

BUDGET GUIDELINES

--Prepared by the Finance Committee of NSUSGA &
Approved by the NSUSGA Senate 2005-2006

Quotations from the NSUSGA Constitution:

Preamble:

We, the Undergraduate students of Nova Southeastern University, in order to establish a more **dynamic and diverse campus**, pledge to **promote and protect the rights of the Undergraduate students**, promote cooperation and communication between the Undergraduate activity-fee paying students, and the administration, *encourage unity among University students by advancing the quality of academic and social life*, and provide a form of government for and by the students, and do hereby establish this Constitution, for the Undergraduate activity-fee paying students of Nova Southeastern University.

Section 3.: Affiliation, Franchise, and Office

The NSUSGA is affiliated with the Office of Student Affairs and the Nova Southeastern University Farquhar Center for the **sole purpose of uniting the Nova Southeastern Community**.

COMMENTARY:

If we extrapolate from this, the priorities of the SGA, both in existence and determining funding, are:

- 1) To create a more dynamic and diverse campus;
- 2) To promote and protect students' rights;
- 3) To advance the quality of social and academic life; and,
- 4) **TO UNITE THE NSU COMMUNITY**

Therefore, there are certain priorities we ought to follow in determining funding:

Priorities:

- Co-sponsored events (which will build **UNITY** on the NSU Campus)
- Open events (the right of all students to a dynamic campus)
- Annual events (the right of students to a feeling of history on the campus)
- Successful events (the right of students to attend well-planned events)
- Diversity enhancing (i.e. cultural days/weeks/events)
- Academic events (events that promote academia)
- Dynamic (events where students can socialize/learn/question, not just eat)
- Events reflecting a particular club/organization's mission statement (i.e. speakers for pre-professional groups, social activities for social groups, educational for informative groups)

--Dynamic philanthropic events (i.e. Mr. Nova Knight, Phi Sig Car Show, etc.) Beyond these priorities, we have certain **RULES** which will encourage students to plan creative, new, and exciting events, as well as hold **US**, the **NSUSGA**, to certain standards of fairness, equality, and objectivity. These rules will apply differently to different organizations, but will be observed throughout. Some rules are designed with a single category of organization in mind, and will be found later under the section titled "Group Specific Guidelines."

All Allocation decisions are to be made at the discretion of the NSUSGA.

Sponsorship of Legislation:

1. All bills for clubs/organizations, which are written by other Senators (Not IOC) must be co-sponsored by the respective IOC Senator for each constituency (ex. bills for minority organizations must be co-sponsored by the IOC Senator in charge of the minority organizations even if the Minority Senator has written the legislation.) Both Senators must initial the legislation before submitting the bill to the Vice President of the Legislature.
2. All bills for fraternities or sororities that are written by other senators must be cosponsored by the respective Greek senator before submitting the bill to the Vice President of the Legislature.

Limitations on Legislation:

1. Legislation asking for funds must be presented on the Senate Floor 10 **BUSINESS** days prior to the date of the event. Organizations are responsible to contact 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 10 business day period.
2. Organizations have 10 business days to turn in receipts for reimbursement to the SALD office.
3. **Reallocation of Funds:** If reallocation of funds from one event to another must take place, legislation requiring this action must be presented on the senate floor either before the initial event date or within the 10 business days after the event in which the organization can still access the funds. Date of the new event must be 10 business days after it the legislation is presented on the floor as per the above guideline.
4. **Sweeping of Funds:** In order to properly gage how much money remains in the SGA account for allocation, funds will be swept from all previously allocated club accounts on **December 1** and **April 1**. Following these dates clubs can access funds from the SGA through bills.
5. **Budget Date Requirements:** Budgets should not include events asking for funds on or after December 1 and April 1 of each semester.

General Rules for Allocation:

1. **Closed** events will **not** be funded by the NSUSGA
2. National and local organizational dues will **not** be funded by the NSUSGA
3. Fees associated with Public Relations will **not** be funded by the NSUSGA.

