

STANDARD STUDENT FINANCIAL OPERATING PROCEDURES

ARTICLE I PURPOSE

The purpose of these by-laws is to familiarize all Student Government Association (S.G.A.) recognized clubs with the allotment policies, budgeting procedures, the payment process, sanctions, and club responsibilities as required by the S.G.A. Allocations Committee.

ARTICLE II ALLOTMENT POLICIES

- A. Any S.G.A. funds spent by a recognized club or organization must promote the mission of that respective club or organization as described in their approved constitution.
- B. At its discretion, the S.G.A. Allocations Committee may allot funds to recognized clubs and organizations for:
 1. Publicity and promotional items, such as professional flyers, posters, and professionally created promotional items.
 2. Office supplies, such as:
 - a. Pens, paper, tape, staplers, etc.
 - b. Postage and envelopes.
 3. National fees and dues.
 4. Food for events.
 - a. All food must be ordered through Lackmann Catering Service, unless a waiver is granted by Lackmann.
 - b. All clubs and organizations must obtain an authorization from the S.G.A. Bookkeeper prior to ordering from Lackmann Catering Service.
 - c. All recognized clubs and organizations may receive up to \$110 for food for an interest meeting.
 5. Decorations for events.
 6. Transportation to and from events, transportation for lecturers or special guests.
 - a. All limousines must be ordered through Adelphi University's contracted car service company.
 - b. Airfare must be ordered through Adelphi University's contracted travel agency.
 7. Film rights for film screenings.
 8. Lecturers or special guests.
 9. Gifts, clothing, and awards to recognize valued members.
 10. Religious paraphernalia for religious services.
 11. Conventions and conferences.

- a. Any recognized club or organization wishing to attend a convention or conference must meet with the S.G.A. Treasurer in advance to outline reasonable budget expenditures in writing.
 - b. Any recognized club or organization wishing to attend a convention or conference must submit, in writing, a proposal to the Allocations Committee. The proposal must include:
 - i. An official brochure or documentation of the event.
 - ii. Potential names or positions of all attending the conference, including that of the chaperone.
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 - ii. Dates of the convention or conference.
 - iv. The purpose of the convention or conference.
 - v. The location of the convention or conference.
 - vi. Costs of:
 - 1) Travel.
 - a) All travel price quotes must come from Adelphi University's contracted travel agency and car service company.
 - 2) Accommodations.
 - 3) Registration.
 - 4) These must be adjusted to reflect the length of the conference and the number of attendees.
 - c. All students attending a conference or convention must be accompanied by a chaperone, usually the club or organization's advisor. In the case the club or organization's advisor is not able to attend, the club or organization may invite another Adelphi University faculty or staff member to chaperone with the written permission of the Director of the Center for Student Involvement.
 - d. The final arrangements for any conference must be made at least six weeks (40 business days) before the conference.
- C. The S.G.A. Allocations Committee may not allot funds to recognized clubs and organizations for:
- 1. Payment to any member of the club, or to the faculty, staff, or administration of Adelphi University for presentations or speeches.
 - 2. Food for a regular meeting of members, unless it is an interest meeting.
 - 3. Charitable or political donations of any type.
 - 4. Tuition remission or salaries to students working for any club or organization.
 - 5. Charge accounts, checking accounts, or savings accounts.
 - 6. Publications, unless part of the club or organization's explicit mission.
 - 7. Sales tax.

ARTICLE III RIGHTS AND RESPONSIBILITIES OF RECOGNIZED CLUB AND ORGANIZATIONS

- A. Rights of recognized clubs and organizations.
 - 1. The Treasurer or President of a recognized club or organization may request an account summary statement from the S.G.A. Bookkeeper at any time.
 - 2. Any recognized club or organization may raise funds for itself. All monetary receipts must be given to the S.G.A. Bookkeeper within 72 hours of the completion of the event, and the income will be separately credited to the organization's Club Account.

- B. Responsibilities of recognized clubs and organizations.
 - 1. Each recognized club or organization must submit a budget in accordance with the instructions and deadlines set forth in the budget packet distributed by the S.G.A. Treasurer. Each recognized club or organization President, Treasurer, and Advisor must sign a provision acknowledging all recognized club and organization Presidents, Treasurers, and Advisors are responsible for the financial affairs of their clubs or organizations. S.G.A. has no responsibility to pay debts beyond the allotted budget for each club or organization.
 - 2. Each recognized club and organization is responsible to spend funds from its SGA account only as outlined in the allotment policies of Article II, Section B.
 - 3. All recognized clubs and organizations must keep accurate records of all incoming and spent monies in both their S.G.A. Account and Club Account. The records for each account must be kept separate from one another. These records must be made available to the S.G.A. Treasurer upon request.

ARTICLE IV SANCTIONS

- A. Any recognized club or organization that spends funds in a manner violating the regulations outlined in the Standard Student Financial Operating Procedures (S.S.F.O.P.) will be subject to severe budget scrutiny, and the executive members of the club or organization will be personally responsible for the payment of the incurred expenses.
- B. For any recognized club or organization that overspends its budget or violates the S.S.F.O.P., deductions will be made at the discretion of the Allocations Committee. Failure to follow the cash advance procedures as outlined in Article V, Section B, will result in a late fee of 20% of the cash advance amount, as well as the freezing of all remaining funds until the cash advance has been justified or reimbursed. Furthermore, if the student responsible for the cash advance fails to follow the proper procedures, the amount of the cash advance will be placed on the student's University bill.

- C. If a recognized club or organization fails to hand in their budget by the deadline set forth by the S.G.A. Treasurer in that year's budget packet, said club or organization may receive no more than 50% of the total request.

ARTICLE V PAYMENT PROCEDURES

A. Cash advance procedures

1. Members of recognized clubs and organizations may receive a cash advance for the acquisition of goods and services for their club or organization.
2. The Treasurer or President of a recognized club or organization must submit a completed cash advance request form.
3. No student may obtain a cash advance until all outstanding advances are settled.
4. The student must submit receipts and a completed expense report form to the S.G.A. Bookkeeper within five business days of receiving the cash advance.

ARTICLE VI APPEALS PROCESS

Any organization may appeal a decision of the Allocations Committee to the S.G.A.

ARTICLE VII AMENDMENTS

Any stipulation of the S.S.F.O.P. may be waived or amended by a majority vote of the S.G.A. No amendments may violate the published financial policies of Adelphi University.