

Carnegie Mellon University

Student Government Fiscal Policy

Article I. Purpose and Scope.

- 5 A. This document provides guidelines for all Student Government spending and allocation of Fees.
1. All Student Senate financial dealings shall be governed by the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, the Carnegie Mellon University *Student Senate Bylaws*, and the Carnegie Mellon University *Student Senate Fiscal Policy*.
 - 10 2. All Graduate Student Assembly financial dealings shall be governed by the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, the Carnegie Mellon University *Graduate Student Assembly Bylaws*, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.
 - 15 3. All Joint Funding Committee financial dealings shall be governed by the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, and the *Joint Funding Committee Bylaws*.
 4. The financial dealings of all Student Government Recognized organizations shall be governed by the Carnegie Mellon University *Student Body Constitution* and this fiscal policy.
 - 20 B. For any conflict between this policy and the Carnegie Mellon University *Student Body Constitution*, the *Student Body Constitution* shall supersede this policy.
 - C. For any conflict between this policy and the Carnegie Mellon University *Student Senate Fiscal Policy*, the *Graduate Student Assembly Fiscal Policy*, the *Joint Funding Committee Bylaws*, or the *Committee on Student Organizations Bylaws*, this policy shall supersede those documents.
 - 25

Article II. Terms and Definitions.

- A. The *Account Director* is the Carnegie Mellon University employee in charge of overseeing the execution of all financial transactions to and from Student Government accounts.
- 30 B. The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees.
1. The *Graduate Activities Fee* is the portion of the Activities Fee that comes from the Student Activities Fees of graduate students.
 - 35 2. The *Undergraduate Activities Fee* is the portion of the Activities Fee that comes from the Student Activities Fees of undergraduate students.
 3. The *Non-Degree Seeking Activities Fee* is the portion of the Activities Fee that comes from the Student Activities Fees of non-degree seeking students.
- C. The Student Government *fiscal year* runs from July 1st through June 30th.
- D. A *graduate student department* is a Carnegie Mellon University academic department's graduate student population.
- 40 E. The *Joint Funding Committee* refers to the standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution* to oversee the funding of Student Organizations.
- F. A *joint meeting* of Student Senate and the Graduate Student Assembly is a meeting of Student Senate and the Graduate Student Assembly at which a majority of the members of Student Senate and a majority of the members of the Graduate Student Assembly are present.
- 45

G. The *Media Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees, specifically dedicated to the Collegiate Readership Programs and other media-related activities.

H. A *meeting* of either Student Senate or the Graduate Student Assembly is any gathering of a majority of the members of the relevant body, provided all members of that body have been notified of that gathering at least one (1) week in advance of the gathering.

I. A *regular meeting* of either Student Senate or the Graduate Student Assembly is a meeting among those scheduled by the relevant body for the purpose of conducting their routine business.

J. The *Student Activities Fee* is the contribution of an individual student toward the Activities Fee.

K. The *student body* refers to the collection of students enrolled in undergraduate or graduate academic programs at Carnegie Mellon University's Pittsburgh campus.

L. *Student Government Recognition* refers to the recognition, along with its associated privileges, afforded to student organizations through the Committee on Student Organizations, as governed by the Carnegie Mellon University *Student Body Constitution* and *Committee on Student Organizations Bylaws*.

M. A *student organization* is any grouping of Carnegie Mellon University students except for Student Senate and the Graduate Student Assembly.

N. The *University Center Allocations Board* refers to the standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution* to advise the Dean of Student Affairs regarding the use of student space in and around the University Center.

O. The term *discretionary funding* shall refer to any funds allocated from the Student Activities fee to the offices of Student Body President, Student Body Vice President, Student Body Vice President for Organizations, or Student Body Vice President for Finance for programming not allocated specifically to standing events of the position or to salaries hired by or paid from these offices.

Article III. Changes to the Student Activities Fee.

A. The precise amount of the Student Activities Fee is determined each year by the Carnegie Mellon University Board of Trustees, taking into consideration recommendations from Student Government. The purpose of this article is to regulate Student Government recommendations for Student Activities Fee increases and decreases.

1. This article shall also be taken to regulate Student Government recommendations to the Carnegie Mellon University Board of Trustees for an increase or decrease in any other fee assessed to students.

B. Any member of the student body may request that Student Government recommend to the Board of Trustees either an increase or a decrease to the Student Activities Fee for undergraduate and/or graduate students. This request must be presented, via e-mail, to the Student Body Vice President for Finance.

1. Upon receipt of a request to recommend a decrease in the Student Activities Fee, the Student Body Vice President for Finance shall present the request to the Joint Funding Committee, Student Senate, and the Graduate Student Assembly. Each of these bodies shall vote on the request at their next regular meeting following the presentation of the request. To be approved, the request requires a two-thirds (2/3) supermajority vote of

approval at each meeting. If the request is approved, the Student Body Vice President for Finance shall recommend to the Board of Trustees that they decrease the Student Activities Fee for undergraduate and/or graduate students, as outlined in the approved request.

