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Student Government Association

SGA

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Finance

Allocations Policy

A. SGA Policies and Allocations

The rules of the allocation process are established by the Student Government Association (SGA) to provide guidelines for the allocation, disbursement and administration of the student activity fee.

1. **Eligibility for Funding**
 - a. Any organization whose constitution has been approved by the majority vote of the SGA Executive Committee is eligible for funding.
 1. Student organizations must provide updated officer contact information with the Student Activities Office before receiving funding.
 2. Because of the nature of the student activity fee, SGA reserves the right not to allocate/fund any event that is not made open to any student within the Albright College community.
2. **Procedures for Requesting Funds**
 - a. **President and Treasurer Workshop**
 1. Allocation request forms will be distributed at the president and treasurer workshops, which will be held at the beginning of each semester.
 2. An organization's president and treasurer must attend the president and treasurer workshops (no exceptions). The workshops will be announced by the SGA at least a week in advance. Failure to attend the workshop will be considered during the allocation process.
 3. Allocation request forms must be submitted by the announced deadline at the workshops, which will be determined by the SGA president and vice president of finance.
 - b. **Reviewing Requests**
 1. Requests will be reviewed by the SGA in priority order with those deemed "Priority 3" (those organizations who were not financially responsible with their SGA allocated accounts in the previous semester) being reviewed last.
 2. Organizations that submit late or incomplete request forms or do not attend the president and treasurer workshops will be removed from the regular pool of requests and be considered for funding with penalties at a later date.
 - c. **Organizational Hearings**
 1. Once funds have been requested, the SGA Executive Committee will meet with each organization.
 2. Organizations must sign up for a meeting time outside the SGA office.
 3. The SGA Executive Committee will present each organization the funds they will receive for that semester.

4. Each organization will be required to sign a funding contract (which is between the organization and the SGA). The contract ensures that the organizations use the funds allocated for that which it was allocated, unless otherwise determined after proposal and its approval after the hearing.
- d. Funding Time-line
 1. Funding is requested by each organization during each semester.
 2. Funding cannot be granted to an organization for an upcoming semester.
 3. Funds for activities during the Interim semester should be requested during the fall semester allocation process and will need to be specially considered and approved by SGA.
3. Administration and Disbursement of the Student Activity Fee
 - a. Funding for student organizations is based on the organization's membership, number of events per semester, history (determining good standing or lack thereof) and account status (determining overages and/or misuse of funds).
 - b. The SGA reserves the right to deny funding to an organization for any activity based on the limited funds available for the allocation process.
 - c. Co-sponsorship of activities, which combines funds, energies, and other resources is highly encouraged.
 - d. The SGA will not allocate funds toward the following:
 1. Any items which are susceptible to being owned by an individual, not the organization, at the end of an event
 2. Fundraisers
 3. Food (unless it is the event itself)
 4. Awards or Prizes
 5. Gifts
 6. Decorations
 7. Personal Loans
 8. Alcohol
 9. Payment for Tips
 10. Charity donations or contributions
 11. Any events that have happened prior to the allocation process (unless given special written approval by the SGA's president and vice president of finance)
 12. Any event that takes place outside of the academic year
 13. Any events or trips outside of the country
 - e. Conferences and Trips
 1. The SGA will only fund for the Executive Board, one additional organizational member, and adviser to attend the conference. ~The E-Board is defined as the president, vice president, treasurer and secretary.
 2. An adviser is required for both trips and conferences and can be included in the requests for funding.
 3. Trips will be reviewed on a first come, first served basis.
 4. Transportation funds can be requested, but the use of the SGA van is recommended.
 5. Hotel funds can be requested, but will only cover the flat fee; organizations must cover any tips or extra expenditures on their own (i.e. damages, late fees, etc.).
4. Appeal and Re-allocation Process
 - a. **Appeal Process**
 1. An organization holds the right to appeal an unapproved funding request by writing a letter of appeal to the SGA Executive Committee.
 2. Once the letter is received, the SGA Executive Committee will vote and come to a decision; the corresponding secretary along with the SGA vice president of finance will contact the organization regarding the ruling, which is the final word and authority in the matter.
 3. An appeal must be submitted by the deadline established by the SGA and is under the scrutiny of the SGA Executive Committee.
 - b. **Re-allocation Requests**
 1. Any late requests not accounted for during the original request process may be submitted by any organization by the deadline established by the SGA in the form of a letter stating the reasons funds are needed.
 2. All late requests are under the scrutiny of the SGA Executive Committee, and the decision to follow is the final word and authority of the board.
5. Freezing Accounts
 - a. The SGA reserves the right to freeze an organization's SGA account based on the following:
 1. Lack of attendance during senate meetings (as stated in the Student Government Association's Constitution)
 2. Any misuse of funds
 3. The lack of registration/proper documentation.
 - b. While an account is frozen, the organization will be unable to submit check request forms or receive reimbursements.
 - c. If an organization's account has been frozen, a notice will be placed in the president and treasurer's mailboxes.
 - d. The SGA determines the length and time an account will remain frozen based on each individual case.
 - e. The SGA is open to hearing appeals of frozen accounts.
6. Amending the Allocation Rules and Procedures
 - a. Amendments may be proposed by any member of the SGA
 - b. Proposals must receive a 2/3 vote of the SGA in order to be passed.