SGA Financial Bylaws

DEFINITIONS

For the purpose of this document, the following definitions shall apply, unless the context indicates otherwise:

ACADEMIC YEAR — The term “Academic Year” shall include the Fall and Spring semesters.

APPAREL— The word “Apparel” means any items of clothing, including but not limited to, shirts, uniforms or costumes.

FUNDED ORGANIZATION — The term “Funded Organization” shall mean any club, organization, or group funded by the Student Government Association (SGA).

FUNDRAISER — The term “Fundraiser” shall include any means of raising revenue by a SGA funded organization, including publishing advertisements.

INTERSESSION — The term “Intersession” shall include the Summer and Winter sessions.

STUDENTS — The term “Students” shall mean current students at Farmingdale State College who have paid the Student Activity Fee.

SIGNATORY POWERS — The term “Signatory Powers” includes the President and Treasurer of a funded organization.

BUDGET, REVENUE, and APPROPRIATIONS

1. The SGA annual budget is a projection of all estimated income, revenue and expenses during a given academic year.

2. The budget shall be divided into revenue and appropriations authorized by state guidelines to each funded organization.

3. No money shall be drawn from a club’s/organization’s account unless approved by the SGA treasurer.

4. Revenue is derived from four (4) sources, Student Activity Fee, interest income, generated income, and miscellaneous income.

   a. Student Activity Fee – billed to each full-time and part-time (on a prorated basis) student through the College billing process. The Office of the Vice President of
Student Affairs shall provide to the SGA Treasurer a projection of the number of students expected to enroll in the Fall/Spring semesters, summer and winter sessions.

b. Interest Income – interest resulting from investments, such as certificates of deposit accounts, money market funds, and commercial bank accounts, which guarantee the preservation of the principal.

c. Generated Income – revenue generated from the sale of tickets to SGA sponsored events.

d. Miscellaneous Income – gifts and donations. In general, gifts and donations will be deposited in the SGA miscellaneous income account.

5. Appropriations are monies made available by law to funded organizations and to pay for administrative costs of the Student Government Association, are divided into the following categories:

a. Salaries and Wages – for full-time employees and also includes wages for student staff employed by the Student Government Association.

b. Professional Fees – for contract services (e.g. Legal, Audit, and Insurance).

c. Operating expenses of the Student Government Association may differ or be distinct from funded organization expenditures and may be held to different restrictions as deemed necessary by the Treasurer.

i. Expenditures made by the Executive Branch shall be subject to the approval of the President, unless stated otherwise by the Treasurer.

ii. Expenditures made by the Legislative Branch shall be subject to the approval of the Treasurer.

d. Funded Organizations Expenses

i. Any expenses to be paid if pertinent to a club’s mission as deemed by the finance committee and/or treasurer.

1. Equipment and Furniture – computers, printers, copies, desks, lockers, etc.
2. Office Supplies – pens, stationery, toner, paper, etc.
3. Event Supplies – utensils, crafts, tableware, etc.
4. Food and Beverages
5. Clothing
6. Travel
7. Advertising and printing – flyers, banners, posters, invitations, etc.
9. Security – charges for security provided at all student sponsored events.
10. Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
11. Dues and Fees – fees related to dues, fees, and subscriptions
12. Any other expenses relevant to the purpose of the Funded Organization and justified by said Funded Organization, allowed at the discretion of the SGA Treasurer.
REQUIREMENTS TO BE ELIGIBLE FOR SGA FUNDING

1. In order to be eligible to receive funding from the Student Government Association, organizations must comply with the following requirements:

   a. Be a registered club in an active status with the Office of Student Activities;
      i. Have a functional executive board
      ii. Have at least 10 active members at all times
      iii. Hold at least one general member meeting per month
      iv. Provide minutes/attendance list of each meeting to the Office of Student activities.
   b. Be open to all students at Farmingdale State College at all times;
   c. Function under a duly-adopted organization Constitution in accordance with the laws of the Student Government Association;
   d. Complete a SGA budget application and conform with other requirements issued by the Treasurer, Senate and/or its Finance Committee;
   e. Possess a clean record of behavior and be in good standing with the Student Government Association and Farmingdale State College;
   f. Be in compliance with this Act, and all other laws of the Student Government Association; and
   g. Be in compliance with New York State and Federal Statutes.