2. Upon receipt of a request to recommend an increase of up to five (5) percent of the current Student Activities Fee for undergraduate students, the Student Body Vice President for Finance shall present the request to Student Senate. Student Senate shall vote on the request at their next regular meeting following the presentation of the request, and it requires a simple majority to be considered approved. If the request is approved, the Student Body Vice President for Finance shall recommend that the Board of Trustees increase the Student Activities Fee for undergraduate students as outlined in the approved request.

- a. The parallel clause holds for a request to increase the Student Activities Fee up to five (5) percent for graduate students, but the approval must come from the Graduate Student Assembly instead of Student Senate.

3. The Student Body Vice President for Finance may also recommend that the Board of Trustees increase the Student Activities Fee for undergraduate and/or graduate students by more than five (5) percent of their current fee, but this recommendation must first be approved by way of a majority vote in a binding referendum.

- a. If the recommendation is for a change in the Student Activities Fee for undergraduate students, then all and only undergraduate students who have been assessed a Student Activities Fee for the semester during which the referendum is held are eligible to vote in the referendum.

- b. If the recommendation is for a change in the Student Activities Fee for graduate students, then all and only graduate students who have been assessed a Student Activities Fee for the semester during which the referendum is held are eligible to vote in the referendum.

- c. If the recommendation is for a change in the Student Activities Fee for all students, then all and only students who have been assessed a Student Activities Fee for the semester during which the referendum is held are eligible to vote in the referendum.

- d. The Student Body Vice President for Finance is required to notify all members of Student Senate and the Graduate Student Assembly of the content of any binding referendum at least one (1) week before that referendum is held.

- e. The Student Body Vice President for Finance is required to notify the Carnegie Mellon University Board of Trustees regarding the results of this binding referendum if a majority of those voting approve the proposed recommendation. This notification must include information regarding the percentage of eligible undergraduate and graduate students who participated in the vote.

Article IV. Funding Structure.

A. Accounts:

1. Student Government shall maintain the following seven (7) primary accounts:

- a. the *Master Activities Fee* account, which is the account into which all Student Activities Fee money is initially deposited before being disbursed to the rest of Student Government's accounts;
 - b. The *Senate Main* account, which is Student Senate's main account;

- c. The *GSA Main* account, which is the Graduate Student Assembly's main account;
- d. The *90-30 Fund* account, which is an account for the collection of JFC funds from Student Senate and the Graduate Student Assembly.
- e. The *JFC Main* account, which is the Joint Funding Committee's main account;
- f. The *Student Government Operating Reserve* account.
- g. The *Media Fee* account.
2. Account Management:
 - a. The Chair of the Student Senate Finance Committee is responsible for managing the Senate Main account, in consultation with the Student Body Vice President for Finance and the Office of Student Leadership, Involvement, and Civic Engagement. The Chair of the Student Senate Finance Committee is also responsible for managing any secondary Senate accounts created in the Carnegie Mellon University *Student Senate Bylaws* and/or the Carnegie Mellon University *Student Senate Fiscal Policy*.
 - b. The Graduate Student Assembly Vice President of Finance is responsible for managing the GSA Main account, in consultation with the Student Body Vice President for Finance and the Office of Student Leadership, Involvement, and Civic Engagement. The Graduate Student Assembly Vice President of Finance is also responsible for managing any secondary Graduate Student Assembly accounts created in the Carnegie Mellon University *Graduate Student Assembly Bylaws* and/or the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.
 - c. The Student Body Vice President for Finance is responsible for overseeing the management of all Student Government primary accounts, and for managing the JFC Main account (and its associated secondary accounts), in consultation with the Office of Student Leadership, Involvement, and Civic Engagement.
3. The JFC Main account shall be associated with the following five (5) secondary accounts:
 - a. the *JFC Allocations* account;
 - b. the *JFC Capital Fund* account;
 - c. the *JFC Holding* account;
 - d. the *JFC Reserve* account;
 - e. the *JFC Rollover* account.
- B. Populating the Accounts:
 1. At the beginning of a fiscal year, funds from the Master Activities Fee account shall be allocated to Student Government's primary accounts as follows:
 - a. ten (10) percent of the expected Undergraduate Activities Fees shall be transferred to the Senate Main account;
 - b. seventy (70) percent of the expected Graduate Activities Fees shall be transferred to the GSA Main account;
 - c. the remaining ninety (90) percent of the expected Undergraduate Activities Fee, thirty (30) percent of the expected Graduate Activities Fee, and one-hundred (100) percent of the expected Non-Degree Seeking Activities Fee shall be transferred to the 90-30 Fund account.
 2. At the beginning of the fiscal year, funds in the 90-30 Fund account shall be transferred to the Student Government Operating Reserve and the JFC Main accounts as follows:
 - a. Two and one-half (2.5) percent of the 90-30 Fund account shall be transferred to the Student Government Operating Reserve account. If less than two and one-half (2.5)

