

BUDGET GUIDELINES



Prepared by the Finance Committee of the NSUSGA
Approved by the NSUSGA Senate of 2011-2012

There are certain priorities NSUSGA ought to follow in determining funding:

Priorities (in no particular order):

- ❖ Open campus events that build campus unity
- ❖ Co-sponsored events that promote collaboration at NSU
- ❖ Events open to all NSU students and faculty
- ❖ Traditional events
- ❖ Cultural and religious events
- ❖ Academic events
- ❖ Events reflecting a particular club/organization's mission statement
- ❖ Dynamic philanthropic events

Allocation decisions may involve (but are not limited to) considerations such as:

- ❖ Roll back ratio
- ❖ Philanthropic effort of the organization
- ❖ IOC fin points
- ❖ Potential campus-wide impact

both

All allocation decisions are to be made at the discretion of NSUSGA

Budget Hearings

- I. Fall budget hearings will be held in May; winter budget hearings will be held in December.
- II. Two executive board members are required to represent their organization at the budget hearings at their scheduled time. Failure to do so will result in the club/organization's budget hearing being removed from the docket.
- III. Prior to submitting a budget pack, the treasurer and the president of an organization are required to receive financial training before the beginning of the semester by the Student Fee Accounts Office.
- IV. Prior to submitting a budget packet, two executive board members must sign a copy of the budget guidelines. By doing so, they acknowledge their awareness and understanding of the budget guidelines.
- V. No more than **FOUR** events can be submitted to be heard at the budget hearing.
- VI. All funds allocated at the budget hearings for budgeted events must be used for that event only. However, if such funds are not used, a reallocation of funds must be

presented to NSUSGA in order to use the funds for a new event. Such bill must be submitted at least 10 business days prior to the new event. If allocated money is used for events that differ from the original one, the club/organizations account will be frozen for the rest of the semester.

- VII.** All organizations must complete 30 service hours by March 31st preceding the budget hearings. The service hours must be completed and submitted to the Graduate Assistant for External Service in the Student Leadership & Civic Engagement Office by the office's given deadline. If the service hours are not completed, the organization's budget will not be heard for that semester. However, the organization will be allowed to submit up to four bills totaling the amount of \$600/\$800 collectively, after the semester's service hours have been completed. See the Graduate Assistant for External Service for further information.
- VIII.** No organization will be allowed to have an off-campus account.
- IX.** After budget approval, all events must be registered on the Office of Student Activities Calendar at the beginning of each semester (in August and January) by contacting the Graduate Assistant for Clubs and Organizations.
- X.** All the organizations seeking funds must be registered with the Office of Student Activities.

Conferences

SGA Conference Fund Priorities

- ❖ Conferences where NSU students/organizations will be taking active roles such as presenters of material (seminars, papers, research, etc).
- ❖ Conferences where many organization members, not a select few, can attend.
- ❖ Conferences where NSU students/organizations will be enriching their leadership abilities and skills that can be applied on campus.
- ❖ Conferences where students/organizations will be interacting with substantial totals of domestic and/or international groups.
- ❖ Conferences that allow students/organizations to represent and promote NSU through their attendance, achievements and presentations.

General Conference Fund Rules

- ❖ The allocation amount for the SGA Conference Fund is subject to change and will be determined by a Senate vote on the Treasurer's proposed amount.
- ❖ The Conference Fund will be split evenly between semesters.
- ❖ Organizations will be able to request up to \$500 annually. This can only be applied to registration or hotel costs.
 - If another entity providing funds (e.g. donation, grant, etc) mandates that their funds cover registration and hotel costs, the Senate will consider providing funds for transportation and/or other expenses.
 - SGA suggests that organizations utilize the vans NSU provides when possible.
- ❖ Organizations traveling outside the contiguous United States may be awarded up to an additional \$125 to offset a portion of the costs of international travel.
 - No organization will receive more than \$625 from the SGA conference fund.
 - Any money left in the semester total of the Conference Fund after the completion of the Budget Hearings may be allocated later in the semester at the Senate's discretion. All other Conference Fund rules still apply.
 - Any mid-semester requests must be heard by the Senate at least 30 CALENDAR DAYS before the conference start date.
- ❖ Organizational Retreats ARE NOT considered conferences. Any organization that is found to have used conference fund money towards a retreat will not be reimbursed, will have their account frozen for the remainder of the semester and be barred from requesting conference funding the next academic year.
- ❖ Travel Study IS NOT considered conferences. Any organization that is found to have used conference fund money towards travel study will not be reimbursed, will have their account frozen for the remainder of the semester and be barred from requesting conference funding the next academic year.

