

## **Albright College Student Government Association Allocations Policies and Procedures**

The rules of the Allocations process are established by the Student Government Association (SGA) to provide guidelines for the allocation and administration of the Student Activity Fee. The Allocations process shall begin at the start of each semester and shall conclude on its second Sunday, which marks the day of Allocations Announcements.

### **I. Eligibility for Funding**

A. Each organization officially recognized by the SGA is eligible for Allocations. If the organization is not officially recognized by the SGA, then it shall not be allocated as a typical SGA-recognized organization would. Please see Article IV of the Albright College Student Government Association Constitution for more information regarding New Organization Formation.

B. Each SGA-recognized organization must submit the following to the SGA to be considered eligible for funding:

1. An updated, and ratified version of the organization's constitution;
  - a. This must be submitted once every four years;
  - b. In the event that an organization updates its constitution in such a way that the changes significantly alter the organization's stated purpose and/or executive board structure, said organization shall submit the proposed document to the SGA for approval even if said changes are made prior to the current constitution's update/ratification deadline;
  - c. The updated document must be approved by a majority vote of the SGA Cabinet;
2. An updated Executive Board Registration for the use and records of the Student Activities Office;
3. An updated Organization Roster every semester for the use and records of the Student Activities Office;

### **C. Club Sports Eligibility for Funding**

1. Each club sport officially recognized by the SGA is eligible for Allocations. If the club sport is not officially recognized by the SGA, then it shall not be considered for Allocations. Their requirements for Allocations Eligibility are the same as any other SGA organization unless otherwise noted. Please see Article IV of the Albright College Student Government Association Constitution for more information regarding New Organization Formation;
2. Participation in the club sport must be open to all students except in the case of sex specificity. Note: A club sport with sex specificity must also be offered for the opposite gender if interest arises and must be given the same consideration by the SGA in accordance with Title IX of the United States

Constitution, which states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity...”

3. Each SGA-recognized club sport must submit the following to the SGA by the Allocations deadline, noted in Article II of this document:
  - a. An updated, and ratified version of the sport’s Rules and Regulations every four years complete with the following information:
    - i. Rules of the Sport, as outlined by the club or the national organization with which it is affiliated;
    - ii. Leadership and the Positions
      - The manner in which leadership is established within the club;
      - The roles of each leader;
      - The means by which leadership may be removed from their respective positions, and;
    - iii. The club’s governing body (i.e. Is there a national organization with which the club is affiliated?);
    - iv. Note: The updated Rules and Regulations document must be verified by a majority vote of the SGA Cabinet. In the event that a club updates its Rules and Regulations in such a way that the changes significantly alter the club’s stated rules and regulations and/or leadership structure, said club shall submit the proposed document to the SGA for verification even if said changes are made prior to the current rules and regulations’ update/ratification deadline;
  - b. An updated Leadership Registration every year (unless significant changes occur within the academic year) for the use and records of the Office of Student Activities;
  - c. An updated Club Roster every semester for the use and records of the Office of Student Activities;
  - d. An updated inventory of equipment at the beginning of every semester. This inventory is subject to the same deadline as all other documents in the allocations process, noted in Article II of this document;
- D. An organization’s or club sport’s good standing shall also be taken into consideration during the Allocations process. Measures of good standing include not only the organization’s attendance of SGA Senate and Town Hall Meetings, as well as regular meetings with the club’s liaison, member compliance with campus policies, but also its maintenance of a positive account balance. An organization’s standing during allocations will also be determined in accordance with the Club Maintenance Policy.

- E. ;
  - F. Because of the nature of the Student Activity Fee, the SGA reserves the right not to allocate/fund any event that is not made open to every member of the student body.
- II. Procedures for Requesting Funds
- A. Liaison Week;
  - B. Organization Allocation Request Forms will be distributed at a meeting held between the Organization's President, Treasurer, and Liaison during the first week of the semester. Failure to attend this meeting will be considered during the Allocations Process. Allocations Request Form Submission;
    - 1. Allocations Request Forms must be submitted by 4:00 pm to the SGA Office on the Friday prior to Allocations Announcements, the second Friday of the semester;
    - 2. To be considered for SGA funding, the form must be filled out in its entirety. Also, the organization must provide documentation/proof of costs cited in the Request Form. Otherwise, the Allocations Request Form will be considered incomplete;
  - C. Reviewing Requests;
    - 1. Requests will be reviewed by the SGA in an order based on each organization's standing, which is determined by the following factors:
      - a. The organization's level of priority, whether the organization is considered a 'Priority One,' 'Priority Two,' 'Priority Three,' or 'Working Group' is determined based on the number of people or the audience that the organization reaches. Any new organization applying for SGA funding for the first time is given the 'Working Group' status. For more information regarding the 'Working Group' and what it must do to become an organization officially recognized by the SGA, thus enabling it to become a 'Priority One' or 'Priority Two' organization, please refer to Article IV of the Albright College Student Government Association Constitution;
      - b. The organization's activity as a typical SGA-recognized organization or a club sport;
      - c. The organization's good standing as outlined in Article I, Section B of this document;
    - 2. Organizations that submit late or incomplete request forms, or whose President and/or Treasurer did not attend the mandatory liaison meeting, will be removed from the regular pool of requests for one semester. For information on the SGA Appeals process, see Article IV of this document;
  - D. Allocations Discussion and Announcements;
    - 1. Following the submission of the Allocations Request Forms, the SGA Cabinet will convene to discuss each organization's requests. At this meeting, the

