



**Financial Policies**

**of the**

**Baldwin-Wallace College**

**Student Government**

*An Excerpt From The Student Government Code*

## **Title V: Finance**

### 1.0 Definitions

- 1.1. The following policies shall be student law, binding on all organizations and persons that receive or use funds from the student government. Further, these policies are intended to clarify and codify already existing practices to better aid all those who use student government funds
- 1.2. The Student Government receives funds directly from the College based on the amount of full time tuition dollars per semester
- 1.3. These policies shall replace all previous financial legislation and policies recognized by the Student Government
- 1.4. The Fiscal year of the Student Government and all student organizations, clubs, and groups shall begin July 1 and end June 30
- 1.5. Student Organizations, as used in this document, shall be any Student Organization that is recognized by the Student Government
- 1.6. Suspension of fiscal activity as used in this document shall be the temporary termination of any financial activity related to the organization's account
- 1.7. An Organization Account is an account held by a campus organization recognized and funded by Student Government
- 1.8. Satisfactory notification is presumed upon completion of one of the following
  - 1.8.1. Issuing a letter to be placed in the organization's mailbox in the Student Life Center
  - 1.8.2. Sending an e-mail to an officer of the organization
- 1.9. The following are definitions of funding types as used in this document
  - 1.9.1. Type A: Student Government funded
  - 1.9.2. Type B: Baldwin-Wallace College Department funded
  - 1.9.3. Type C: Not funded by Baldwin-Wallace College in any form
- 1.10. The administrative liaison to the funding council shall be appointed by the Dean of Students and act as a mediator and advisor to the council

### 2.0 Powers and Duties

- 2.1. The powers and duties of the Student Senate shall not be limited to, but will include, the following
  - 2.1.1. To appropriate all funds
  - 2.1.2. To legislate policies regarding all aspects of the Financial process
  - 2.1.3. To draft, submit, and adopt a yearly budget for the Student Government and for all organizations seeking Student Government funds
  - 2.1.4. To sanction groups or individuals that deviate from outlined policies and procedures
  - 2.1.5. To conduct oversight of all Student Government financial matter
- 2.2. The powers and duties of the President of the Student Body shall be
  - 2.2.1. To sign, veto, or pass on financial legislation passed by the Student Senate
  - 2.2.2. To ensure that all student laws are carried out
  - 2.2.3. To oversee the Treasurer of the Student Body

- 2.3. The powers and duties of the Treasurer of the Student Body shall be
  - 2.3.1. To maintain all Student Government accounts that are defined in these policies
  - 2.3.2. To serve as primary authorizer for all check requests and fund transfers
  - 2.3.3. To issue reports regularly to the Student Government
  - 2.3.4. To assist in the selection and training of an Assistant Treasurer
  - 2.3.5. To maintain and update financial policies as adopted by the Student Senate and to make the readily available
  - 2.3.6. To suspend suspicious fiscal activity in accordance to the Student Body Constitution
  - 2.3.7. To work with in college policies and with the Finance Office
  - 2.3.8. To assume the duties of the Assistant Treasurer when the position is vacant
  - 2.3.9. To post and maintain regular office hours
- 2.4. The powers and duties of the Assistant Treasurer of the Student Body shall be
  - 2.4.1. To act as the Treasurer of the Student Body when the position is vacant or when the Treasurer of the Student Body is unavailable
  - 2.4.2. To record all transactions in the computer files and maintain backups
  - 2.4.3. To assist the Treasurer of the Student Body
  - 2.4.4. To post and maintain regular office hours
- 2.5. The powers and duties of the Administrative Advisor shall be
  - 2.5.1. To conduct oversight to ensure transactions are conducted according to policies
  - 2.5.2. To serve as secondary authorizer for all check requests and fund transfers
  - 2.5.3. To name a temporary replacement for when he/she is unavailable
  - 2.5.4. To maintain good relations between the Treasurer of the Student Body and the organizations' advisors
- 2.6. The powers and duties of the organizations' advisor shall be
  - 2.6.1. To ensure the financial well being of his/her respective organization
  - 2.6.2. To cooperate with the Treasurer of the Student Body and the Student Activities Office
  - 2.6.3. To sign all check requests and fund transfers ensuring that organizational funds are spent in accordance with the respective charters of the organizations

### 3.0 Budgeting

- 3.1. Budgetary Preparation
  - 3.1.1. Before the commencement of the twelfth week of the Fall Semester, the Treasurer of the Student Body, in cooperation with the Finance Office and Office of Enrollment Services, shall make an educated estimation of the upcoming academic year's appropriation from the student activities fee
    - 3.1.1.1. Upon determination, this amount shall be reported to Student Government and publicized to the Student Body
    - 3.1.1.2. This amount shall be based off of historical trends and future enrollment projections