- 185 percent of the money remaining in the 90-30 Fund account is required to bring the
Student Government Operating Reserve account balance up to twelve and one-half
(12.5) percent of the money remaining in the 90-30 Fund account after the transfer,
then the smaller amount shall be transferred to the Student Government Operating
Reserve account;
- 190 **b.** Any funds remaining in the 90-30 Fund account after this transfer to the Student
Government Operating Reserve account shall be transferred to the JFC Main account.
- 3.** At the beginning of a fiscal year, all funds in the JFC Rollover account shall be
transferred to the JFC Main account. The total funds in the JFC Main account shall then
be allocated as follows:
- 195 **a.** Enough funds shall be transferred from the JFC Main account to the JFC Reserve
account to bring the balance of the JFC Reserve account up to ten (10) percent of the
total amount remaining in the JFC Main account after the transfer is made;
- b.** Seven (7) percent of the funds in the JFC Main account shall be transferred to the JFC
Capital Fund account;
- 200 **c.** All funds remaining in the JFC Main account, after the JFC Reserve and JFC Capital
Fund accounts have been populated, shall be transferred to the JFC Allocations
account.
- C. Fiscal Year End:**
- 1.** At the close of a fiscal year, all funds that have been in the JFC Holding account for the
205 duration of that fiscal year shall be transferred to the JFC Rollover account. This transfer
of funds shall take place before any other transfer of funds associated with the end of the
fiscal year take place.
- 2.** At the close of a fiscal year, any surplus or deficit in the JFC Allocations account shall be
adjusted to zero (0) by transferring a deficit or surplus, respectively, from the JFC Main
210 account to the JFC Allocations account.
- a.** If there is a surplus in the JFC Allocations account in excess of ten (10) percent of the
funds that were transferred to the JFC Main account at the start of the fiscal year, then
any funds in excess of this ten (10) percent shall be transferred to the Senate Main
and GSA Main accounts in accord with the proportion of undergraduate and graduate
215 activities fees populating the JFC Main account at the beginning of the relevant fiscal
year.
- (i)** By way of a simple majority vote at a meeting of Student Senate, the
undergraduate portion of these funds may be transferred to the JFC Holding
220 account; by way of a simple majority vote at a meeting of the Graduate
Student Assembly, the graduate portion of these funds may be transferred to
the JFC Holding account.
- 3.** At the close of a fiscal year, the Student Body Vice President for Finance shall coordinate
with the Office of Student Leadership, Involvement, and Civic Engagement to determine
the differences between the projected numbers of student activities fee paying students
225 used in the budgeting process for that fiscal year, and the actual numbers of student
activities fee paying students for that fiscal year.
- a.** If the *projected* number of undergraduate student activities fee paying instances
exceeds the *actual* number of undergraduate student activities fee paying instances,
then there was an *overallocation* of undergraduate activities fees at the start of the
230 fiscal year. Similarly, if the *projected* number of graduate student activities fee paying

instances exceeds the *actual* number of graduate student activities fee paying instances, then there was an *overallocation* of graduate activities fees at the start of the fiscal year.

b. If the *actual* number of undergraduate student activities fee paying instances exceeds the *projected* number of graduate student activities fee paying instances, then there was an *underallocation* of undergraduate activities fees at the start of the fiscal year. Similarly, if the *actual* number of graduate student activities fee paying instance exceeds the *projected* number of graduate student activities fee paying instances, then there was an *underallocation* of graduate activities fees at the start of the fiscal year.

c. In the event of an overallocation of undergraduate activities fees, a deficit equal to the amount of that overallocation shall be transferred from the Master Activities Fee account to the Senate Main, 90-30 Fund, JFC Main, and Student Government Operating Reserve accounts in accord with the distribution used to populate those accounts with expected undergraduate activities fees at the beginning of that fiscal year. Similarly, in the event of an overallocation of graduate activities fees, a deficit equal to the amount of that overallocation shall be transferred from the Master Activities Fee account to the GSA Main, 90-30 Fund, JFC Main, and Student Government Operating Reserve accounts in accord with the distribution used to populate those account with expected graduate activities fees at the beginning of that fiscal year.

d. In the event of an underallocation of undergraduate activities fees, a surplus equal to the amount of that underallocation shall be transferred from the Master Activities Fee account to the Senate Main, JFC Main, and Student Government Operating Reserve accounts in accord with the distribution used to populate those accounts with expected undergraduate activities fees at the beginning of that fiscal year. Similarly, in the event of an underallocation of graduate activities fees, a surplus equal to the amount of that underallocation shall be transferred from the Master Activities Fee account to the GSA Main, JFC Main, and Student Government Operating Reserve accounts in accord with the distribution used to populate those account with expected graduate activities fees at the beginning of that fiscal year.

4. Any deficit in the JFC Main account at the close of a fiscal year shall be transferred to the JFC Reserve account. Any surplus in the JFC Main account at the end of a fiscal year shall be transferred to the JFC Holding account and shall remain there for the duration of the following fiscal year.

a. This transfer shall be the final Student Government account transaction of the fiscal year.