2. New clubs will be allocated no more than $4,000 when a budget proposal is submitted. A larger amount can be granted at the discretion of the treasurer only if it would be impossible for the club/organization to fulfil its mission statement without it. (e.g. a Radio Station cannot function with $5,000). Budget applications for new clubs/organizations will only be accepted until the end of the second week of November.

3. Loss of eligibility –

   a. No funded organizations or departments operating in violation of this Act or any laws set forth by SGA shall be eligible for funding until they come into compliance with the law.
   b. The SGA Treasurer may freeze the budget of funded organizations in violation of this Act.
      1. The Treasurer must notify the funded organization of the violation within one (1) business week.
      2. When a club’s budget is frozen, the Treasurer must email the funded organization of the violation within one (1) business week.
   c. The Director of Student Activities may submit in writing a request to the Treasurer to freeze the budget of a club or organization if it is not in compliance with SGA laws.
   d. The Finance Committee may, by law, revise the appropriations of money made to funded organizations if they, by a major violation of this act, lose eligibility for funding.
e. Any club/organization that loses eligibility may petition to the Finance Committee in order to have its Line Budget status reinstated, this will require a majority vote of the filled seats.

f. Any club/organization that has been granted a budget and is in good standing with SGA with regards to the Financial Bylaws, may choose to forfeit their annual budget, if they wish to do so. The club/organization shall be eligible to reapply for a budget, if it wishes to, during the Spring Budgeting period. Additionally, if after the forfeiting of the club/organization’s budget the club/organization is found to have violated the Financial Bylaws during the time in which they had a SGA Budget, the club shall be disciplined in accordance with the violation. During the time in which the club/organization does not have a SGA Budget, they are still required to hold general meetings and meet all the requirements for eligibility for an “active” club set forth by the Office of Student Activities.

GRANTS

Funds not yet allocated to clubs/organizations or subsidized programs shall be organized into a single account for appropriation by the finance committee in the form of grants. Acts of appropriation are subject to amendment by the Senate at a later date.

1 Newly recognized clubs can apply for a line budget. Budget applications for new clubs/organizations will only be accepted until the end of the second week of November

2 An Event Grant shall be for the purpose of improving student life on campus through the hosting of events on campus by clubs/organizations.

3 The Student Government Association shall not allocate greater than 70% of the total grant fund during the fall semester.

4 In order to receive an Event Grant, a club/organization must demonstrate financial need in which the proposed event cannot fit into its normal line budget. In order to do this, a club must provide an outline of their projected expenditures for the remainder of their line budget and an itemized breakdown of their event budget.

5 Factors to be considered when applying for an event grant budget shall be: if the club/organization showed a financial need for the event, if the costs for the event are sufficiently planned, if the event is a novel idea, and if the SGA has the available funds to appropriate. Priority for the consideration of an Event Grant will be given to club/organizations that haven’t yet applied for a Grant in the current academic year.

6 All events hosted by the use of a grant must bear the SGA Logo on advertising for said event. Failure to do so may result in the club/organization losing the ability to apply for grants.

7 Money appropriated from the Grant Fund may only be used on the specific items approved from the grant.

8 The finance committee must make a monthly report to the SGA Senate. All reports must clearly indicate allocations made in the past month, including name of the club/organization and brief details of the Grants that were approved. In
addition, every report must include the amount left in the Grant Fund.

9 A grant can be issued for co-sponsorships between funded SGA organizations.
10 A grant can be issued as financial help for projects or activities that can improve student life as a whole.
11 All grants approved by the Committee must be presented to the President within twenty-four (24) hours, where he/she has the right to veto the application within 72 hours. All vetoed legislation must go before the full SGA Senate for override.

