

USD Student Government Association Fiscal Guidelines
Current as of March 18, 2014

Section 1: DEFINITIONS

- A. Student Organization: Any organization that has filed its Constitution and Student Organization Recognition Application Form with the Student Activities Center and SGA's Student Affairs Committee and has been declared funding eligible or ineligible by SGA is a recognized, student organization. All student organizations, upon recognition, are subject to these Fiscal Guidelines.
- B. Club Sport: An organization whose purpose is to compete athletically with other schools, is not one of USD's NCAA Division 1-sanctioned athletic teams, and receives additional funding and is recognized by the USD Wellness Center is considered a Club Sport. All Club Sports are subject to these Fiscal Guidelines, with any exceptions or additions outlined in Section 7.

Section 2: BUDGET PHILOSOPHY

- A. A.SGA is responsible for the allocation of funds from the student activity fee to student organizations and activities and is committed to providing funding on a fair and equitable basis. Funding is limited; therefore, allocations are made based upon the following criteria:
 - 1. Reaching as many students as possible,
 - 2. Enhancing significant out-of-classroom cultural, social, educational, and recreational opportunities,
 - 3. Improving student life at USD and,
 - 4. Encouraging collaborative efforts among student organizations, and
 - 5. An organization's list of priorities.
- B. All organizations should consider thoroughly other University and private sources of funds before coming to the Student Government Association. Efforts made to secure funds will be viewed favorably in the allocation process.
- C. In budgeting funds, the committee will consider an organization's utilization of SGA-allocated and agency funds in the previous year when allocating new funds. This policy will not apply to new organizations seeking funding.

Section 3: FUNDING ELIGIBILITY

- A. General Requirements: All student organizations seeking funding must be recognized by the Student Activities Center and open, but not limited, to membership to all fee paying (registered) students, regardless of race, color, religion, nationality, sex, national origin, age, disability, sexual orientation, economic status, marital status, veteran status, or parenthood.
- B. Athletic Organizations: SGA shall not fund any organization that receives funding as an NCAA Division 1-sanctioned sport under the jurisdiction of the University Athletic Department.
- C. Departmental Organizations:
 - 1. A departmental organization shall be considered for funding unless any of the following apply:
 - i.) Students receive academic credit for membership
 - ii.) Membership is limited to students from specific departments
 - iii.) Has as a primary purpose to help students attain professional degree status
 - iv.) Has as a primary purpose to help students attain an internship, scholarship, and employment
 - v.) Has selective membership.
- D. Political Organizations: Organizations will not be considered for funding if they are affiliated with any political party, or if the funds will be used to advance any candidate or ballot issue in an off campus election, or to finance off campus lobbying or political activities of non-students.
- E. Religious Organizations: Organizations will not be considered for funding if they are affiliated with or dedicated to a particular religion or religious point of view. No organization will be eligible for funding of general operational expenses unless that organization has a valid secular purpose, does not have the primary effect of inhibiting religion, and does not foster excessive entanglement between our state institution and religion.

- F. Dues: Any organization, with the exception of Club Sports, that charges a fee as a requirement for membership in the group will not be considered eligible for funding pursuant to Section 2.A of this document.
- G. Ineligible Organizations: An organization which, under these guidelines or the guidelines set forth by the Board of Regents, is ineligible for general operational funds may request funds from SGA to support specific on-campus cultural, social, recreational and informational activities and events that are open to all members of the community and do not violate any of the above restrictions.
- H. Any organization that receives funding from SGA is required to attend one SGA meeting per semester to remain funding eligible.
 - 1. Any organization that fails to attend at least one meeting shall have funding frozen at the end of the Fall semester, pursuant to Section 8.B.1.
 - 2. To unfreeze funding, organization must submit a request and meet directly with the Finance Committee chair, pursuant to Section 8.B.3.

Section 4: BUDGET GUIDELINES

A. Trips:

- 1. Organizational travel will be considered lowest line item, regardless of its placement on budget request form.
 - i.) If an organization chooses to place travel ahead of any other line item, funding will be at the discretion of the SGA Budget Committee or SGA Finance Committee, based on the way in which travel contributes to an organization's mission.
- 2. Requests must be itemized according to projected events, dates, and number of participants.
- 3. Funding will only be allocated up to the current state fleet vehicle rate at the time of the request.
- 4. All groups are encouraged to make use of the USD fleet vehicles for travel to events.
- 5. Private cars may be subsidized at the University's prevailing rate for such use.
- 6. Other modes of transportation may be subsidized if less expensive than fleet prices.
- 7. The above restriction(s) do not apply to SGA member, officers, and representatives while on SGA business.

