

Student Government Financing

I. Funds allocated to Student Government are state monies and are to be used under the same purchasing guidelines of all state agencies.

II. The acting Chief-of-Staff, in cooperation with the Student Body President-Elect and all other branches of Student Government, must submit a budget to the Undergraduate Student Senate for majority approval by the first Student Senate meeting in April.

A. This Budget shall be divided into five individual sections: Honoraria & Salaries, Branches & Councils, Activities, Office & Other, and Funds. Additional sections may be added by the Chief-of-Staff with the consent of the Undergraduate Student Senate.

i. The Budget must include specific allocations for Student Government Honoraria.

B. The Student Senate will not be permitted to amend any portion of the budget prior to its call to question.

C. If the budget is not approved before the end of the fiscal year, the new administration shall operate under the prior fiscal year's budget. This temporary budget shall be weighted as a function of the prior allocation of the line item over the total budget, with corresponding percentages assigned to each activity and department.

III. To ensure that allocated funds are being used appropriately, the Student Body Chief-of-Staff and the Undergraduate Student Government Advisor shall approve all monetary requests, regardless of amount, before purchases can be made. Additionally, all expenditures whose source monies is from the subsection of the CUSG Budget entitled Funds shall abide by the following rules. The Funds sections shall include, but is not limited to, discretionary funds, capital savings, and new ideas funds.

A. Discretionary Funds shall be a separate account within the CUSG Budget that provides a monetary means for the Chief-of-Staff to distribute money to any account in the event of unexpected expenses where the respective expenses do not directly fall under any predetermined category in the budget. Distributions in excess of \$1,500 must be submitted to the Undergraduate Student Senate for approval by a majority vote. Exceptions may be made with the consent of the Undergraduate Student Senate.

B. Capital savings shall be defined as money remaining from the prior fiscal year that is only to be used in extreme circumstances, which directly inhibit Student Government's ability to operate effectively. All expenditures must be approved by a majority vote of the Undergraduate Student Senate

C. New Ideas shall be a separate account within the CUSG budget that is defined as money allocated for projects and/or activities not previously known or implemented at the time the budget was created. Distributions in excess of \$1,500 must be submitted to the Undergraduate Student Senate for approval by a majority vote.

IV. Student Services Funds shall be defined as revenues generated by the Undergraduate Student Government for the purpose of providing general services to Undergraduate Student Body, the members of which would otherwise bear a financial burden. All funds deposited into the student services account shall be subject to the following guidelines:

A. The Student Services account shall be the responsibility of the Undergraduate Student Government Chief of Staff and the Undergraduate Student Government Advisor.

B. At the beginning of the fiscal year, seven thousand five hundred dollars (\$7,500) of the Student Services' account shall be allocated to the current fiscal year's Undergraduate Student Government budget. If at the beginning of the year the balance of the Student Services' account is below \$7,500, the transfer shall be made when the Student Services' balance is in excess of \$7,500.

C. Any funds above forty thousand dollars (\$40,000) remaining in the Student Services account on the last day of the fiscal year, shall be allocated to the Capital Improvement Account within five business days of the new fiscal year.

D. Any funds in the Student Services account shall be allocated in the following manner:

i. Student Services Funds may be allocated on a rolling basis.

ii. Student Services Funds may be allocated to any Clemson University student or recognized Undergraduate Student Organization.

iii. To determine the allocation of Student Services funds for any individual or organization authorized to receive those funds, hearings shall be held on an as-needed. Such hearings shall be chaired by the Undergraduate Student Government Chief of Staff and shall consist of the Campus and Community Development Director and the Senate Chairman of the Finance and Procedures Committee. All allocations shall be made at a public meeting and by a majority vote of the board.

iv. All allocations of the Student Services Fund will be approved in a General Bill by the Undergraduate Student Senate. Any General Bill allocating Student Service funds shall be considered amendable, but cannot exceed the original allocation determined by the allocations board.

E. Student Services Funds shall not be used for organizations' operational expenses, Capital Improvement projects, or any expense that may otherwise be funded by methods described in the Student Organizations, Organizational Funding section of the handbook.

F. Student Services Accounts will be closed at the recommendation of the Undergraduate Student Government Chief of Staff in the form of a general bill with the approval of the Undergraduate Student Senate.

G. All Student Services Funds shall be spent in accordance with the purchasing guidelines of all state agencies. Fund recipients shall be held accountable for all expenditures of Student Services funds.