Cabinet will propose an amount to administer to each organization, approval of which is contingent upon a majority vote;

- E. Allocations decisions will be emailed to the organization's President and Treasurer the day after the decisions are made. Funding Timeline;
  - 1. Funding can be requested by each organization at any time during the fall and/or spring semesters. No allocations are available during the summer;
  - 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.
  
- III. Administration and Disbursement of the Student Activity Fee
  - A. Funding for organizations is based on the organization's membership, number of events per semester, attendance history, account status (determining overages and/or misuse of funds), and the impact that their programming may have on the student body. For specific allocations questions regarding Club Sports, please refer to Article III, Section E of this document;
  - 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 and energies, is highly encouraged;
  - D. The SGA will not allocate funds toward the following (For specific Club Sports Allocations Policy, please refer to Article III, Section E of this document):
    - 1. Any items that are susceptible to being owned by an individual, not the organization, after an event;
    - 2. Awards or Prizes;
    - 3. Gifts;
    - 4. Decorations;
    - 5. Personal Loans;
    - 6. Drugs/Alcohol;
    - 7. Charity donations or contributions;
    - 8. Any events that have happened prior to the allocation process (unless given special written approval by the SGA President and Vice-President of Finance);
    - 9. Any event that takes place outside the academic year;
  - E. Club Sports Allocations Policy
    - 1. The Albright College Student Government Association will devote at maximum 5% of its budget every semester to the management and support of the SGA-recognized club sports;
    - 2. The SGA shall only allocate for the following items for club sports:

- a. Standardized Personal Property, which entails any articles that must be the same for all club sports team members (ex. uniforms and jerseys) with the following stipulations:
  - i. The SGA will provide new jerseys for the entire team every four academic years;
  - ii. The SGA will provide new jerseys for each new member of the club sport, after the club sport submits its roster, every semester;
- b. Equipment, noting the following:
  - i. A mandatory equipment inventory must be submitted every semester, as suggested above in Article I, Section C, Sub-Section 3, Letter d;
  - ii. The SGA withholds the right to deny any equipment deemed excessive based on the club's history, membership, and inventory records;
- c. Referees;
- d. Trainers used for sport's injuries in a limited capacity
- e. Reasonable transportation based on the consideration by the Student Government Association.

F. Conferences and Trips;

- 1. Only an organization's Executive Board shall be considered to attend conferences (maximum of five members);
- 2. An advisor must accompany the organization for both trips and conferences and should be included in the requests for funding;
- 3. Trips shall be reviewed on a first come, first serve basis. The skills and lessons learned and how they may contribute to the college's advancement shall also be taken into consideration;
- 4. Transportation funds can be requested, but the cost of transportation and the distance to the destination will be taken into consideration by the SGA when determining that which defines a reasonable request;
- 5. Hotel funds can be requested; however, SGA will only cover the flat fee; the organization must cover any tips or extra expenditures, including damages, late fees, etc, on their own.

G. Fundraisers;

- 1. Any organization, regardless of their 'Priority' or 'Working Group' Status, may allocate for \$50 as a loan from the SGA to run a fundraiser;
- 2. Guidelines for Fundraiser Allocations:
  - a. The allocated money for fundraisers should only be considered a loan to the organization as the organization running the

fundraiser/event must pay the \$50 back to the SGA in full after it is done running said fundraiser/event;

