

Student Government Association

Vice President of Business & Finance Standard Operational Procedures

**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 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.

**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 and participate in one Late Night Programming collaboration per semester; 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. New clubs may request the full cap after an academic year of being registered as a new club, by the indicated deadline. Those approved in the fall semester and meet all requirements may apply for annual budget allocation for the following academic year, those approved in spring and meet requirements must continue to request funds from club pool until they have existed for one academic year.
6. 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.
7. 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.
8. 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.
9. 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.
10. Review compliance of club/organizations with their own constitution and mission statements.
11. 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.
12. Review history of club/organization’s membership.
13. Evaluate the club/organization’s effectiveness in serving its constituents.
14. Evaluate club/organization’s previous programs and activities through mandatory program reports.
15. Review whether the club/organization has been fiscally responsible with its budget in the past.
16. Review whether the club/organization has maintained adequate controls over its inventory.
17. Review club/organization’s co-sponsorships
18. Review club/organization’s fundraising activities.
19. Failure to adhere to viewpoint neutral criteria shall be considered a “wrongful act of substance”.
20. Responsible and timely return of any issue cash advances/receipts.
21. 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.

**DISBURSEMENT OF BUDGET**

1. **Types of Disbursements.** Requests for the disbursement of funds are divided into the following categories:
2. **Advances:** Advances are requests for checks made payable to vendors, such as Walmart, Waldbaums, Party City, Home Depot, Target, 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.*
3. **Cash Advances:** Have a maximum withdrawal of $100.00 per club/organization by a student executive board member or up to $500.00 by the official club advisor. Additional advances cannot be permitted until prior receipts of transactions have been submitted.
4. **Contracts:** Contracts between clubs/organizations and outside vendors/contractors can only be signed by the designated Student Government Association Executive Board Members.
5. **Invoices:** Original invoices should be submitted via Campusvine within ten (10) business days of service being received.
6. **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.
7. **Check Request Voucher Process.** It is important to note that completed check request vouchers requesting disbursements must be submitted via Campusvine/allocate.
8. **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:
9. Voucher must be submitted via Campusvine/allocate
10. 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.
11. Attach via scan or photo a quote and a detailed list of the items being purchased.
12. Voucher must have original itemized receipts attached via scan or photo when applicable.
13. Original receipts must then be handed in to the Vice President of Business & Finance or the Office Manager.
14. An event must be advertised via Campusvine posting.
15. Attach via scan or photo the flier for the event.
16. Completed vouchers should be submitted via Campusvine/allocate by Monday 1pm. Checks should be available by the following Friday.
17. 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.
18. Original contracts must be submitted to the Vice President of Business & Finance or the Office Manager.
19. Completed W9 form must be submitted to the Vice President of Business & Finance or the Office Manager in order to process the vendor/person.
20. **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:
21. Missing documentation such as:
22. Contract Request Forms.
23. Original Receipts/Invoices.
24. W9 tax identification form
25. Fliers
26. Incomplete information
27. Paperwork submitted late (not within the designated timeline)
28. Lack of funds in the club/organization’s account.
29. Budget frozen because of noncompliance with Student Government Association’s procedures.
30. Current club/organization’s constitution or bylaws not on file.
31. Updated registration incomplete for current semester.
32. Outstanding advance/missing receipts.
33. Inventory list not on file.
34. **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:
35. 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.
36. The expenditure is fiscally irresponsible.
37. The expenditure is a violation of the Student Government Association’s procedures or the constitution.
38. Vouchers which have been rejected for any reason, will not be signed and an explanation will be posted via Campusvine/allocate.
39. Use of funds does not fall within the SUNY guidelines – policy 302.14.

**CO-SPONSORSHIPS**

1. 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.
2. Following are the two types of co-sponsorship:
3. **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.***
4. **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.

**RECEIPTS**

1. All receipts are due no later than two (2) weeks after the event the items listed are utilized.
2. 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.

**EQUIPMENT**

1. 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.
2. 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.
3. All equipment must be kept with the Vice President of Business & Finance’s storage area.
4. No equipment shall be disposed of without prior authorization from the Student Government Association Vice President of Business & Finance.

**FUNDRAISING AND REVENUES**

1. 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.
2. **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.
3. Receipts must be made to anyone who donates in excess of $10.00.

**COMPLIMENTARY TICKET POLICY**

1. All complimentary attendees must be identified as a “comp” on ticket list and provide all other requested information as any attendee would.
2. If attendee is not on/does not have a complimentary ticket/ list, they must have a paid ticket with their information.

