

# ***SEBS Governing Council Allocations Guidelines***

*Updated on 15 March 2016*

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## ***General Eligibility and Guidelines***

In order to be eligible to receive funds from the SGC Finance Committee (herein referred to as the Finance Committee) a student organization must:

- a. Register with Rutgers University through the Rutgers University Student Organization online registration process;
- b. Maintain its funds (e.g. dues, donations, allocated funds, and fundraising income) in an account that is provided by Rutgers University (e.g. the Student Activities Business Office);
- c. List “SEBS Governing Council, paid for by student fees”, as a funding agent on all advertising for a program or event, when the Finance Committee funds over 20% of the entire program or event; and
- d. Send their Treasurer and President at least once each academic year to attend the Treasurer’s Workshop held by the RUSA Allocations Board.

Any requested expenditures must serve the interests of SEBS students and must be completely pertinent to the organization’s mission statement/purpose. Funded programs must be readily available to all SEBS students, and should be open to all Rutgers University students.

No organization may charge more than \$10 for admission to a program if at least 75% of the funding comes from the Finance Committee.

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 Use of allocated fees is a privilege, which may be withdrawn or curtailed.

## ***Applying for Funding***

The budgets should include:

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- a. An itemized budget of all general meeting, overhead, and programming costs (including those associated with events, trips, and/or travel expenses);
- b. List of programs/events, trips, and/or travel in priority ranking; and
- c. The organization's constitutional purpose and Student Activities Business Office (SABO) account number.

The Finance Committee will give strong priority to programs that are oriented toward SEBS students and are easily accessible to these students.

In order to receive funding, groups may be asked to present their budget to the SGC Allocations Committee if further information or clarification is requested (information will come via email after budget has been submitted). Deductions in funding may occur if a club is asked to present their budget and fails to attend a meeting.

### **Organizations with Provisional Status**

Newly registered student organizations may receive a maximum of \$450 programming and \$50 overhead, for a total of \$500 per semester, while under provisional status for 90 days after registration. Student organizations under provisional status are not eligible for additional funding.

### ***Handling of Funds***

*Deficit Spending:* No organization may exceed the maximum funds they have been allocated by the Finance Committee unless they utilize their generated revenue. If an organization spends more funds than has been allocated to them and no generated revenue exists, the co-signees of the voucher shall be held responsible for all payments.

*Funds Advance:* Loans will be granted to organizations at the sole discretion of the Finance Committee, based on the purpose of the loaned funds and the funds available at that time. The organization's Administrative Advisor will be responsible for effecting repayment by the agreed date and for maintaining an accurate record of all outstanding loans.

*SABO Close Down Periods:* Funding in an organization's programming and overhead accounts will not be accessible during the winter and summer recesses. Forms are available to keep these accounts open in order to pay outstanding bills.

*Take Back:* All unused allocated programming and overhead funds will be returned to the Finance Committee at the end of the semester, so that it can be reallocated the following semester. Generated revenue will not be altered. Consistently large take backs will be viewed upon negatively for future allocations.

*Adherence to Submitted Budgets:* Student organizations should conform as closely as possible to their submitted itemized budget.

- a. Changes should be submitted to the organization's administrative advisor and/or the Finance Committee for approval. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization.
- b. If funding is left over because an event did not happen or expenses were less than anticipated, the student organization must request from the administrative advisor and/or the Finance Committee permission to use those funds for another event.

*Accounting Requirements:* Student organization treasurers must maintain an accurate record of their organization's financial transactions and make this ledger of account available to a member of the Finance Committee upon request.

## ***Fundable Items***

The following lists include items which are fundable by the Finance Committee. Nevertheless, requests for funding for these items are not guaranteed to be granted, based on available funds and the natures of specific events.

### **General Meetings**

- a. Equipment rentals; and
- b. Food (excludes beverages) for up to three meetings

### **Overhead Allocation**

- a. Office supplies;
- b. Software and website;
- c. Storage fees;
- d. Uniforms, if required for security purposes (at a maximum of once every 3 years)
- e. Advertising for general meetings;

### **Publication for Media Organizations**

- c. Maximum of 13 issues per semester for newspapers and newsletters;
- d. Maximum of 4 issues per semester for magazines; and
- e. Maximum of 2 issues per semester for journals.

### **Programming**

- a. Rental of a building, rooms, equipment, or any other facility necessary to accomplish the goals of the program;
- b. Advertising (preference given to environmentally friendly sources);
- c. Honorarium for speaker (except for a University staff member, faculty member, or student acting in his or her capacity as defined by the University);
- d. Entertainment;
- e. Food (excludes beverages), which must be from University-approved vendors;
- f. Security;
- g. Supplies and materials; and
- h. Costumes and props for performance events.

### **Trips**

A “trip” occurs when members of an organization will attend an off-campus event to which they leave and return in 1 day. Fundable items include:

- a. Advertising;
- b. Transportation costs;
- c. Admission fees; and
- d. Food (limited to one meal).

