



# Engineering Governing Council

*The legislative body representing the students  
of the School of Engineering at Rutgers University.*

## Allocations Guidelines

*Note that all funding amendments and bills will undergo proper parliamentary procedure where the bill will generally remain in New Business until the next general meeting where it can be discussed and voted on by the Council.*

### I. GUIDELINES TO RECEIVE ALLOCATIONS

- A. A student organization (henceforth referred to as a Society) shall be eligible for allocation of funds by the Engineering Governing Council (EGC) Finance Committee when:
  1. It is a registered Society by the Rutgers Student Activities Business Office as a School of Engineering society, and recognized by the EGC.
  2. In order to be recognized by the EGC, a society must:
    - a. *Have at least 10 students as members, half of which are School of Engineering Students*
    - b. *Have a faculty advisor*
    - c. *Have a legitimate constitution summarizing the society's goals and purposes*
    - d. *Be approved by the Society Affairs Committee and the EGC*
  3. List "Paid for by student fees through the School of Engineering", on all advertising for a program or event.
  4. Submit a budget application, which will include:
    - a. *An itemized budget of all programs and all needed expenses for each program*
    - b. *A list of programs or projects in priority ranking*
    - c. *The society's general information as well as its constitutional purpose*
    - d. *The requested semester's goals as well as the society's long term goals*
    - e. *An overview breakdown of the past semester's expenditures*
    - f. *All receipts not already handed in at the conclusion of a given event*
  5. A Treasurer attends a Treasurer's Workshop sponsored by the Student Activities Business Office or Office of Student Involvement.
  6. The Treasurer or President attends the open Finance Committee meeting regarding allocations. In order to maintain the integrity of the meeting, the expectation of the representative is:
    - a. *An observer who doesn't interact with the committee unless specifically addressed*
    - b. *To be patient and wait until the end of the meeting to ask questions*

*c. To be knowledgeable about the finances from the past semester and the information on the current funding packet*

- B. Newly registered EGC Societies may receive a maximum of \$500 while under provisional status. Provisional status shall extend until the remainder of the semester after a Society is recognized by the EGC. In the situation of late semester confirmation, a provisional status shall be put upon the Society for no less than two months during an academic school year.
- C. Funding is subject to availability of funds.
- D. Programs requiring requested expenditures must serve the interest of the School of Engineering and be pertinent to the society's purpose. The funded programs must be readily available to all School of Engineering students.
- E. If budgets are not handed in on time, then the societies will be ineligible for the first round of allocations and any remaining funds will be allocated by the discretion of the Finance Committee.

## **II. GUIDELINES FOR USING ALLOCATED FUNDS**

- A. Deficit spending shall not be permitted. No Society may exceed the maximum they have been allocated by the Finance Committee unless they utilize their generated revenue. It is the responsibility of the Society to pay its own debts from generated revenue. The Committee will not allocate funds for previous debts. If no generated revenue exists, the co-signers of the voucher shall be held responsible for all payments.
- B. Past Debts: A newly registered Society will not be funded for debts incurred while they were not registered.
- C. Take Back:
  - 1. All unused allocated funds will be recorded and deducted from the society's allocated funds for the following semester; thus making the amount in a given society's account after allocations, equal to the Council's approved allocated dollar amount for that semester.
  - 2. The remaining funds after these deductions will be made available for mid-semester funding and/or future allocations.
  - 3. Should the deductions exceed future allocations then the deduction amount will be removed from the society's budget and will thus leave a balance in the society's account equal to the approved allocated dollar amount for that semester.

*Please note that the deductions only affect the Allocated Funds. The Finance Committee will not, and can not, review or interfere with a society's generated revenue, unless the Society is defunct. Societies are highly encouraged to fundraise*

*and increase the amount in this account, as it is completely controlled by the given society and limited only to the given society's constitution.*

- D. Adherence to Submitted Budgets: Societies should conform as closely as possible to their submitted itemized budget. Changes should be submitted to the Finance Committee two weeks in advance.
- E. Accounting Requirements: Society treasurers must maintain an accurate record of his/her Society's financial transactions and make this ledger of account available to member of the Finance Committee upon request.
- F. All societies must turn in ALL receipts within 2 weeks following each events completion. Failure to do so will result in a deduction equal to 50% of the events future allocated expenditures.
- G. Events must be open to all students in the School of Engineering and thus must be publicized accordingly.