B. Speakers:

- 1. SGA will in no way pass judgment on any proposed speaker.
- 2. University personnel/employees shall not be funded by SGA for services rendered in this area.
- 3. All SGA funded speakers shall be open and advertised to the entire student body.
- 4. Speaker honorarium, travel, and hotel are to be listed as separate line items.

C. Awards, Gifts, Scholarships, and Prizes: Awards, gifts, scholarships, and prizes shall not be purchased with General Activity Funds.

D. Fundraising and Donations:

- 1. The Budget and Finance Committees shall consider requests for fundraising budgets with the expectation that the organization provides the Committee with an explanation of how they have spent such funds in the past and/or how they plan to spend them in the future.
- 2. No funds allocated by SGA for fundraising purposes can be used to fund any third party organization or purpose.

E. Food:

- 1. The Budget Committee will consider food expenditures once in each Fall and Spring semesters, for a total of two food expenditures during one academic year.
- 2. The food shall only be used for recruitment of new members and must be purchased within the first four weeks of a semester, except in prior-approved situations where food holds significant cultural value.
- 3. Reimbursement for food expenditures for recruitment activities is contingent upon organization providing a sign-in sheet along with receipts of all students who attended the event.
- 4. The above restrictions do not apply to SGA members, officers, and representatives while on official SGA business.

F. Clothing:

1. SGA funds shall not be used to purchase clothing.
2. Accessory items (i.e., bracelets, necklaces, dog tags, other jewelry items) are considered clothing and will not be funded.

G. Advertising:

1. Buttons will be funded under advertising expense only, with the condition that they cannot be sold.
2. Posters, flyers, and table runners are acceptable means of advertising and eligible for SGA funding consideration.
3. SGA does not fund social media advertising.

Section 5: ANNUAL BUDGET PROCESS

A. Budget Seminar:

1. To be eligible for the budget process, each organization must have an officer present at the scheduled pre-budget seminar. The above does not apply if it is approved prior to the budget seminar by the SGA Business Manager. The budget seminars are to be conducted by the SGA Business Manager and the Finance Committee Chair.
2. It is recommended that the same officer present at the pre-budget seminar is also present at the budget hearing.
3. All communication for the budgeting process is done through the USD email system.

B. Information Requirements: The student organization must supply the following items to the Budget Hearing Committee:

1. All income from all sources.
2. An itemized listing of projected expenditures. The itemized listing may contain operational expenses, speaker funding requests, and entertainment expenses; however, those funds applied for must be identified as 'operational', 'speakers', or 'entertainment' expenses.
3. A recommendation letter from advisor(s).
4. Any other information as required by the Budget Committee.

C. Budget Hearings:

1. All budget hearings shall be open to the public. The discussion following the hearing will be in executive session closed to the public.
2. Notification of the time and place will be given through email to the organization at least five days beforehand.
3. Alterations to an organization's budget hearing time may occur no later than three days prior to the scheduled time. An approval or denial of request for alteration must be given 24 hours after the request is made. If no response is made, the request is automatically denied.
4. If no officer or advisor from the organization is present at the budgeting hearing within fifteen minutes after the scheduled time, the organization will forfeit its right to a budget hearing. For circumstances outside the control of the organization or by fault of the Budget Committee, the Budget Committee may hear and approve requests for a new budget hearing time.
5. Any organization that misses their budget hearing will be required to go through the Special Appropriations process to gain funding.

D. Extensions:

1. Requests for an extension for the budget request form due date must be submitted no less than 24 hours before the deadline, and forms may not be submitted 24 hours after the deadline. The Business Manager must respond before the deadline to approve or deny the extension request. If no response is given, the extension is automatically granted.

E. Presentment to the Student Government Association:

1. All funding-eligible organizations that have a budget hearing shall have a bill presented to the Student Government Association by the Budget Hearing Committee.
2. The Business Manager shall notify the organization of both the date when its bill will first be presented to the Student Government Association and the date when it shall be voted upon.