CONTINGENCY FUND

An account created strictly to pay for unforeseen expenses within SGA only. There must be an allocated Contingency fund of at least 3% of the total budget for an academic year.

BUDGET PROCESS

1. Senate Budgeting Powers –
   a. Finance Committee shall be authorized to hold hearings and information sessions and sit and act at such times and places, take such testimony, receive such evidence, and administer such oaths; and to compel the attendance at testimony of persons requesting money from the Student Government Association and the production of such records, correspondence, memoranda, papers, and documents as it considers necessary.

2. Budget Timeline
   a. The SGA Treasurer and SGA Finance Committee shall adopt a timeline for the annual budgeting process, including deadline for submission of applications, a period for budget hearings, and a tentative date to propose the budget to the Senate.
   b. The tentative date to propose the budget must happen after April 1st.

3. Budget Application
   a. The SGA Treasurer and the Finance Committee shall be authorized to develop the paperwork necessary to be completed in order for the funded organization to receive funding.

4. Budget Approval
   a. For the Academic Year the Finance Committee shall pass the budget proposed by the Treasurer by a majority vote. If approved, the budget shall require the approval of two-thirds of the Senate.
   b. If the Finance Committee and/or Senate fail to approve a budget by the beginning of the second week of the month of May, the e-board
   c. Once the budget is approved the Treasurer shall have the budget certified by the Vice President of Student Affairs as required by the SUNY Chancellor Guidelines.
REIMBURSEMENTS

1. Reimbursements are payments for items or services that have already been purchased with non-SGA funds.
   
a. Reimbursements shall be pre-approved by the SGA Treasurer. Under no circumstances will reimbursements be paid unless there is documented pre-approval by the SGA Treasurer.

b. Reimbursements will only be approved when it is not possible to obtain a cash advance.

c. Reimbursements must include the itemized receipt.

d. Receipts for reimbursements must be submitted within one (1) month of the purchase.

e. Each club is permitted to have one outstanding cash advance at any given time.

FOOD AND BEVERAGES

1. No part of the Student Activity Fee may be used to purchase alcoholic beverages, but alcoholic beverages may be served at an approved student event according to the policies and procedures of the Student Government Association and Farmingdale State College.

2. Expenditures for Food and Beverages for the use at general body meetings shall not exceed $300.00 or ten (10) percent of their SGA Budget; whichever amount is less.

3. Aramark is the only approved caterer to be used on campus. If another caterer needs to be used, this decision is at the discretion of Aramark.

GIFTS AND AWARDS

4. Gifts shall be defined as a thing given willingly to someone without payment or expectation of return. Awards shall be defined as any items with the likeness of a trophies, plaque or certificate. Prize shall be defined as a give-away or reward for competitive purposes.

5. Funded Organizations may spend no more than $200.00 or ten percent of their budget; whichever amount is less, on gifts or awards per academic year. No individual gift amount may exceed $50.00. For events where attendance is expected to be 100 or more, more expensive gifts can be given out at the discretion of the SGA Treasurer.

6. Gifts, prizes, or awards cannot be in the form of cash.

7. The following are prohibited recipients of gifts and awards:
   
a. Funded Organizations may not purchase any Gifts, equipment or Apparel for non-students, except plaques or certificates may be purchased for invited guests.

b. Funded Organizations and Departments may not purchase any Gifts, except plaques or certificates, for their own officers or employees.

8. All Gifts must be pre-approved by the Treasurer and must be accompanied by a justification of the purchase. The SGA Treasurer may reject Gift requests if they:
   
a. Are frivolous or unnecessary;

b. Appear suspicious or to serve the personal gain of particular individuals and not the Funded Organization as a whole; or

c. Violate any policy or procedure of the Student Government Association.
6. If any Funded Organization purchases gifts and/or awards in violation of any provision of this section, the executive board of the club/organization shall reimburse their SGA Budget the total amount and may be subject to other disciplinary action, including but not limited to violation of the FSC Student Code of Conduct.