### **III. FUNDABLE ITEMS WITH ALLOCATED FUNDS**

- A. Programs, Meetings, and Events
  - 1. Rental of buildings, rooms, or equipment as well as any other facility necessary to accomplish the goals of the program.
  - 2. Honorarium for speaker. No university staff, faculty member, or student will be paid as a speaker.
  - 3. Exclusive Societies (by gender, GPA, religion, etc.) having events open to the entire School of Engineering student body.
  - 4. Food and beverages for all groups will be allotted at the discretion of the Finance Committee based on the "Point System".
- B. Trips/Travel/Conferences/Competitions/Tournaments

*Due to the expensive nature of these costs the amount allocated for these will be decided at the discretion of the Finance Committee based on the amount of School of Engineering student fees made available. Refer to the "Point System" layout for further direction and explanation on this topic.*

### **IV. NON-FUNDABLE ITEMS WITH ALLOCATED FUNDS**

- A. Bail, lawyer fees, parking tickets, etc.
- B. Personal loans
- C. Wages
- D. Honorarium for advisors and/or coaches with exception of discretion of the Finance Committee
- E. Expenses incurred for activities during the summer or intercession
- F. Religious services

- G. Debts incurred while unregistered
- H. Purchase of alcoholic beverages or illegal substances
- I. Membership fees to national/international organizations
- J. Trophies and Awards
- K. Receptions, parties, formals, or semi-formals, induction dinners, etc.
- L. Donations/Charities
- M. Illegal Activities

*Items not listed in this section are not automatically fundable. Items not listed should be presented to the Finance Committee before requesting funds.*

## **V. VIOLATIONS AND PENALTIES**

The Finance Committee reserves the right to hold hearings for societies that are discovered to be conducting themselves in violation of the Funding Guidelines. Should this hearing conclude that violation(s) did indeed occur, the case will be referred to the Internal Review Committee (IRC), which has the final authority to decide to place this society on probation for the entirety of the semester in violation, and immediately freeze the society's funds (based on the understanding that should the same society violate the Allocation Guidelines, its funding for the following semester will be at the discretion of the Finance Committee).

- A. The Finance Committee has the authority to audit individual accounts and obtain Society's official ledger book to discover violations.
- B. All revenues collected by the Societies must be deposited in individual accounts in the Rutgers Student Activities Business Office. Violations of this policy will cause all privileges to be withdrawn and student activities funds to be frozen.
- C. Any societies whose executive officers or members forge names or records of members' lists for any Society or activity shall forfeit the privilege to use any student allocated funds and be in violation of University code of conduct.
- D. If a society is accused of an infraction of the Allocation Guidelines, funds may be frozen at the discretion of the IRC and the allocations for the following semester will be at the discretion of the Finance Committee

*Please note that any funds allocated by the Finance Committee with the approval of the EGC belong to the School of Engineering at large, not to individuals. Use of allocated fees is a privilege, which may be withdrawn or curtailed.*

## **VI. MID-SEMESTER FUNDING**

- A. The request for the mid-semester funding shall be first submitted to the Finance Committee at the Committee meeting four (4) weeks prior the event (with exceptions for societies in provisional status who should refer to Section VII). The request should include the breakdown of the event as per the Funding Packet specifications, as well as the reason to why the additional funds were required.
- B. After review by the Finance Committee, if the request is approved and found to have met the criteria for mid-semester funding, a bill will be presented to the EGC where the Council will determine the final decision.

## **VII. MID-SEMESTER ALLOCATIONS**

- A. In order for new societies to receive mid-semester allocations the following process must be followed:
  - 1. Achieve provisional status in the EGC.
  - 2. Properly set up an account through Rutgers Student Activities Business Office.
  - 3. Fill out a Funding Packet.
  - 4. Submit a Funding Packet to the Finance Committee.
  - 5. Allow the bill supported by the Finance Committee to undergo proper parliamentary procedure. Ordinarily, the bill will be put in New Business and then will be brought up in Old Business at the next Council meeting, where it can then be discussed and voted on by the Council.

*Please note this is the standard procedure with the assumption that a society is successful at all steps along the way. The EGC and Finance Committee reserve the right to make decisions based on their approved, accepted, and supported role within the council as is expected of them by all members.*