### **Travel**

“Traveling” occurs when members of an organization will spend more than 1 day at an off-campus event; that is, they will leave and return on different days. Fundable items include:

- a. Advertising;
- b. Transportation costs;
- c. Food (limited to one meal per day);
- d. Lodging; and
- e. Registration fees.

### **Capital Equipment**

This fund shall be open to any SEBS student organization in need of capital equipment in excess of \$200.

Relevant details are as follows:

- a. The maintenance, replacement, renovation and purchasing of equipment should be requested at the same time as the budget.
- b. All capital expenditures made by a student group through student fees are the property of the SGC, and not the student organization. Should a group disband, the SGC will assume responsibility for the property and keep such property for student use.
- c. Storage should be appropriate for the security of the equipment and must be in an on campus location. Documentation must also be used for use of the equipment. A storage contract must be prepared and presented before applying for capital equipment.
- d. Capital equipment may be granted every 3 years upon request from the organization.

### ***Non-Fundable Items***

*Exceptions will be made at the discretion of the Finance Committee.*

Non-fundable items include:

- a. Expenses incurred in the past;
- b. Expenses incurred for activities during the summer or intercessions not approved by the Finance Committee (although the organization may utilize generated revenue);
- c. Donations;
- d. Organizations that limit membership based on gender or academic progress (e.g. honoraries, honor societies, social fraternities and sororities);
- e. Honorarium for any University staff member, faculty member, or student acting in the full capacity of his or her responsibilities as ascribed to them by Rutgers University. No dues or honorarium may be paid to other registered student organizations without the consent of the Finance Committee;
- f. Banquets, parties, formals, or semi-formals with no educational or community value;
- g. T-shirts (unless required for security reasons);
- h. Gifts, prizes, trophies, or awards;
- i. Lobbying, including:
  - i. \*Contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting or opposing specific legislation;
  - ii. Advocating the adoption or rejection of a specific legislation; and
  - iii. Participating or intervening directly in any political campaign on behalf of or in opposition to any candidate in public office.
- j. Recruitment of students to the University;
- k. Personal business cards;
- l. Wages for matriculating students;
- m. Religious services;
- n. Personal loans;
- o. Individual students requesting funds for "Good Samaritan" work;
- p. Purchase of alcoholic beverages, or any illegal substance or activity; and
- q. Bail, lawyer fees, parking tickets, etc.
- r. Non-environmentally-friendly advertising (e.g. printed flyers)
- s. Food or products intended to be sold as-is for monetary gain

\* The only exceptions to item (i) shall be the SGC and its associated committees, where policies relevant to (i) are approved by majority vote of the SGC. This is because the SGC is specifically charged with representing the

student voice, and so approval by a majority vote by the SGC represents the most accurate estimate available of the opinions of the SEBS student body.

## ***Additional Funding and Co-Sponsorships***

### **Requests for Additional Funds**

In order to receive additional funding for a specific program, groups may submit an additional funding request (appeal form), which will include:

- a. A description of the purpose for the requested funds;
- b. An itemized budget of costs associated with the events; and
- c. The organization's constitutional purpose and SABO account number.

The Finance Committee will give strong priority to those programs that are oriented toward SEBS students and are easily accessible to these students.

### **Co-Sponsorships**

In the event that two or more groups wish to cooperatively execute a program, funding is permitted if the following guidelines are observed:

- a. The cooperating groups must sign a co-sponsorship agreement, which outlines the responsibilities and financial commitments of each group. This contract must be approved by the Administrative Advisor before any commitments are made.
- b. One of the Treasurers from the co-sponsoring organizations will be designated as the Primary Treasurer of the event and will be responsible for the processing and management of the event budget.
- c. At least one member of each sponsoring group must be in attendance of the event to oversee the program and insure that all commitments and plans are followed through.

## ***Violations***

The Finance Committee reserves the right to hold investigations for organizations that are suspected to be conducting themselves in violation of these Allocations Guidelines. Should this investigation conclude that a violation has occurred, the case will be referred to the Student Centers and Programs Office, which has the authority to review alleged violations and place the organization on probation. Should an organization on probation violate these Allocations Guidelines, it will not receive funding from the Finance Committee the following semester. Details are as follows:

- a. The Finance Committee has the authority to review individual accounts and obtain organizations' official ledger book to discover violations.
- b. No student fee funds may be paid as dues or honorarium to other Rutgers University organizations without the authorization of the Finance Committee. Student organizations can use their generated revenue to pay such fees.
- c. The Finance Committee may order an organization to replace its Treasurer when that Treasurer repeatedly violates financial policy and hinders the financial operations of the organization.
- d. All revenues collected by student organizations must be deposited in SABO accounts. Violations of this policy will cause all privileges to be withdrawn and all funds to be frozen.
- e. Any organization whose executive officers or members forge members' names or records shall forfeit the privilege to use any allocated funds and be in violation of University code of conduct.
- f. If a group is accused of an infraction of the Guidelines, funds may be frozen at the discretion of the Finance Committee until an investigation is completed, as described above.