5. Any funds remaining in the Senate Main and GSA Main accounts at the end of a fiscal year shall remain under the control of Student Senate and the Graduate Student Assembly, respectively, and shall be disbursed according to the procedures laid out in the Carnegie Mellon University *Student Senate Fiscal Policy* and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*, respectively.

6. Any funds remaining in the Student Government Operating Reserve, JFC Reserve, JFC Capital Funds, Media Fee and/or JFC Rollover accounts at the end of a fiscal year shall remain in those accounts at the close of that fiscal year.

7. At the close of a fiscal year, the Master Activities Fee, 90-30 Fund, JFC Main, and JFC Allocations accounts should be empty.

Article V. Budgets.

A. Budget Regulations:

1. The Student Senate budget shall be governed by the rules found in the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, the Carnegie Mellon University *Student Senate Bylaws*, and the Carnegie Mellon University *Student Senate Fiscal Policy*.
2. The Graduate Student Assembly budget shall be governed by the rules found in the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, the Carnegie Mellon University *Graduate Student Assembly Bylaws*, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.
3. The Joint Funding Committee, and all Joint Funding Committee operations, shall be governed by the Carnegie Mellon University *Student Body Constitution*, this fiscal policy, and the Carnegie Mellon University *Joint Funding Committee Bylaws*.

B. The Student Senate and Graduate Student Assembly budgets shall be prepared on the basis of the projected number of student activities fee paying undergraduate and graduate students (respectively) for the relevant fiscal year, as determined by the Student Body Vice President for Finance in consultation with the Office of Student Leadership, Involvement, and Civic Engagement.

1. If a budget is proposed to Student Senate or the Graduate Student Assembly before the close of the previous fiscal year, then it shall be amended (according to the process described in the Carnegie Mellon University *Student Senate Fiscal Policy* or *Graduate Student Assembly Fiscal Policy*, respectively) to account for the difference in the number of projected and actual student activities fee paying undergraduate or graduate students (respectively) for that previous fiscal year. Otherwise, the initial budget proposal shall be based on this difference, in addition to the upcoming year's projection.

C. The Joint Funding Committee budget shall be prepared on the basis of the projected number of student activities fee paying students for the relevant fiscal year, as determined by the Student Body Vice President for Finance, in consultation with the Office of Student Leadership, Involvement, and Civic Engagement, and the amount of money in the JFC Holding account.

D. The Joint Funding Committee is required to propose a budget detailing the manner in which the Joint Funding Committee wishes to allocate its portion of the Activities Fee.

1. This budget proposal must be presented by the Student Body Vice President for Finance, in writing, at a joint meeting of Student Senate and the Graduate Student Assembly.
 - a. The Student Body Vice President for Finance must provide the details of this budget proposal, via e-mail, to all members of Student Senate and to all members of the Graduate Student Assembly at least one (1) week prior to this joint meeting.
 - b. Any member of Student Senate or the Graduate Student Assembly may lobby an appeal to any item in the Joint Funding Committee budget proposal by submitting the appeal, via e-mail, to the Student Body Vice President for Finance at least twenty-four (24) hours prior to the joint meeting.
 - (i) Appeals shall be presented and discussed at the joint meeting, in the order that they were received, as amendments to the Joint Funding Committee budget proposal, and require a majority vote of approval from the members of Student Senate present at the joint meeting, and a majority vote of approval from the

members of the Graduate Student Assembly present at the joint meeting, to be incorporated into the budget proposal.

- c. To be approved, the Joint Funding Committee budget proposal must receive a majority vote of approval from the members of Student Senate present at the joint meeting, and a majority vote of approval from the members of the Graduate Student Assembly present at the joint meeting.

- (i) Any funds that are allocated for student salaries or alcohol must receive a two thirds (2/3) supermajority vote of approval from the members of Student Senate present at this meeting, and from the members of the Graduate Student Assembly present at this meeting.

- d. If the Joint Funding Committee budget proposal is not approved by both Student Senate and the Graduate Student Assembly at this meeting, then the Joint Funding Committee is required to prepare a new budget proposal, and repeat this process until their budget proposal is approved by both Student Senate and the Graduate Student Assembly.

2. If the Joint Funding Committee budget proposal is not approved by Student Senate and the Graduate Student Assembly by May 1st, the operating budgets of both bodies shall be frozen until a budget is approved.

- a. This freeze does not apply to reserve funds held by either body, or to wages paid to individuals hired to perform specific duties for Student Government.

- b. If the impasse continues into the next fiscal year, organizations that have submitted budget requests and have received a budget during the previous fiscal year will automatically receive twenty-five (25) percent of their previous year's budget amount.

- c. If the impasse continues into the next fiscal year, the money allocated by the Graduate Student Assembly to graduate student departments – up to the proportion of the Graduate Student Activities fees budgeted for graduate student departments during the fiscal year immediately preceding the impasse – shall not be frozen.

Article VI. Using Student Government Funds.

- A. All bodies of Student Government are responsible for allocating funds in a manner consistent with the Carnegie Mellon University *Student Activities Fee Policy* and the Carnegie Mellon University *Statement of Assurance*.