Qualifications for Conference Fund Assistance

- ❖ Organizations will be able to request funding for conferences in the fall semester, defined as the start of first academic semester until the start of second semester, at the Fall Budget Hearings if they attained Gold Fin status the previous year. (e.g. Gold Fin for 2011-2012 academic year can request at Fall 2012 Budget Hearing)

- ❖ Organizations will be able to request funding for conferences in the winter semester, defined as the start of the second semester until the last date of the academic year) at the Winter Budget Hearings if they have reached Gold Fin Status by the date the budget packets are due to the SGA Treasurer.
- ❖ All individuals that receive assistance from the Conference Fund must be full-time, fee-paying NSU undergraduate students.
 - In the event of any ambiguities in an organization's qualifications or in regard to any specific individual's eligibility, the SGA Treasurer will consult the SGA Advisor(s) and any necessary faculty, staff or administration for clarification and approval before proceeding.

Requesting Conference Fund Assistance

- ❖ The funding request package must include the following:
 - Documentation regarding the conference itself, such as a photocopy of the registration form, a website address, a brochure, etc.
 - Documentation outlining the organization's other sources of funding for the conference (entity and expenditure).
 - Documentation demonstrating past efforts and future plans for fundraising towards conference costs.
 - An outline of a post-conference event (presentation, discussion, etc.) to bring the experience back to campus.
 - A tentative roster of members attending which will include full name, position and N#.
 - Plans for transportation
- ❖ If reallocation of funds for conference expenditures must take place, legislation requiring this action must be presented to the Senate as a Resolution at least 10 BUSINESS DAYS before the conference date.
- ❖ Conference funding will take the place of one of the 4 events allowed per semester per organization

Mid-Semester registration

Organizations that are registered after the budget hearings are not allowed to submit a budget that semester. However, once the Inter-Organizational Council/ Fraternity/Sorority Life requirements have been met, the new organizations are allowed to submit up to four bills totaling the amount of \$600/800 collectively for the remainder of the semester.

Sponsorship of Legislation

- I. All organization's treasurers must receive treasurer training by the Student Fee Account Office before submitting any piece of legislation to his/her senators.
- II. All bills for clubs/organizations, which are written by other senators (not IOC), are to be submitted by 5PM the Monday before each Bill and Resolution meeting, with the understanding that the IOC senator must provide clearance as to activate status of the organization or club for reviews by NSUSGA senate.

Limitations on Legislation

- I. Legislation asking for funds for an event must be heard on the Senate floor 10 business days prior to the date of the event. It must be submitted to the Vice President of Legislation at least 12 business days prior to the date of the event. Organizations are responsible for contacting the senator sponsoring the legislation well in advance of the date that the legislation must appear on the senate floor. Senators reserve the right not to write legislation if they are not approached before the 12 business days prior.
- II. Each organization can request funds for up to 4 events per semester, or up to 3 events per semester if funding for a conference is requested. The Senate must hear bills for events requesting \$1,000 or more at least 30 calendar days prior to the event date.
- III. Organizations have 10 business days to complete an online request for funds and turn in receipts for reimbursement to the Office of the Dean, after this period, receipts will no longer be accepted for reimbursement.
- IV. If reallocation of funds from one event to another must take place, legislation requesting this action must be presented to the Senate as a resolution either before the original event date or within 5 business days after the event in which the organization can still access the funds.

Catered Events

- I. Events in which 60% or more of the funds requested from SGA are allocated for food and beverages are considered catered events. Events for which less than 60% of the funds requested to SGA are allocated for food and beverages are considered non-catered events.
- II. Catered and non-catered events are funded at the discretion of the NSUSGA Senate.
- III. Catered events will be considered for funding at a maximum of \$200 each for a total of two catered events per organization per semester, or \$400 for one catered event per organization per semester. Alternatively, organizations can request up to \$800 for one traditional catered event, which is defined as a catered event that has been held once a year for at least 2 years prior.