- F. Finished Budget:
 1. If the overall SGA budget must be reduced, the Finance Committee shall make a recommendation to the Student Government Association and the Student Government Association shall approve the reduction. All organizations affected by the proposed reduction shall be notified of the Finance Committee's recommendation and the date when the Student Government Association shall vote on it.
 2. Once the overall budget is finalized, each organization shall be given a copy of its budget.

- G. Fiscal Year: Funds enter the organization's account at the beginning of the next fiscal year, which begins July 1st, and remain in the account until June 30th of the following year.

- H. Year-End Balances:
 1. SGA Accounts will roll-over any remaining balances.
 2. Student Funding-Eligible Organizations:
 - i. For all SGA-funded organizations, any amount remaining in their account at the end of the fiscal year shall be transferred back to the SGA general account.
 - ii. Organizations may request that all or a portion of their remaining balance not be transferred to the SGA general account, but be rolled over in their account to the next fiscal year under the following stipulations and procedures:
 - a. The organization must provide justification as to why the funds were not used in the fiscal year to the Finance Committee for any requested amount and a plan to use them in the next fiscal year.
 - b. Requests must be included within the budget requests made during the annual budget process. Balance figures for funds must be provided to all funding-eligible organizations prior to the budget process to provide ample opportunity for determining usage of roll over.
 - c. No late submissions will be accepted by the Student Government Association to allow for procedure time and to allow the Budget Hearing Committee to investigate the submitted statement as well as to check if the organization used the proper percentage of funds.

Section 6: SPECIAL APPROPRIATIONS

- A. Eligibility: Recognized student organizations that do not receive funding through the regular budget process may request a Special Appropriation allocation from the SGA General portion of the General Activity Fee. For previously unfunded organizations that seek special appropriations, their first special appropriation of the fiscal year is reduced by an amount of five (5) dollars per member of the organization to fundraising outside of SGA appropriation.

- B. Restrictions: Student organizations that do receive funding through the regular budget process may request a one-time-per fiscal year Special Appropriation allocation. The organization shall have all other accounts depleted and shall provide proof of depletion of accounts with said request.

- C. Deadline: The Finance Committee Chairperson shall receive said request no later than 5:00pm on Friday to be considered at the next scheduled Finance Committee meeting.

- D. Form of Request: Requests must contain an itemized listing of all expenses forthcoming, the signatures of at least two officers and the advisor of the organization, the expected attendance, and a statement explaining the purpose and/or reason for such an allocation. The itemized listing may contain, but are not limited to, operational expenses, speaker funding requests, and entertainment expenses; however, those funds applied for must be earmarked as 'operational', 'speakers', or 'entertainment', etc. expenses.

- E. Past Events: Requests must be submitted before the event occurs to receive funding. Any requests submitted after an event will not be funded by the special appropriation process.

Section 7: CLUB SPORTS GUIDELINES

- A. Philosophy: Because Club Sports serve a much different purpose than any other recognized student organization, criteria for allocating funding to Club Sports on a fair and equitable basis are based upon the following criteria, taking precedent over but not replacing the criteria outlined in Section 2 of this document:
 - 1. Number of participants in the club sport
 - 2. Travel that is required for the club sport
 - 3. The cost of dues for each league
 - 4. The cost of equipment required to compete in such a sport
 - 5. Sport Club Point System monitored by Assistant Director of Activities at the USD Wellness Center and his/her staff

- B. First-Year Eligibility
 - 1. In order for a Club Sport Organization to be eligible for funding through the Budget Process pursuant to Section 4 of these guidelines, it must be officially recognized by the USD Wellness Center and SGA with at least one (1) year of official participation as a Club Sports team.
 - 2. During this first year of participation, the Club Sport is eligible for allocations from the Success Fund but must otherwise secure funds through private fundraising, donations, or sponsorship if available.
 - 3. Club Sports that have previously competed for at least one (1) year at USD but have since lost recognition remain subject to Section 7.B.1 of the guidelines.