**APPAREL**

1. A club/organization may spend no more $1000.00 or ten (10) percent of their SGA Budget; whichever amount is less, on Apparel. However, when it comes to events, a club can spend no more than $1000 unless the expected attendance is more than 100. If the expected attendance is more than 200, the club can use no more than $2000. Realistic attendance expectations must be validated by the Office of Student Activities.

2. A club/organization will be allowed to spend more than $1000.00 at the discretion of the treasurer if a club/organization requires uniforms to carry out their mission statement.
   a. Uniforms and costumes belong to the SGA for use by the club/organization and not the individual members and cannot be personalized.
   b. Uniforms and costumes may not be disposed of without authorization from the SGA Treasurer.

3. Funded Organizations may not purchase items that violate school policy, are fiscally irresponsible or serve the personal gain of individuals and not the club as a whole. Such items include, but are not limited to:
   a. The use of trademarks or copyrights without proper permission.
      i. Print of trademarked material shall be bought through a university-approved vendor.
      ii. If any club/organization uses on their Apparel protected material without permission from the appropriate party, the organization and its members shall surrender the Apparel to SGA for destruction or disposal.
      
      iii. Logos shall be reviewed for approval before apparel is ordered/purchased

4. If any club/organization purchases Apparel in violation of any provision of this section, the organization shall reimburse their SGA Budget the total amount and may be subject to other disciplinary action as provided for in this Act.

**INTERSESSION GUIDELINES**

Budgets created during the intersession shall be at the discretion of the Treasurer.

a. Summer Budgets shall be presented by the second week of summer by the Treasurer for approval by the Summer Senate.

b. Any club that exceeds their given budget shall have their excess retracted from their academic year budget.
OFF CAMPUS TRIP

1. For the purposes of this Act, “Off-Campus Trips” means any activities that occur while not on Farmingdale State College’s Campus, including but not limited to, the following types of activities:
   a. Trips to hotels and conference halls;
   b. Trips to recreational facilities;
   c. Trips to athletic or academic competitions, or similar activities;
   d. Banquets at dining halls; and
   e. Trips to performances or theaters.
2. Funded Organizations planning Off-Campus Trips must submit a completed Off-Campus Trip Form to the Office of Student Activities at least four (4) weeks before the trip date.
3. The cost of meals or food vouchers cannot exceed $10 per person. In the case of a group meal, the total cost cannot exceed: $10 * number of attendees.
4. Off-Campus Trips must be pre-approved by the Director of Student Activities. The Director of Student Activities may deny an Off-Campus Trip if:
   a. The trip is not in accordance with the Funded Organization’s mission or purpose;
   b. The trip is fiscally irresponsible;
   c. The off campus trip form is incomplete or incorrect;
   d. The Funded Organization has misrepresented a material fact about its trip;
   e. The trip or related expenditures violate any other policy or procedure of the Student Government Association.
5. The Student Government Association shall not assume the following costs or expenses on Off-Campus Trips:
   a. Additional activities beyond the original purposes of the Off-Campus Trip;
   b. Non-students participating in off-campus trips, including but not limited to coaches, trainers or other staff. Unless a chaperone is required under the Office of Student Activities/SUNY Guidelines.
      i. When an organization rents a bus and or rental vehicle to attend off-campus trips, non-students who are related to the club (i.e. Coaches) shall be eligible to travel with the club/organization pending approval from the Director of Student Activities.
6. Should a club/organization take a flight to attend an off-campus trip the Student Government Association shall cover only the cost of economy seating.

7. Conferences - The amount of money clubs can use to attend conferences cannot exceed $4,000 per academic year; and up to $400 per person if the conference is in the state of New York, and $1,000 if it is out of state. That includes registration and transportation only. If a club can prove that increasing the number of attendees can improve student life as a whole, more funds can be allocated at the discretion of the SGA Treasurer and the finance committee.