General Rules for Allocation

- I. If an organization is submitting a bill or budget to SGA, two E-board members of that organization **MUST** be present (budget hearing or Senate meeting).
- II. For any event funded by NSUSGA in which the proceeds are not going to a philanthropic event (i.e. socials), NSUSGA is entitled to **THE** percentage of the costs invested by SGA. ??
- III. Funding for decorations **MUST** be included in budgets/bills accompanying the request for event funding. Requests for funding for this type of cost must be presented with an **ITEMIZED** excel sheet including the **specific price** and **quantity of items**.
- IV. The NSUSGA will consider funding each organization for the active organizations listed in the registration packet submitted to the IOC and to the Office of Student Activities.
- V. All publicity (i.e flyers, posters, handbills) for events sponsored by the NSUSGA must have the NSUSGA logo, IF NOT; all allocations for the event will be revoked. In addition, all publicity for NSUSGA sponsored events must be submitted for approval by the organization's assigned NSUSGA Organizational Standards Boards member before it is posted.
- VI. The NSUSGA will consider funding each organization with more than 75 IOC Fin points \$200 for T-shirts once a year. T-shirt designs must be presented to SGA when funds are requested. SGA refrains from funding apparel for specific events.
- VII. An organization may request funding for costumes once per year and only in the Fall budget hearing. If an organization requests funds for costumes, they may not ask for any more funding for the entire academic year. Costume funding is limited to **\$600.00** and the costume design must be presented to SGA at the budget hearing. The Senate may deny any organization's

request for uniform funding. Organizations that should be considered for costume funding should include but are not limited to NSU spirit organizations, cultural organizations, dance teams, athletic clubs, etc.

VIII. DJ services for NSUSGA funded events will only be funded at the Radio X stated rate. In addition, the NSUSGA *strongly* recommends that clubs and organizations book Radio X for their events as a means of supporting the NSU community.

Inter-Organizational Council (IOC) Requirements:

I. Every Vice President **MUST** attend all IOC meetings. If the VP cannot make it, a representative from the organization preferably an executive board member can attend the meeting. Each organization is allowed to miss only **TWO** meetings. If more than two meetings are missed, then your NSUSGA account will be frozen for **30 DAYS** and all money allocated within those 30 days will be swept. Organizations with two or more absences from the IOC meetings will not have their Bills heard by the Senate. The IOC Senators, the IOC advisors, and the Director of Student Activities will determine punishment.

II. Every **two** tardies will be considered **one** absence.

III. Project Serve hours

a. Each organization is required to do **30 service hours** per semester. This is to ensure that each organization is giving back to the community. The hours should be submitted to the **Office of Student Activities**.

Group Specific Guidelines

NSUSGA

NSUSGA as the governing body has the authority to suspend budget guidelines **ONLY** with an 80% vote by the senate to ensure the maximum success of NSUSGA events. However, this action **SHOULD ONLY** be exercised if it is deemed absolutely necessary **AND** critical to the success of the event.

Pre-Professional/Informative/Educational Groups:

The priorities of these groups are generally educational. They range from helping members and non-members pursue and learn about higher education through political, social and cultural awareness activities. Therefore, funding events with speakers will be a high priority for these groups.

I. Open events with speakers that are being paid a speaker fee will be funded up to a **MAXIMUM** of **\$150** for **FOUR** meetings per semester. An honorarium is defined as a speaker

fee. In hopes of encouraging quality programs with quality speakers, the following are the limitations on speakers:

- a. Faculty advisors **CANNOT** be paid as speakers. Professors **CANNOT** be paid as speakers. Faculty members including but not limited to the following **WILL** be eligible for funding:
- b. Deans, Associate Deans, and Senior Staff members. Professors who are also professionals in their fields will be allowed. If one has a sanctioned speaker as well as their faculty advisor at an event they may still qualify for speaker funding.

Social Fraternity/ Sorority Groups:

I. The respective governing body, Greek Council will be considered for funding for one mixer per year a maximum of \$500 if they choose, because of the group's work towards inter-organizational unity.

With these budget guidelines adopted, the NSUSGA will be able to conduct fair, yet flexible budget hearings and allocations. It is crucial that we adopt consistent, rational, and helpful guidelines to ensure a smooth budget process, a satisfied student body, and a fresh, exciting, and productive campus life.

Any evaluation or re-evaluation of the Budget Guidelines falls under the duty of the Treasurer and the finance committee. Any recommendations will be applied at the end of the current semester.

