is used.
91. **Attendance is mandatory. Clubs will be deducted 10% of their budget based on their 1st unexcused absence, 20% for the 2nd absence, 50% for their 3rd absence, after the 4th absence 100% of the clubs budget will be revoked and distributed back into club pool permanently for all clubs to be able to use. All clubs, despite deductions or lack of funds, will still be required to fulfill their 8 program requirements; Clubs will be expected to utilize club pool to attain funding and complete programming.**
92. All clubs/organizations interested in receiving funding from Club Pool must first be preapproved for all expenses (cash advance, reimbursements, etc.) Failure to do so will result in an automatic denial upon actual request.
93. In the event that Club Pool has covered any fiscal responsibilities of a club or organization without prior approval, they will not receive funding for the remainder of the current and subsequent semester.
94. **STIPENDS (BY THE DISCRETION OF THE BUDGET COMMITTEE)**
95. The Student Government Association Executive Board (excluding the Vice President of Business & Finance) will be paid $12.00 an hour for a maximum of eight (8) hours per week and required 5 office hours.
96. The Vice President of Business & Finance will be paid $12.00 an hour for a maximum of sixteen (16) hours per week and required 8 office hours.
97. The Student Government Association Senators will be paid minimum wage per hour for maximum of seven (7) hours per week 4 required office hours (2 receptions hours included).
98. The Student Government Association Judicial Officers (student court) will be paid minimum wage per hour for a maximum of four (4) hours per week.
99. Members at Large are not to be compensated for their time or responsible for office hours. Their time is voluntary.

Updated 01/22/2016



Student Government Association

Vice President of Clubs and Organizations By-Laws

1. All club officials must be registered on campus vine, and complete all trainings offered by the SGA.
2. All clubs must submit a complete program report with sign in sheet attached as well as meeting minutes from the month prior, by the date assigned by the Vice President of Clubs and Organization. End of semester reports will be due on the last day of programming.
3. All clubs/organizations must operate ALL business through the official email account assigned by the SGA.
4. Clubs are not required to have staff/faculty advisors.
5. All flyers must be submitted to ORCA via owsga site and must be approved before being posted on social media, or physical fliers. Please refer to the colleges Social Media Policy and register ALL SGA Club/Organization related accounts on the Social Media Site registration link on www.owsga.com
6. All Clubs/ organizations are **REQUIRED** to host 4 programs per semester, [8 per year] and submit program reports for each program on OWSGA.com within two weeks on the program’s execution. If a club fails to fulfill requirements, budget requests/allocations for the upcoming year will be penalized. Please see VP of Business and Finance SOP’s, section B “Factors to be considered during budget allocations” number 4 for an explanation of deductions.
7. Off campus trips or weekend activities/conferences which require supervision and access to college facilities, require the attendance of a faculty or staff member to be approved by the SGA advisor.
8. Compensation will be provided at a rate of $100 .00 per event. Faculty/Staff overseeing an off campus conference will receive a flat rate of $100.00 for the duration of the conference in addition to hotel, travel, and meal expenses; refer to section C, number 3.
9. LNP’s are not mandatory, clubs that do host LNP’s will be given priority of SGA club awards, recognition, and invitations to collaborate on programs with SGA directly; please see section B.5.
10. An E-board member(s) who attends COCO may sign in for up to **TWO** clubs.
11. A student may only hold an e-board position in a maximum of **TWO** clubs.
12. If any club misses one COCO meeting they will be placed on probation. If a club misses another COCO meeting their budget will be frozen, if a club has no budget they will have no access to any SGA funds. In order for a club to gain access to funding again they **MUST** attend 2 consecutive COCO meetings and meet with the Vice President of Clubs and Organizations.
13. When attending COCO meetings you MUST be marked present and stay for the entire meeting. If a member has to leave early they must notify the Vice President of Clubs and Organizations prior to COCO meetings via Old Westbury email.
14. **ALL** clubs/ organizations must complete leadership training and be registered as a club by the required date.
15. Club Officers must hold a 2.5 GPA cumulative and have clear judicial standing in order to serve as an E-board member.
16. All clubs must have general membership meetings held weekly or bi-weekly; minutes are required at these meetings, and all minutes must be submitted by the deadline assigned by the V.P of Clubs and Organizations. Minutes shall reflect accurate dates, times, attendance, discussions, votes and decisions.
17. Club constitutions must include a non-discrimination policy, a mission statement, and are subject to review by Student Court.
18. If a student club does not have a complete E-board, they will not be considered active until they fill any voids. This includes as President, Vice President, Treasurer, Public Relations, and Secretary.
19. An individual can only hold **ONE** position per e-board per club.
20. Clubs who wish to be reinstated throughout the semester must attend a club hearing which includes Vice President of Clubs and Organizations, the Vice President of Business & Finance, one Court Justice and one other SGA Executive Board member. The purpose of these hearings is to review the constitution and mission of the club.
21. Clubs seeking charter must submit a complete club application by the deadline created by the V.P of Clubs and Organizations.
22. Any e-board, mission statement, and or constitution changes must be submitted to the V.P of COCO and is subject to review by the court, and SGA advisor.
23. All Club Public Relations Representatives are required to attend the monthly SGA Public Relations meetings.
24. All Treasurers are required to attend the VP for B&F bi-weekly Budget Committee meetings.