   SGA officers can only attend the SUNY Assembly conference once during the school year, unless he/she is a voting delegate.

8. Trip Reimbursements – as with all other reimbursements, trip-related reimbursements
shall require prior approval from the Treasurer.

a. **Lodging.** The Student Government Association will not reimburse individuals for lodging and related accommodations. All such accommodations must be arranged and payment prepared in advance.

b. **Gas, Tolls, Parking, and Travel.** All requests for gas, tolls and parking reimbursements must be pre-approved by the Treasurer prior to the Off-Campus Trip. Such reimbursements shall be submitted and calculated as follows:
   
i. All original gas, toll and parking receipts must be submitted to the SGA Treasurer; no reimbursement will be approved without original receipts.
   
   1. **Rented Cars.** If students rent automobiles, the receipts and vouchers must be submitted separately for each car. The Student Government Association will reimburse exact costs of gas, tolls and parking as indicated on the receipts.
   
   2. **Personal Cars.** If students drive their personal cars, the receipts and vouchers must be submitted separately for each pre-approved driver. The Student Government Association will reimburse the pre-approved drivers a fixed rate per mile to compensate for gas and vehicle wear-and-tear.
   
   3. **Route.** The route to be taken to arrive at the desired destination must be submitted to the SGA Treasurer prior to the trip for approval. The reimbursement for gas will be based upon the approved route and millage.
   
   4. **Parking Fines or Traffic Tickets.** The Student Government Association will not reimburse parking fines or traffic tickets. The Student Government Association shall not pay for accident related costs.

9. The following are exemptions to Off-Campus Trip Requirements:

   a. Trips to off-campus facilities for the purposes of practices. Provided that the Funded Organization organizing the event provides means for all student members wishing to participate to do so on an equal opportunity basis.

   b. The expenses of officers of the Student Government Association engaging in travel related to their SGA duties, including attendance at SUNY Assembly.

**ON-CAMPUS EVENTS**

1. For the purposes of this Act, “On-Campus Event” means any activities that occur on Farmingdale State College’s Main Campus, including but not limited to, the following types of activities:
   
a. Guest Speakers;

   b. Fashion Shows; or

   c. Multi-cultural Shows

   d. Any other event approved by the Office of Student Activities.

2. Expenditures for events that significantly deviate from a funded organization or department’s mission and goals shall not be permitted.
3. Funded organizations and departments are permitted to allocate no more than 5% of available tickets as complimentary tickets; and priority should go to people who have volunteered and assisted with the preparation of the particular event, but have received no compensation.
   a. The proposed complimentary list must be submitted to the Director of Student Activities at least three (3) business days prior to the event for pre-approval.
   b. The list must include the following information:
      1. Full name of the person receiving the complimentary ticket;
      2. RamID number;
      3. Whether they are a student or non-student (e.g. faculty, staff, etc.); and
      4. Reason for the person receiving a complimentary ticket (e.g. E-board member, volunteers, advisor, etc.).

CO-SPONSORSHIPS

1. All co-sponsorships between funded SGA organizations must be pre-approved by Director of Student Activities and SGA Treasurer.
2. Funded organizations cannot contribute more than ten percent of their budget towards a co-sponsored event.

FUNDRAISING

1. Rules Pertaining to Fundraisers — Funded organizations and SGA Departments may carry-out fundraisers to raise revenues for their organization and charity in addition to the money appropriated by the Student Government Association, but all fundraisers taking place on campus and/or utilizing appropriated money shall be subject to the following restraints:
   a. Prior to engaging in fundraising activities on-campus, the officer(s) responsible for the event must be pre-approved by the Office of Student Activities and the SGA Treasurer. The pre-approval must be received at least two weeks in advance.
   b. All other revenues generated on-campus shall be received under the supervision of the funded organization’s treasurer or the SGA Treasurer and submitted to ASC to be deposited in the organization’s trust and agency account.
   c. All other revenues generated on-campus shall be received under the supervision of the funded organization’s Treasurer or the SGA Treasurer and submitted to the SGA Accounting Office within one (1) week of its receipt to be placed in the organization’s on-campus account.
   d. If funded organizations generate revenue by off-campus fundraising using
appropriated money, or generated by sale of advertising space or time in publications, broadcasts or events paid for by appropriated money, then the organization’s on-campus account must be reimbursed the full cost of such publishing, broadcasts, or events.