- B. Activities Fee money may not be used for events which are political and/or religious in nature.

1. Political events are defined as events whose primary aim is the support of, or opposition to, a particular candidate, statute, judicial decision, or armed conflict.

2. Religious events include, but are not limited to, those events whose primary aim is to convert participants to a particular religion, and those events that require an active, direct, and personal declaration of oath or faith in order to attend or participate in the event.

- C. It is the responsibility of the Joint Funding Committee to educate student organizations receiving funds from the Joint Funding Committee regarding the regulations surrounding that use.

- D. No outside bank accounts will be permitted for student organizations that are funded by an allocation from the Joint Funding Committee.

- E. Student Senate, the Graduate Student Assembly, and any group that has been allocated money by the Joint Funding Committee, is required to have two members of the student body on record with the Account Director as authorized signers.
- 370 F. All purchases made from discretionary funding by the Student Body President, the Student Body Vice President, or the Student Body Vice President for Organizations must receive verification from the Student Body Vice President for Finance that the purchase aligns with the Student Government's Funding Philosophy before the purchase can be completed.
- 375 1. The Student Body Vice President for Finance shall report all purchases he or she plans to make from a discretionary fund to the other members of the Student Government Executive Committee before completing such a purchase.
- G. Student Government Operating Reserve:
- 380 1. Upon approval by way of a simple majority vote at a meeting of the University Center Allocations Board, funds that are in the Student Government Operating Reserve may be used to cover the cost of an expenditure for regular maintenance, upkeep, and improvement of student organization and/or student government space. Such expenditures shall be limited to ten (10) percent of the funds that are in the student Government Operating Reserve at the beginning of the fiscal year unless an increase is approved by way of a simple majority vote at meetings of both Student Senate and the
- 385 Graduate Student Assembly.
2. Upon approval by way of a simple majority vote at a meeting of both Student Senate and the Graduate Student Assembly, funds in the Student Government Operating Reserve may be used to cover costs that fall outside the primary purpose of the Student Government Operating Reserve.
- 390 H. All purchases using Activities Fee and Media Fee money must receive approval from the Account Director.
- 395 1. The Account Director is expected to approve purchase requests that are in accord with budgets approved by Student Senate and the Graduate Student Assembly, provided the request is signed by an authorized signer on record with the Account Director.
- a. In the case of purchases or reimbursements using money that has been allocated to the Senate Main account, the Account Director is expected to approve purchases that are in accord with budgets approved by Student Senate;
- b. In the case of purchases or reimbursements using money that has been allocated to the GSA Main account, the Account Director is expected to approve purchases that are in
- 400 accord with budgets approved by the Graduate Student Assembly;
- c. In the case of purchases or reimbursements using money that has been allocated to the JFC Main account, the Account Director is expected to approve purchases that are in accord with the Joint Funding Committee budget, approved by both Student Senate and the Graduate Student Assembly.
- 405 d. In the case of purchases or reimbursements using money that has been allocated to the Student Government Operating Reserve, the Account Director is expected to approve purchases using no more than ten (10) percent of the funds that were in the Student Government Operating Reserve at the beginning of the fiscal year, provided the relevant purchase has been approved by way of a majority vote at a meeting of the
- 410 University Center Allocations Board. The Account Director is also expected to approve purchases using funds from the Student Government Operating Reserve that

have received a majority vote of approval at a meeting of Student Senate and a majority vote of approval at a meeting of the Graduate Student Assembly.

- 415 2. The Account Director is expected to reject student organization purchases that are not accounted for in the line items for a student organization's budget, as approved by the Joint Funding Committee.

420 a. The Student Body Vice President for Finance is permitted to grant line item changes for student organizations receiving money from the Joint Funding Committee, provided these line item changes do not change the portion of the Activities Fee allocated to that organization by the Joint Funding Committee.

3. The Account Director is permitted to refuse reimbursement for money spent without the Account Director's prior approval.

I. Funding Disclosure:

- 425 1. If one hundred (100) percent of the budget for a student organization, activity or event is financed by the Activities Fee, then all advertising and printed material associated with that organization, activity or event must include the phrase "Funded by your Student Activities Fee".

- 430 2. If the Activities Fee finances a portion of the budget for a student organization, activity or event, but less than one hundred (100) percent of that budget, then all advertising and printed material associated with that organization, activity or event must include either the phrase "Funded in part by your Student Activities Fee", or "Funded by your Student Activities Fee".

- 435 3. All purchases using Student Activities Fee funds made by the Student Body President, the Student Body Vice President, the Student Body Vice President for Organizations, or the Student Body Vice President for Finance shall be included in a report that will be made public once per each Academic Semester.

a. This report will be collected, and will be made public, by the Student Body Vice President for Finance (or an assistant).

440 b. This report, along with any details deemed appropriate for the report by the Student Body Vice President for Finance, shall include the total amount of money spent from the purchaser's budget, as well as any discretionary funding used throughout the semester.