Revised 01/21/2016



Student Government Association

Elections By-Laws

1. **Eligibility for Elected or Appointed Office**
2. Applications are available the first day of the spring semester for the upcoming academic year.
3. All official communications, including candidacy notification, will be sent to the students’ Old Westbury email account.
4. Candidates will run individually, not as a “ticket”.
5. In the event that there are vacancies within the academic year, appointments will be made by the SGA president or executive vice president as outlined in the SGA constitution.
6. Refer to Section 10 of the SGA Constitution for eligibility requirements.
7. Applications are to be submitted online to the SGA executive secretary, to be vetted by the adviser to the SGA. Notification of eligibility/appointment will be made by the executive secretary within (5) business days.
8. **Requirements for Candidacy and Campaigning**
9. *Attendance*
   1. Attendance at the candidate meeting is required. Failure to attend makes a candidate ineligible to run. If the candidate has an academic course scheduled at that time, they can submit a request for excusal to the SGA executive secretary no less than 48 hours in advance.
   2. If a candidate is unable to attend the mandatory meeting and has been excused in writing by the executive secretary, they may schedule a separate meeting to review information with the executive secretary.
10. *Content*
    1. At the candidate meeting, the SGA will review these by-laws and the posting policy, as well as answer any questions.
    2. The Elections Committee will be available to answer questions and approve campaign materials.
11. *Campaigning*
    1. Candidates cannot begin campaigning until they have been formally notified of their eligibility to run for the proposed position.
12. **Meet the Candidates**
13. Meet the Candidates is an opportunity for candidates to introduce themselves to the community and for the community members to ask questions of the candidates.
14. Meet the Candidates will be moderated by the SGA Vice President for Public Relations.
15. Meet the Candidates is mandatory for candidates. Failure to attend will result in disqualification. Meet the Candidates will be held during Common Hour to facilitate availability. Any student who has class scheduled at this time will be required to submit a statement to the SGA VP of PR 48 hours in advance of Meet the Candidates to be read on the candidates’ behalf.
16. The SGA VP of PR will determine and keep a speaking order.
17. The SGA VP for PR may call candidates and/or audience statements/questions out of order and may also put a time limit on questioning and on specific responses.
18. Candidates may not request that specific questions be asked of them.
19. **Candidates’ Statements**
20. Candidates are required to create a one-page maximum statement about themselves as part of their application. The statement must include:
    1. The candidate’s name and SUNY Old Westbury email address
    2. The desired position
    3. Why interested in the position
    4. Impression of the responsibilities and skills this position will encompass
    5. Background experience relevant to the position
    6. How to improve the effectiveness of this position?
21. The candidates will submit their statement to the SGA executive secretary via email as part of their application. Failure to submit a Candidate’s Statement will result in disqualification for submission of an incomplete application.
22. **Campaigning**
23. Campaigning will take place during the dates specified by the SGA on the application packet.
24. All campaign material that is posted during the elections process MUST contain the following information:
    1. Name and SUNY Old Westbury email address of the candidate(s
    2. Position for which the candidate(s) are running
    3. Date that voting will take place and link for online voting
    4. Contact info for the SUNY Old Westbury SGA: [SGA@oldwestbury.edu](mailto:SGA@oldwestbury.edu)
25. Campaign material – both print and social media – are required to have the SGA logo and be written with the mindset of a fair, professional and respectful approach to the campaign process.
26. SGA reserves the right to remove any and all posters after notifying the candidate of a violation.
27. Print campaign materials can only be posted in approved posting areas (bulletin boards).
28. Door-to-door campaigning, which includes distribution of print material in the residence halls (i.e. under doors), is prohibited.
29. Candidates may not accept or solicit any monetary donations.
30. There may be no negative campaigning. All candidates are reminded that although they are completely free to enlist the help of friends in the campaigning process, all candidates will be held responsible for all actions of anyone working on their behalf.
31. **Disqualification**
32. Failure to comply with any of the above restrictions is a violation of the bylaws and may result in disqualification upon review by the Student Court.
33. **Voting**
34. Voting will take place online via [www.campusvine.com](http://www.campusvine.com) for a period of no less than 3 days.
35. Run-off elections will be held if no candidate receives at least a majority vote, or there is a tie. Run-off elections will take place the Monday-Wednesday after the original elections period.
36. All currently-registered students are eligible to vote for all positions.
37. In the event of an unforeseen problem with the online elections process – in which case the adviser to the SGA will contact the online server, Heuretix, to determine extent of problems with the systems and determine if the election was adversely affected, an emergency election may be announced at the discretion of the SGA Student Court.
38. **Results**
39. The online server, Heuretix, will provide the results of the elections to the adviser to the SGA who will send results to the executive secretary for announcement.
40. Candidates will be notified via email of the election results.
41. **Grievances**
42. If a member of the community has concerns regarding the legitimacy of an election and its results, they have 3 days from when the results are announced via email to file a complaint with the SGA executive secretary who will forward the grievance to the Student Court.
43. A member of the campus community may file a grievance at any time during the elections process. All grievances must be filed within 48 hours of the alleged infraction and must be sent to [SGA@oldwestbury.edu](mailto:SGA@oldwestbury.edu).
44. The Student Court will determine the validity of the claim and an appropriate course of action and notify the SGA General Assembly, adviser to the SGA, and all candidates of the incident and pursuant decision. It is incumbent upon the Student Court to review and render a decision with 48 hours of receiving the grievance.
45. Candidates may submit a written appeal within 48 hours of the decision to [SGA@oldwestbury.edu](mailto:SGA@oldwestbury.edu).
    1. Appeals will be reviewed by the adviser to the SGA in conjunction with (1) member of each of the branches of the SGA, herein referred to as the Elections Appeals Committee. A decision will be rendered upon thorough review of all materials and information provided.
    2. The decision of the Election Appeals Committee will be final.