The Twenty Percent Threshold

- I. Once the amount of money for undergraduate student organizations is known, the Treasurer will determine what twenty percent (20%) of that amount is. This dollar amount will be noted as the "Twenty Percent Threshold".
- II. When the Twenty Percent Threshold is met (whether it in a budget hearing or regular Senate Bill hearing) organizations will only be allowed to ask for a MAXIMUM of \$500 for the remainder of the semester.
 - a. Only Gold Fin organizations may request SGA funding on a first come first serve basis once the threshold has been met.
 - b. If an organization has already received money from SGA at any time throughout the year, they may be denied ANY additional funding from SGA under this provision.
 - c. The organizations Bill/Budget must still adhere to the most up to date Undergraduate SGA Budget Guidelines and may only spend SGA funds on items presented in their budget/bill.
 - d. **As long as the twenty percent threshold has not been met these provisions DO NOT apply.**

- III. If the amount of money for undergraduate student organizations is replenished to a point above the Twenty Percent Threshold at any time (Fall or Winter), the restrictions from the Twenty Percent Threshold are lifted until this threshold is met again.
- IV. If a Bill is presented requesting funds from SGA that is not from an undergraduate student organization (an on campus office or SGA bill), the Senate may choose to fund this Bill with money for undergraduate organizations via a majority (2/3) vote.

High Dollar Event Restrictions

- V. Undergraduate organizations requesting funds for any event in excess of two thousand dollars (\$2000.00) must submit this request in the FALL budget hearing regardless of the events date.
 - a. Groups are required to share other funding sources for large events. Events in which the organization provides 50% or more of the cost will be given priority for funding.
 - b. Only a tentative date and location are needed to request funding for an event more than 90 days away.
 - c. A total of four SGA funded events is only allowed in a semester as per the budget guidelines. Any event submitted in the fall semester for the spring will count against that organizations spring total only.
 - d. The treasurer and/or OSB will ensure that money allocated in the fall for spring events is not swept prior to the Spring semester.
 - e. Organizations requesting funding in excess of \$2000.00 outside of the Fall Budget hearing will not have their bill/budget heard by the Senate.

The Bargaining Policy

- VI. Under this Article, any member of the Senate may move to lower an organization's requesting amount. This can be done at the discretion of any Senator, especially when funds are low.
 - a. For example, organization X is asking for \$1000 but the Senate feels funds are low and the event is not worthy of this amount. Any senator may move to change the requested amount to say "\$500". Roberts Rules of order will then dictate the follow up procedure.

- b. This can be enacted by any senators request by stating: “I move to lower organization X’s requested amount to ____ under the bargaining policy of the Budget Guidelines”.
- c. This money may only be spent on items listed on the budget/bill submitted to SGA.
- d. All bills or budgets subject to this article must still adhere to the most up to date version of the undergraduate SGA budget guidelines.

Additional Articles

I. Any organization in violation of these guidelines will be banned from SGA funding for 1 academic year (1 winter semester, 1 summer semester, and 1 fall semester).

II. Any organization currently serving a punishment for violation of previous guidelines may seek amnesty from SGA once this article is passed.

- a. The organization’s President must arrange to attend a General Senate meeting.
- b. At this meeting, SGA and the organization may have an open discussion and then the Senate must move to vote on that organizations status.
- c. A majority (2/3) vote by the Senate is the only way for a previously punished organization to receive amnesty under this provision.

III. At any time throughout the academic year the articles of these guidelines may be revised, modified, or lifted at the discretion of the Undergraduate SGA President. Any changes or suspension of this Act must be validated by the OSB and then confirmed by the Senate via majority (2/3) vote.

IV. If revisions are made to the guidelines, organizations may present a bill for the difference of the new and old guidelines in a senate meeting

General Funding vs. No Funding

The following is an inclusive list of what the NSUSGA will consider funding, based on the previous stipulations. It is to be used as general and not as an exclusive list. EVENTS SUBJECT TO FUNDING	EVENTS NOT SUBJECT TO FUNDING
Priorities	Closed events
Opened campus events	Summer events
Co-sponsored events	National and local organizational dues
Annual/Traditional Events	Public relations fee (i.e flyers, posters, etc)
Diverse, cultural, and religious events	Fundraisers
Dynamic philanthropic events	Direct donations to philanthropies

Events reflecting an organization's mission statement	Philanthropic events where proceeds support the organization
Catered events	Inventory
Mixers	Banquets
Speakers	General meetings/ meetings
Service events	Gift cards or cash prizes
Academic events/workshops	Office Supplies
Speaker fee	Awards/appreciation gifts
DJ services	Retreats
Fashion Shows	
Conferences	
T-Shirts	