

#### **By-Law #4 – SGA Funding Policy for Non-Clubs/Organizations**

One purpose of the Student Government Association (SGA) is to facilitate events and activities that enrich leadership and learning opportunities for students. Any Aims-affiliated person or department who has an activity or event that in some way benefit students from Aims Community College will be considered.

Requests submitted to the SGA must contain all information regarding the event, activity, or purchase for which the person or department is seeking funding. Each request must be submitted **at least three weeks** prior to the activity's proposed date. The SGA does not provide approval for the requested activity, 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.

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 SGA formal meetings. 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. Because the requests would be funded by student fees paid by Aims Community College students, no fundraising for political candidates is allowed. A person or department may hold an event related to a political issue or the political system, but no money can be raised in support of a political candidate or organization.

The following questions will be included on the request form and the responses will be strongly considered during the SGA decision-making process:

- Describe any efforts to obtain funding outside of SGA (Aims Departments only).
- Please provide a complete break down of cost. Submit a budget of how you plan to spend the funds.
- What is the purpose of this event/activity?
- What are the learning objectives of this initiative?
- Who will be invited to attend this event?
- How will this expense contribute to students success?
- How will this expense benefit Aims students?

Process to apply for funding:

- Complete the SGA Funding Request form on Campus Connect **at least three weeks** prior to the activity's proposed date.
  - Form link <https://aims.presence.io/form/non-club-request-for-sga-funds>
- 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.
- The individual requesting the funds (or, for department requests, at least one representative from the requesting department) must attend the SGA meeting in order to present the request and answer any questions.

- SGA will vote on the request at this meeting and the SGA Executive Vice President for Finance will contact the requestor with the results of the vote.
- If an SGA member would directly benefit from the requested funds, they will be required to recuse themselves from the entire process, including leaving the meeting during the presentation, discussion, and vote.
- All Aims policies and procedures must be followed in the use of SGA funds, and the SAIL office will help facilitate the expenditure of these funds if needed.

***This SGA By-Law was updated on October 7<sup>th</sup>, 2019***