- C. Club Sport Success Fund
 - 1. Purpose: Before allocating funds to any Club Sport Organization, seven and one-half (7.5) percent of the funds made available by SGA for Club Sports will be set aside in the "Club Sport Success Fund".
 - 2. Governance:
 - i.) Any decision made to allocate funds from the Club Sport Success Fund must be approved by a majority vote of the Club Sport Council, made up of the Presidents of each Club Sport at USD.
 - ii.) The SGA Business Manager will serve as a liaison to the Club Sport Council.
 - iii.) The Council shall be under the direction and authority of the Assistant Director of Activities at the USD Wellness Center.
 - iv.) Funds allocated to the Club Sport Success Fund are subject to the limitations outlined in Section 3 of these Fiscal Guidelines.
 - a. Rollover: The funds that are left over in the Success Fund at the end of the year will automatically roll over to the next fiscal year.
 - b. Eligibility: Any Club Sport Organization may apply for funds from the Success Fund if the club sport organization has used their allocated funds from their allocation process, if the projected expense exceeds the Organization's current funds, are in their first year of participation prior to SGA funding eligibility, or have successfully reached postseason tournaments at the regional or national level.
 - c. Restrictions: These Club Sport Organizations must adhere to satisfactory, overall performance levels as an organization, using the scale to be determined by the Assistant Director of Activities at the USD Wellness Center.
 - d. Allocations: Recognized Club Sports that are eligible for Club Sport Success Fund monies pursuant to Section 6.C.3 of these guidelines may apply for allocations. Club Sports may only request a Club Sport Success Fund allocation twice (2) per fiscal year.
 - e. Requests for Allocation: Requests for Club Sport Success Fund allocations must contain an itemized listing of all expenses forthcoming, the signatures of two (2) student representatives and the advisor of the organization, and the reason and/or purpose for the allocation. The itemized listing may contain operational expenses and/or travel expenses, but they must be listed as "operational" and "travel", respectively.
 - 1. Club Sports applying for allocations must have also displayed sufficient effort to secure outside funding from University or private sources prior to the Club Sport Success Fund request.
 - f. Bill Approval: Any bills paid through the Club Sport Success Fund must receive dual approval from both the Assistant Director of Activities at the USD Wellness Center and the SGA Business Manager within two weeks of the charge. Valid signature of an officer or advisor on the invoice is required for payment.

D. Travel

1. In addition to those guidelines outlined for travel in Section 3.A of this document, the Budget Hearing Committee shall consider funding for up to half (1/2) of cost of state fleet prices for any traveling Club Sport.

E. Information Requirements

1. In addition to the information requirements for the annual budget process outlined in Section 4.B of this document, the Assistant Director of Activities at the USD Wellness Center must provide information on organizational performance by means of the Sport Club Point System, to be used as an objective review of a Club Sport's organizational and fiscal health.

Section 8: PAYMENT OF BILLS

- A. Receipts: Receipts for reimbursement of SGA-allocated funds must be turned into the SGA Business Manager within two weeks of the charge.
- B. Signature Required: Only those charges with a valid signature of an organization officer or advisor on the invoice will be paid.

Section 9: MISUSE OF FUNDS

- A. Definition of Misuse: The following actions will constitute a misuse of funds:
 1. Charging items not within the approved budget;
 2. Overdrawing account;
 3. Using SGA-allocated funds without SGA Business Manager approval;
 4. Failure to comply with the payment of bills procedure;
 5. Any organization found not to be fully and accurately disclosing the outside levels of funding to said organization or members thereof; and
 6. To include in Speaker Funds anything except the direct contractual agreements between the speaker and the organizations.
- B. Procedure:
 1. If any of the above actions occur, the SGA Business Manager will implement the following procedures:
 - i. Issue a warning to an organization officer and Advisor.
 - ii. Present to the Finance Committee a recommendation to freeze the organization's SGA-allocated funds.
 2. At this point, the Finance Committee may choose to freeze the organization's funds and shall report to the Student Government Association its actions.
 3. An organization may make a written request to the Finance Committee to have their funds unfrozen.
 4. The Finance Committee may submit a bill to the Student Government Association to unfreeze the funds.
- C. Audits:
 1. The SGA Business Manager will randomly audit SGA funded organizations as selected by the Finance Committee after budget season.
 2. Any organization found misusing funds may be subject to University Judicial Board Procedures as outlined in the University Code of Conduct and will be liable for any deficit spending or misuse of funds.

Section 10: EXEMPTIONS

All SGA funded student organizations shall adhere to the budget procedures and guidelines within this document. Any organization may receive an exemption from these guidelines with a two-thirds approval of the SGA Senate.