J. Deficits:

- 445 1. If a student organization ends the fiscal year with a deficit, Student Government bears financial responsibility only for the amount of money allocated to that organization by the Joint Funding Committee in the budget approved by Student Senate and the Graduate Student Assembly.

a. It is the responsibility of the Vice President for Finance to determine how a student organization's deficit shall be handled. At the discretion of the Vice President for Finance, a portion of a student organization's deficit may be:

(i) paid for by funds remaining in the JFC Allocations or the JFC Reserve account at the end of the fiscal year (before final transfers have been made at the close of the fiscal year);

455 (ii) subtracted from their Joint Funding Committee allocation for the next fiscal year;

(iii) paid back by that student organization in annual installments.

K. Excess Funds:

1. If a student organization that received an allocation from the Joint Funding Committee ends the fiscal year with a surplus, all remaining funds – up to the total amount of the Joint Funding Committee allocation for that fiscal year – shall be returned to the JFC Allocations account.

a. The Student Body Vice President for Finance is responsible for providing student organizations that received an allocation from the Joint Funding Committee with year-end fiscal reports that include this information, along with information regarding the funds that will be transferred out of their account (when applicable), and information regarding the process required for requesting that they keep a portion of their excess funds.

b. A student organization may request that they keep a portion of their excess funds by presenting their request, via e-mail or another non-verbal form approved by the Student Body Vice President for Finance, to the Student Body Vice President for Finance by the deadline set by the Student Body Vice President for Finance.

(i) This deadline may not be less than one (1) week after the distribution of year-end fiscal reports from the Student Body Vice President for Finance to student organizations.

(ii) It is up to the Student Body Vice President for Finance to either grant or deny this request.

(iii) The Student Body Vice President for Finance shall report all decisions regarding these requests to Student Senate and the Graduate Student Assembly no later than September 30th.

(iv) If the Student Body Vice President for Finance grants the request, that decision may be overturned by a two-thirds (2/3) supermajority vote at a meeting of either Student Senate or the Graduate Student Assembly, provided that vote takes place no later than the first regular meeting of the relevant body following the receipt of a report from the Student Body Vice President for Finance regarding his or her decision.

(v) If the Student Body Vice President for Finance rejects the request, that decision may be overturned by a two-thirds (2/3) supermajority vote at a meeting of Student Senate, and a two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly, provided that vote takes place no later than the first regular meeting of the relevant body following the receipt of a report from the Student Body Vice President for Finance regarding his or her decision.

L. Selling of Equipment:

1. Any plans to sell a student organization's equipment that was purchased even partially with Activities Fee money must receive a majority vote of approval at a regular meeting of the Joint Funding Committee.

2. All money collected through the sale of a student organization's equipment, up to the amount originally provided by the Activities Fee for purchase of that equipment, must be deposited into the JFC Capital account. At the discretion of the Student Body Vice President for Finance, an organization may keep funds from the sale of their equipment, provided that money is put toward the purchase of replacement equipment.

- a. Money from sale of equipment may be retained by a student organization by way of a majority vote of approval at a meeting of Student Senate, and a majority vote of approval at a meeting of the Graduate Student Assembly.

- 3. Student Government is not required to reimburse a student organization for the loss of or damage to any property in possession or care of that organization.

Article VII. Audits and Disciplinary Action.

A. Audits:

- 1. All financial records of student organizations that are funded, in whole or in part, by the Activities Fee, shall be open to the Student Body Vice President for Finance, the Chair of the Student Senate Finance Committee, the Graduate Student Assembly Vice President of Finance, and the Account Director.

- a. If a student organization refuses make the details of their financial dealings available, upon request, to any of these people, then that student organization shall not be permitted to use any Activities Fee money for the remainder of the fiscal year.

- 2. Audits of the financial records of all student organizations that receive funds from the Joint Funding Committee may be conducted, at the discretion of the Student Body Vice President for Finance, by the Vice President for Finance, assistants to the Vice President for Finance, and/or members of the Joint Funding Committee.

- 3. Audits of the financial records associated with activities that are funded by the Activities Fee may be conducted, at the discretion of the Student Body Vice President for Finance, by the Vice President for Finance, assistants to the Vice President for Finance, and/or members of the Joint Funding Committee.

B. Inventory Lists:

- 1. The inventory list of student organizations that receive funds from the Joint Funding Committee may be requested at any time by the Student Body Vice President for Finance, the Chair of the Student Senate Finance Committee, the Graduate Student Assembly Vice President of Finance, or the Account Director.

- a. If no inventory list is produced within one (1) week of a written request for that list, the funds for the relevant student organization will be frozen.

- (i) A written request for an inventory list must also inform the recipient of the request that their funds will be frozen if they do not reply within the allotted time.

- C. The Executive Committee of either Student Senate or the Graduate Student Assembly may request, by way of a majority vote of the relevant Executive Committee, that the Student Body Vice President for Finance launch an investigation into a student organization's use of Activities Fee money.

- 1. The Student Body Vice President for Finance is required to conduct such an investigation upon receipt of written notification of the request from either the Student Senate or Graduate Student Assembly Executive Committee.