- b. The SGA shall only allocate for one fundraising activity per organization per semester;
- c. The organization shall give the SGA at least one week notice of the fundraiser/event prior to running said fundraiser/event;
- d. The organization shall pay back the SGA in full no later than two weeks after the close of the fundraiser/event;
  - i. If the organization requires an extension past the two-week limit, it should do the following:
    - Submit a formal letter addressed to the SGA President and Vice-President of Finance, stating the following:
      - The reason for the organization's failure to pay back the SGA;
      - A date by which the organization plans to pay back the SGA;
    - Arrange and attend a meeting with the SGA President and/or Vice President of Finance to discuss the fundraiser and the issue at hand;
  - ii. In the event that an organization fails to pay the \$50 back to the SGA within the two weeks after the close of the fundraiser/event or after the date agreed upon by the organization and the SGA, the SGA reserves the right to freeze the organization's account. Please refer to Article V of the Albright College Student Government Association Allocations Policies and Procedures for further information regarding frozen accounts;
  - iii. In the event that the organization fails to pay the \$50 back to the SGA by the end of the semester in which the organization held the fundraiser/event and the organization fails to comply to the policies, as outlined in Article V of the Albright College Student Government Association Allocations Policies and Procedures, in addressing their frozen account, that organization will automatically be placed among the 'Priority Three' organizations for the next semester.

#### H. Overdrawn Accounts

1. In the event that an organization requests and spends more money that is allocated to them, the overdrawn amount will be taken out of the organization's self generated account. The organization will also be required to sign the SGA Deficit Withdrawal Agreement.
  - a. If there is not enough money in the organization's self generated account to cover the overdrawn amount, a deficit notice will be served.
  - b. Until this deficit is paid, the organization will not be considered for additional funding (and be moved to a priority 3 status for one semester).
2. The SGA will inform the organization of all actions taken resulting from overdrawn accounts.

#### IV. Appeals Process

##### A. Eligibility for Re-Allocations;

1. Any SGA-funded organization is allowed to appeal to the SGA to increase the amount of funding for which they were allocated during the semester;
2. For their appeal to be considered, each organization must be sure to have submitted the following:
  - a. An updated Executive Board Registration form;
  - b. An updated Organization Roster;
  - c. An updated, ratified version of its constitution in the event that the organization's constitution is four years old or more. In the event that an organization updates its constitution in such a way that the changes significantly alter the organization's stated purpose and/or executive board structure, said organization shall submit the updated and ratified version of its constitution to the SGA for approval;
  - d. A letter addressed to the SGA President and Vice-President of Finance stating the purpose of their requested funding;
  - e. A completed Re-Allocations Request Form with proper documentation to serve as evidence of their required funds;

##### B. Re-Allocations Procedure;

1. Re-Allocations Request Forms shall be made available to students the Monday after the initial round of Allocations Announcements. Said forms shall be due by 4:00 pm to the SGA Office on the third Friday of the semester;
2. The SGA shall discuss the Re-Allocations requests and determine the appropriate funding to provide for each organization. This will be decided based upon a majority vote;

3. The SGA Vice-President of Finance shall contact the organization with the SGA's Re-Allocation decision.

V. Freezing Accounts

- A. The SGA reserves the right to freeze an organization's SGA account based on the following:
  1. Attendance of mandatory SGA events including, but not limited to, liaison meetings, the SGA Senate Meetings, and the SGA Town Hall Meetings;
    - a. An organization is allowed one unexcused absence to the mandatory SGA events throughout each semester;
    - b. Upon the organization's second unexcused absence, said organization's account shall be frozen;
  2. Any misuse of funds or overdrawing of the organization's accounts;
- B. While an account is frozen, the organization will not be able to submit check request forms or receive reimbursements;
- C. The SGA Vice-President of Finance shall submit a written notification to both the organization's President and Treasurer via their mailboxes and email;
- D. Appeals of Frozen Accounts;
  1. To appeal a frozen account, the organization in question shall:
    - a. Meet with the SGA President and Vice-President of Finance to discuss the matter at hand;
    - b. Submit a written request appealing its frozen account;
  2. At the discretion of the SGA, based on the ruling of a majority vote, the account may be unfrozen, allowing the organization to recommence the use of its SGA-allocated funding;
- E. Repeat Offenses;
  1. In the event that the organization fails to attend another event or misuses its funds again within the same semester, the SGA may re-freeze its account;
    - a. For an organization to regain the privilege to make use of its SGA account, the President and Treasurer must, again, meet with the SGA President and Vice President of Finance and submit a written appeal to the SGA who may approve or not approve the appeal;
    - b. The SGA will discuss and decide the account status based on the outcome of a majority vote;
  2. If an organization repeats an offense, as outlined in Article V, Section A, Subsection 1, Clauses 'a' and 'b,' for a third time within the same semester, the SGA reserves the right to freeze said organization's SGA account for the duration of the semester and reabsorb the remainder of its SGA-allocated funds intended for the organization's use during that semester;



3. Repeat Offenses shall be recorded in the organization's account and attendance history, which may influence the SGA's decision to allocate funds to that organization in the future and may result in the organization's placement as a "Priority Three," which is dependent upon a majority vote by the Student Government Association Cabinet.
- VI. 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.

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