**BUDGET COMMITTEE/CLUB POOL ALLOCATIONS**

1. Budget Committee will hold biweekly budget meetings according to the academic calendar.
2. 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.
3. All clubs who have exhausted their budgets may submit a proposal.
4. A member of the Executive Board, or representative of organization, must be present in order to consider the proposal valid.
5. Student Government Association must be included in the promotion of the event (i.e. fliers).
6. **Attendance is mandatory.** **Clubs who do not attend two (2) or more budget meetings per semester, will have their budget frozen until they attend two (2) consecutive meetings and has met with the Vice President of Business & Finance.**
7. If a club reaches four (4) absences in a semester they will have their budget revoked and distributed back into club pool permanently for all clubs to be able to use.
8. 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.
9. In the event that Club Pool has covered any fiscal responsibilities of a club, organization or advisor without prior approval, they will not receive funding for the current and subsequent semester.

**STIPENDS (BY THE DISCRETION OF THE BUDGET COMMITTEE)**

1. 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.
2. The Vice President of Business & Finance will be paid $12.00 an hour for a maximum of sixteen (16) hours per week.
3. The Student Government Association Senators will be paid minimum wage per hour for maximum of seven (7) hours per week.
4. The Student Government Association Judicial Officers will be paid minimum wage per hour for maximum of four (4) hours per week.

Updated 06/15/2015



Student Government Association

Vice President of Clubs and Organizations By-Laws

1. An advisor may only advise (3) clubs per year.
2. Based on 1st come 1st serve basis determined by the Vice President Of Clubs and Organizations
3. All clubs must hand in a complete program report with sign in sheet attached as well as meeting minutes from the month prior, by the 1st of each month. December/ May reports will be due on the last day of programming.
4. All clubs/organizations must operate ALL business through the assigned oldwestbury.edu email account.
5. All flyers must be removed 72 hours after events or programs.
6. All Clubs/ organizations are **REQUIRED** to host at least one Late Night Program per semester (Friday, Saturday). If a club fails to fulfill requirements budget request for the upcoming semester will be penalized.
7. An E-board member(s) who attends COCO may sign in for up to **TWO** clubs.
8. A student may only hold an e-board position in **TWO** clubs.
9. 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 money. 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.
10. When attending COCO meetings you MUST sign in 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.
11. **ALL** clubs/ organizations must attend leadership training and be registered as a club by the required date.
12. Club Officers must hold a 2.5 GPA cumulative and have clear judicial standing in order to serve as an E-board member.
13. All clubs must have general membership meetings held weekly or bi-weekly.
14. Club constitutions must include a non-discrimination policy, a mission statement, and are subject to review by Student Court.
15. 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.
16. An individual can only hold **ONE** position per e-board per club.
17. 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.

Revised 06/04/2015



Student Government Association

Vice President of Public Relations By-Laws

1. All club Public Relations representatives must attend all Public Relation Training meetings.
2. If one meeting is missed, the representative must schedule a meeting with the Student Government Association Vice President of Public Relations.
3. If two consecutive meetings are missed your club’s budget will be frozen.
4. If a representative has to leave the meeting early they must notify the Vice President of Public Relations upon arrival.
5. Each Public Relations Representative must bring a summary of all the public relation methods used in the past couple of events.
6. Must be prepared to bring new strategic ways to promote your next event.
7. All Public Relations officers must fill out a media form for the OWWR radio station, OW TV station and The Catalyst.

Revised 06/04/2015



Student Government Association

Elections By-Laws

1. Candidates up for election can support one another but may not run as a “ticket”. Each candidate will be voted upon individually.
2. Candidates can receive endorsements from members of the SGA, and campus community at large.
3. Slandering is not permitted. Any slanderous, misrepresentation, or intentionally damaging, false information about a candidate will result in potential sanctions pending review by the Student Court.
4. All currently-enrolled SUNY College at Old Westbury students are eligible to vote.
5. Candidates cannot begin campaigning until they have been vetted and notified that they are eligible to run for office (refer to SGA Constitution, Article 9, regarding eligibility for office).
6. Candidates will be provided an elections timeline notifying them of vetting process and events for candidacy. Failure to meet the requirements as outlined will result in review by Student Court. Pending the review by Student Court, potential sanctions or removal of eligibility to run for office is possible.
7. Allegations of violation of bylaws by any candidate must be submitted in writing to the director of CSLI and chairperson of the Elections Committee within three business days of alleged violation. Formal allegations and violations of bylaws will be reviewed by Student Court, pending reviews and sanctions.

Revised 06/04/2015