- 2. The Student Body Vice President for Finance is required to report the findings of any such investigation back to the Executive Committees of Student Senate and the Graduate Student Assembly within two (2) weeks of receipt of the request.

- D. If a student organization is found to be in violation of this fiscal policy, the Executive Committee of either Student Senate or the Graduate Student Assembly may, by way of a three-quarters (3/4) supermajority vote, direct the Vice President for Finance to:

1. immediately impound the organization's inventory and Activities Fee money;
2. immediately audit the organization's financial records;
3. suspend the organization's Student Government recognition;
4. revoke or suspend the organization's eligibility for Joint Funding Committee funding.

E. Student Government shall maintain two levels of financial probation: Supervised Probation and Controlled Probation. An organization that has received Activities Fee funding may be placed on financial probation according to the following rules:

1. At the discretion of the Student Body Vice President for Finance, in consultation with the Student Body Vice President for Organizations, a student organization that has demonstrated fiscal irresponsibility may be placed on either Supervised or Controlled Probation. In addition:
 - a. A student organization that carries a deficit of at least ten (10) percent of the funding they received from the Joint Funding Committee for a given fiscal year, or at least fifty (50) dollars – whichever is more – at the end of that fiscal year shall be placed on Supervised Probation for the duration of the following fiscal year.
 - b. A student organization that carries a deficit of at least twenty-five (25) percent of the funding they received from the Joint Funding Committee for a given fiscal year, or at least one hundred (100) dollars – whichever is more – at the end of that fiscal year shall be placed on Controlled Probation for the duration of the following fiscal year.
 - c. A student organization that has been on either Supervised or Controlled Probation during a given fiscal year, and again meets the criteria for being placed on Supervised Probation at the end of that fiscal year, or fails to meet the requirements of their probation, shall be placed on Controlled Probation for the duration of the following fiscal year.
2. The Student Body Vice President for Finance is required to notify Student Senate and the Graduate Student Assembly – no later than September 30th – regarding the identity of organizations that have been placed on financial probation for that fiscal year, and the reasons those organizations have been placed on probation.
3. By way of a majority vote at a meeting of Student Senate and a majority vote at a meeting of the Graduate Student Assembly, an organization can be removed from financial probation, or moved from Controlled Probation to Supervised Probation.
4. The Student Body Vice President for Finance is required to notify the Account Director, via e-mail, regarding the identity of all organizations that are on financial probation, and the specific restrictions that are in place for an organization on Controlled Probation.
5. The Student Body Vice President for Finance is required to notify any student organization that has been placed on probation of their probation, via e-mail, no later than August 30th. This communication must include notification of the requirements of their probation, and the consequences their organization faces if they fail to meet those requirements.
6. An organization that has been on Supervised Probation during a given fiscal year, meets all the requirements of Supervised Probation during that fiscal year, and does not meet the criteria for being placed on Supervised Probation at the end of that fiscal year, shall be free from financial probation for the following fiscal year.
7. An organization that has been on Controlled Probation during a given fiscal year, meets all the requirements of Controlled Probation during that fiscal year, and does not meet the

criteria for being placed on Supervised Probation at the end of that fiscal year, shall be placed on Supervised Probation for the following fiscal year.

F. Requirements and Consequences for Organizations on Financial Probation:

1. The Authorized Signers of student organizations placed on Supervised Probation must meet the following requirements:
 - a. meet with the Student Body Vice President for Finance within the first month of the academic year to discuss the requirements of their probation, and the potential consequences their organization faces if they fail to meet those requirements;
 - b. provide the Student Body Vice President for Finance with monthly financial updates regarding their organization's expected and actual spending.
2. In addition to the requirements of Supervised Probation, organizations on Controlled Probation must receive approval from the Student Body Vice President for Finance (or an assistant) before spending any money from their agency account.

G. Violations of Probation Regulations:

1. If the Student Body Vice President for Finance finds that a student organization on financial probation has violated the Probation Regulations, the Student Body Vice President for Finance may, in consultation with the Student Body Vice President for Organizations, temporarily suspend the Student Government Recognition of that organization.
2. Within four (4) weeks of suspending the Student Government Recognition of a student organization, the Student Body Vice President for Finance must make a recommendation to Student Senate and the Graduate Student Assembly concerning said organization.
 - a. To be approved, this recommendation must receive a majority vote of approval at the next regular meeting of Student Senate following receipt of the recommendation from the Student Body Vice President for Finance, and a majority vote of approval at a meeting of the Graduate Student Assembly, no later than the next regular meeting of the Graduate Student Assembly following receipt of the recommendation from the Student Body Vice President for Finance.
 - b. If either Student Senate or the Graduate Student Assembly does not approve the recommendation, the relevant student organization will have its Student Government recognition reinstated immediately.

H. A two-thirds (2/3) supermajority vote at a meeting of Student Senate, and a two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly is sufficient to override a freeze placed on the budget of a student organization.

Article VIII. Student Senate and Graduate Student Assembly Funding During Arbitration.