4. **No funding** will be provided by the NSUSGA for donations.
5. Funding for **banquets** should **not** be included in budgets. Requests for funding of this type are encouraged to be presented in the form of a **bill** to the NSUSGA.
6. Funding for **conference** and **competition** fees as well as all related travel costs should **not** be in budgets. Requests for funding for this type of cost must be presented in the form of a **bill** with the sponsorship of the NSUSGA Leadership Development Committee. **(For information on the Mock Trial Team see the Pre-Professional Organizations section)**
7. Funding for large, one-time costs (such as cooking equipment, prayer sheets, books, etc) should **NOT** be included in budgets. Requests for funding for this type of cost are encouraged to be presented in the form of a bill to the NSUSGA.
8. Funding for organizational **travel** costs should **not** be included in budgets. Requests for this type of funding are encouraged to be presented in the form of a **bill** to the NSUSGA.
9. Funding for decorations **should be** included in budgets/bills accompanying the request for event funding. Request for funding for this type of cost must be presented with an itemized excel sheet including the specific price and quantity of the items.
10. Barbeques will be funded at a maximum of \$150 each for a total of three per organization per semester.
11. The SGA will fund each organization for the active members listed in the chartering packet submitted to SALD up to a cap of 20 t-shirts for 20 active members each year. The cost for these shirts is capped at \$5, therefore chartered organizations can be eligible for \$100 for t-shirts each academic year.
12. DJ services for NSU events must be secured through Radio X at the going rate. The equivalent will also be funded for the use of an outside DJ.

The debate and decision-making process surrounding allocation makes the pre-conceived judgment regarding particular spending very challenging. Without knowing what specific events will be proposed and what those events will entail, it is nearly impossible to create more general rules. However, there are group-specific guidelines that follow.

Group-Specific Guidelines

Pre-Professional/Informative/Educational Groups:

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

1. Open events with speakers will be funded up to a maximum of **\$50** for **SIX** meetings per semester. In hopes of encouraging quality programs with quality speakers the following are the limitations on speakers, two of the six speakers can be members of the NSU community.
2. Clubs and organizations may approach the Leadership Development Committee of the NSUSGA for certificates of appreciation to be given to speakers as gifts.

3. **Phi Alpha Delta** is a special Pre-Professional Organization because they fund NSU's **ONLY ACADEMIC TEAM**, the Mock Trial Team. Therefore, \$1,500 should be given to Phi Alpha Delta **ANNUALLY** to help them pay for the Mock Trial Team. This money will be **SEPARATE** from money for national conferences **NOT** having to do with the Mock Trial Team. This money may **NOT** be spent on anything other than the Mock Trial Team.

Social Fraternity/Sorority Groups:

1. The members of these groups are organized around academic, social, and philanthropic excellence. As such, all of these types of events should be considered, with the exception of **CLOSED SOCIALS/MIXERS**, which are not open to the student body and should not be funded.
2. Each recognized social fraternity/sorority will be considered (up to but not exceeding **\$500** per event) for **ONE OFF-CAMPUS SOCIAL EVENT/PARTY** per semester, per budget. However, if fraternities/sororities wish to hold a second event, they must present a bill. As these events are costly both for the NSUSGA and the organizations themselves, co-sponsoring these types of events may encourage on-campus events or more successful, well-attended, well-publicized off-campus events. This does **NOT** restrict groups from hosting events they fund from non-SGA money.
3. The **respective Greek governing body** will also be funded for one party per semester if they choose, because the groups work toward inter-organizational unity.

Cultural/Religious Organizations:

These groups are dedicated to preserving and expressing their cultural/religious heritage. Therefore, events that educate/entertain/introduce students to the diversity present on campus will be priority events.

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, productive campus life.

**NSUSGA Senate
Office of the Treasurer**