

## By-Law #2: SGA Funding Policy for Student Clubs & Organizations

One purpose of the Student Government Association (SGA) is to assist student clubs and organizations in funding student-led events and activities that enrich leadership and learning opportunities. Clubs and organizations that are considered “active” by the SAIL office are eligible to request SGA funding in addition to other forms of fundraising. Clubs that are “frozen” or “suspended” may not receive SGA funding. (Please note: Academic Honor Societies, including Phi Theta Kappa, the National Society for Leadership & Success, SALUTE, and the Aims English Honors Society will follow a separate process to access institutional funds prior to being considered through this SGA process. Please see By-Law #3: SGA Funding Policy for Academic Honors Societies for details.)

Requests submitted to SGA must contain all information regarding the event, activity, or purchase for which the club is seeking funding. Each request should be submitted **at least three weeks** prior to the activity’s proposed date. Please note, SGA does not provide **approval** for the requested activity (the Student Activities, Inclusion, and Leadership (SAIL) office and other Aims entities provide approval), SGA only decides on approval of SGA funding for the activity. If the activity is not approved by the SAIL office or others at Aims, then SGA will not provide funding. (Please note: the SAIL office may have a longer or shorter deadline for activity approval. For example, activities that take place out of state and overnight must be submitted to the SAIL office 12 weeks in advance in order to be approved.)

SGA does not guarantee that they will fund all requests at 100%. They will allocate what they deem appropriate and vote on the approval of the request during weekly SGA meetings. The money approved by SGA must be allocated to the established event for which it was approved. Once a budget is voted on and approved by SGA, expenses made from those funds must follow the budget as originally specified unless reallocation of funds is requested.

SGA will consider the following criteria when determining whether to fund requests, and to what extent to fund them:

- How does this request benefit Aims students?
- How does this request enrich leadership and learning opportunities for Aims students?
- Is this request in alignment with the mission of the club or organization?
- What is the club’s current fund balance? If it is greater than the amount requested, why is the club requesting funds from SGA?
- What is SGA’s remaining balance for club funds?
- How much SGA funding has this organization already received this year?

Process to apply for funding:

- Complete the Event/Activity Planning Request or Purchase Request form in Campus Connect and check the box for “Request funds and/or collaborate with Student Government Association (SGA)” **at least three weeks** prior to the activity’s proposed date.
  - Funding for an Event or Activity: <https://aims.presence.io/form/event-activity-planning-request-epr-1>
  - Funding for a purchase unrelated to a specific event or activity:

- <https://aims.presence.io/form/purchase-request>
- The SGA Executive Vice President for Finance will receive a notification of your request and will contact you to invite you to the next SGA meeting to present your request. Meetings are held every week during the academic year. In Fall 2019, meetings are held on Wednesdays at 1:00pm.
- At least one student representative from your club or organization must attend the SGA meeting in order to present your request and answer any questions. (An advisor may attend as well, but may not be the primary presenter.)
- SGA will vote on the request at this meeting and the SGA Executive Vice President for Finance will contact you with the results of the vote.
- If an SGA member is also a member of the club requesting funds, they will be required to recuse themselves from the entire process, including leaving the meeting during the presentation, discussion, and vote.
- Use of SGA funds will be implemented the same way as club funds. All Aims policies and procedures must be followed, and the SAIL office will help facilitate the expenditure of these funds if needed.

***This SGA By-Law was approved on October 17<sup>th</sup>, 2018***