- A. If either Student Senate or the Graduate Student Assembly believes that the other body has been derelict in its duties, as laid forth in this policy, they may choose to enter binding arbitration.
 1. A choice to enter binding arbitration requires a three-fourths (3/4) supermajority vote at a regular meeting of either Student Senate or the Graduate Student Assembly.
- B. If either Student Senate or the Graduate Student Assembly chooses to enter binding arbitration, then both bodies will be subject to binding arbitration conducted by a neutral third party who has no stake in the distribution of funds or the relationship between Student Senate and the Graduate Student Assembly.

1. A majority vote of each organization's Executive Committee is required to approve an
arbitrator.
2. Student Senate and the Graduate Student Assembly will split the cost of any outside
arbitration evenly.
 - a. Funding for outside arbitration shall not come from the Master Activity Fee account
or the JFC Main account.
- C. During arbitration, the accounts of Student Senate and the Graduate Student Assembly shall
be frozen – except for the portion of those accounts designated to pay for their chosen outside
arbitrator.
 1. This freeze does not apply to reserve funds held by either body, or to wages paid to
individuals hired to perform specific duties for Student Government.
 2. The Graduate Student Assembly may choose to unfreeze any portion of the accounts of
Student Senate by way of a two-thirds (2/3) supermajority vote at a meeting of the
Graduate Student Assembly.
 3. Student Senate may choose to unfreeze any portion of the accounts of the Graduate
Student Assembly by way of a two-thirds (2/3) supermajority vote at a meeting of
Student Senate.

Article IX. Override and Amendment.

A. Override:

1. A request to override this policy must be presented to both Student Senate and the
Graduate Student Assembly.
2. Approval of a requested override requires a three-fourths (3/4) supermajority vote of
approval at a meeting of Student Senate, and a three-fourths (3/4) supermajority vote of
approval at a meeting of the Graduate Student Assembly.
 - a. The override request must be received, via e-mail, by the members of Student Senate
and the Graduate Student Assembly at least one (1) week prior to their vote on the
request.

B. Amendment:

1. Amendments to this policy must be proposed and passed in accord with the procedure set
out for amendment to the Carnegie Mellon University *Student Body Constitution*, with
the addendum that any proposed amendment must be provided, via e-mail, to the Student
Body Vice President for Finance at least one (1) week prior to its initial presentation to
Student Senate and the Graduate Student Assembly.
2. A record of all amendments to these bylaws must be kept, by the Constitutional Advisor,
as an appendix to this policy.

Adopted by Student Senate: February 3rd, 2010.

Adopted by the Graduate Student Assembly: February 3rd, 2010.

Revised by Student Senate and the Graduate Student Assembly: April 6th, 2011.

Appendix: Amendments to the Student Government Fiscal Policy

Note: In February 2010 Student Senate and the Graduate Student Assembly approved major revisions to the Student Government documents, effectively replacing the old documents with new ones. Part of these revisions involved creating this Student Government Fiscal Policy as a

685 *document that is separate from the Student Body Constitution. What follows is an accounting of
amendments to the Student Government Fiscal Policy that have been passed since February 3rd,
2010.*

690 April 2010: **Article VI.B** added, defining political and religious events, and asserting that Activities Fee
money may not be used for political and/or religious events. These definitions were removed from the
JFC Bylaws and inserted into this Fiscal Policy on the grounds that they were better suited to the Fiscal
Policy document.

April 6, 2011:

695 All references to notification “in writing” changed to notification “via e-mail” – for the sake of clarity.
Article II: Terms & Definitions arranged in alphabetical order; definitions added for “University Center
Allocations Board” and “Joint Funding Committee”; definitions for StuGov accounts deleted (but
added to Article IV).
Articles IV & V: Articles IV and V replaced, clarifying and specifying the Student Government funding
700 structure and ensuring that projected numbers are updated at the end of a fiscal year.
Article VI: Insert clause F to specify the manner in which the Student Government Operating Reserve.
Article VI.G.1.d: Clause revised to further specify constraints on the use of the Student Government
Operating Reserve.
Article VI.I.1.a: Sub-clause (i) revised to cohere with the revised funding structure found in Articles IV and
705 V.
Article VI.J: Clause 1 deleted and remainder of the clause revised by changing “JFC Main” to “JFC
Allocations”, and changing “overturned” to “overruled”.
Article VI.K.2: Clause revised to reflect new funding structure.
Article VII: Clauses E and F revised with new probation rules – to introduce two “tiers” of financial
710 probation for student organizations, and to establish the rules for moving between those tiers.
Article VII.C.1: Clause expanded to specify that the executive committees in question are the executive
committees of Senate and/or GSA.

April 11, 2013:

715 Article IV: Overhauled the article, adding a six main account, the 90-30 Fund
Article VII: edited the consequences of fiscal probation to give more discretion to the VPF.

December 7, 2014

Article II.B: Put the definitions related to the Activities Fee under one section
720 Article II.G: Defined Media Fee and included references throughout the document
Article VI.F.1 Defined the UCAB expenditure allowance
Article VI.H.1.d changed the UCAB SGOR allowance from 5% to 10%

725