e. Funded organization’s Treasurers or Department Head Officer shall be responsible for submitting to the SGA Treasurer accurate accounts of money received and costs incurred. Failure to do so or willful misrepresentation shall result in loss of budget for the remainder of the academic year.

**TICKETED EVENTS**

1. Any club/organization of the Student Government Association that sells tickets to attend their events must take the following steps:

   I. Tickets must be sold online via TouchNet.
   
   II. If tickets sales are sold in person and not online, the ticket seller must be approved by the Office of Student Activities.

2. Any funds generated from ticket sales must be declared to the SGA Treasurer within a week of the event.

**OVERBUDGET**

1. Should a club/organization exceed their academic year budget, their subsequent year’s budget shall be deducted the amount that was exceeded.

2. Should the exceeded amount exceed the subsequent year’s academic year budget, the said club/organization shall lose eligibility for funding.

**CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR**

3. Senate Budget Ethics Rules:

   a. Any Funded Organization officer or former officer serving on the Budget Committee shall recuse him or herself from voting his or her own Funded Organization's budget in committee, on any line budget revisions, or on any grant for his or her Funded Organization.

4. Student Government Association Statement of Ethical Behavior

   a. No officer of the Student Government Association is expected to participate in any deliberations or vote on any matter relating to current or proposed business with any individual or organization with whom the entity with which the officer has a direct or indirect personal or financial interest that may conflict with the proper discharge of the member’s duties. The presiding officer of any such body considering said business, in coordination with the body making a decision, shall determine whether the officer may participate in the deliberations or vote on the
issue.
5. A student cannot be an elected signatory officer of two or more SGA funded organizations, including SGA, simultaneously.
4. Officers or members of the Student Government Association or relatives of officers or members of Funded Organizations cannot be hired on a contractual basis without the prior approval of the Director of Student Activities and the SGA treasurer.
5. The money, resources or authority of the Student Government Association shall not be used for the personal financial benefit of any officer, member of private person, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.
6. The use of fraud to receive property or money properly belonging to Student Government Association, embezzlement, gross misuse of SGA property or assets for personal benefit, or any other such illegal activity is prohibited, and any person or organization caught engaging in such activities shall be subject to punishment by the Student Government Association, Farmingdale State College and civil or criminal penalties of New York State and the United States, where applicable.
7. The Treasurer or the members of the Finance Committee are not allowed to receive any gifts from SGA funded organizations or programs under any circumstances.

INSURANCE REQUIREMENTS

When contracting with a vendor or a sole proprietor, the funded groups must request a Certificate of Liability Insurance with the following parties named as additional insured.

Student Government Association at Farmingdale State College
2350 Broadhollow Road
Roosevelt Hall-Room 127
Farmingdale, NY 11735

Farmingdale State College
2350 Broadhollow Road
Farmingdale, NY 11735

State University of New York
State University Plaza
353 Broadway
Albany, NY 12246

CONTRACTS

All contracts funded by SGA must be approved and signed by the SGA Treasurer. The SGA Treasurer is the only party with the authority to sign a contract.
If an individual other than the SGA Treasurer signs a contract to be funded by the mandatory student activity fee, that individual is responsible for payment. SGA is NOT obligated to provide payment for contracts signed by anyone else other than the SGA Treasurer. This includes faculty and staff.

Contracts must be submitted for review at least 3 weeks in advance.