- 3.1.2. Before the completion of the Fall Semester, the Senate Committee on Finance shall collectively meet with all administrative liaisons to the categorical funding councils
  - 3.1.2.1. At this meeting, the official timeline and the goals for the upcoming budgetary process shall be established
    - 3.1.2.1.1. Such a timeline shall not stray from the guidelines listed herein and must be in accordance with the Student Body Constitution
    - 3.1.2.1.2. At this meeting, each council shall be assigned its week
  - 3.1.2.2. Upon establishment, the timeline and goals shall be reported to Student Government and publicized to the Student Body by the Senate Committee on Public Relations
- 3.2. Budgetary Classifications and Percentages
  - 3.2.1. Only Type A organizations shall be permitted to participate in the Student Government budgeting process
  - 3.2.2. Each category of organizations shall receive a fixed percentage of the estimated appropriations as follows
    - 3.2.2.1. Academic & Honorary – Fifteen percent (15%)
    - 3.2.2.2. Social – Twenty-five percent (25%)
    - 3.2.2.3. Diversity & Culture – Seventeen percent (17%)
    - 3.2.2.4. Faith-Based – Two percent (2%)
    - 3.2.2.5. Media – Fifteen percent (15%)
    - 3.2.2.6. Service, Education & Wellness – Twelve percent (12%)
    - 3.2.2.7. Recreation & Leisure – Four percent (4%)
      - 3.2.2.7.1. These percentages shall only change with the recommendation of the Dean of Students who shall appoint a taskforce which shall be comprised of students, faculty and staff
- 3.3. Budgetary Process - Inter-Governmental
  - 3.3.1. Of the total estimated appropriations, five percent (5%) shall be allocated to the Administrative Overhead account for the purpose of funding necessary Student Government costs
    - 3.3.1.1. This amount shall be divided between stipends, operating costs, and discretionary funds as recommended by the Senate Committee on Finance
  - 3.3.2. Of the total estimated appropriations, five percent (5%) shall be reserved for Capital Expenditures and Supplemental Appropriations
- 3.4. Budgetary Process - Organizations
  - 3.4.1. Budget Request forms shall be made available to all Type A organizations beginning the first day of the Spring Semester
    - 3.4.1.1. The Budget Request form shall be created by the Senate Committee on Finance and approved by the Student Senate
  - 3.4.2. Budget Request forms shall be due to the Senate Committee on Finance no later than the first day of the third academic week of the Spring Semester
    - 3.4.2.1. No Budget Request forms will be accepted after the deadline
  - 3.4.3. During the third academic week of the Spring Semester, the Senate Committee on Finance shall distribute completed budget requests to all members of each categorical funding councils

- 3.4.3.1. The Senate Committee on Finance will, at this time, note any items that are not in accordance with policies set forth by the Student Government
- 3.4.4. The meetings of the councils shall commence on the fourth academic week of the Spring Semester and shall have a duration of seven academic weeks
  - 3.4.4.1. Each council shall be permitted exactly one academic week to distribute funds to each organization in the funding council while remaining within the percentage allotted thereto
- 3.4.5. The Senate Committee on Finance will use the eleventh week to compose the actual bill, introduce it to the Student Senate, and be passed from committee in accordance with the totals derived by each categorical funding council
  - 3.4.5.1. The final proposed budget shall include the allocations to the administrative overhead and reserves for Supplemental Appropriations and Capital Expenditures as prepared by the Treasurer of the Student Body and outlined in 3.3.2
- 3.4.6. The overall budget shall be business on the Senate Floor no later than the twelfth week of the Spring Semester
  - 3.4.6.1. Classifications and percentages as outlined in 3.2 shall not be permitted to change at this meeting
- 3.4.7. Upon the passing of the bill by the Student Senate and the signing by the President of the Student Body, the final budget shall be made public by the Senate Committee on Public Relations

#### 4.0 Inter-Governmental Accounts

- 4.1. Capital Expenditures and Supplemental Appropriations
  - 4.1.1. The Capital Expenditures and Supplemental Appropriations (CESA) Account shall be the general account of Student Government and shall be the location of all non-appropriated funds
  - 4.1.2. Annual rollover shall be divided equally into a Capital Expenditures segment and a Supplemental Appropriations segment
    - 4.1.2.1. The portion reserved for capital expenditures shall be spent in accordance with 6.0
    - 4.1.2.2. The portion reserved for supplemental appropriations shall be spent in accordance with 7.0
  - 4.1.3. This account shall be maintained by the Treasurer of the Student Body
- 4.2. Activities Vans
  - 4.2.1. The Activities Vans Account shall be funded annually through an appropriation from the Supplemental Appropriations segment of the Capital Expenditures and Supplemental Appropriations Account
  - 4.2.2. This account shall be maintained by the Treasurer of the Student Body
- 4.3. Administrative Overhead
  - 4.3.1. Stipends

- 4.3.1.1. Stipends shall be budgeted in one amount with preset limits for the following officials
  - 4.3.1.1.1. President of the Student Body
  - 4.3.1.1.2. Vice-President of the Student Body
  - 4.3.1.1.3. Treasurer of the Student Body
  - 4.3.1.1.4. Assistant Treasurer of the Student Body
  - 4.3.1.1.5. Secretary of the Student Body
  - 4.3.1.1.6. Webmaster of the Student Body
  - 4.3.1.1.7. President of the Student Senate
  - 4.3.1.1.8. Secretary of the Student Senate
  - 4.3.1.1.9. Clerk of the Supreme Court
- 4.3.1.2. Stipends shall be paid in full at the end of a term or a prorated share in the instance where a term ends prematurely after the completion of a satisfactory evaluation by the Administrative Advisor and the Dean of Students
  - 4.3.1.2.1. The evaluation process and job duties shall be determined jointly by the official holding the position, the Administrative Advisor and the Dean of Students
  - 4.3.1.2.2. The Dean of Students shall hold the sole authority to withhold stipend payment(s)
- 4.3.1.3. No person shall receive the stipend of two governmental officials for one term
- 4.3.1.4. This account shall be managed by the Treasurer of the Student Body
- 4.3.1.5. This account may not exceed its budget nor may it rollover
- 4.3.1.6. Stipends shall be reviewed periodically, but not less than every two years, by the Senate Committee on Finance
- 4.3.2. Operational Funds
  - 4.3.2.1. Operational funds shall be budgeted in one amount and fund all costs of operating and maintaining the Student Government office, publicities, and other related expenditures
  - 4.3.2.2. Only the following officials may spend from the account
    - 4.3.2.2.1. President of the Student Body
    - 4.3.2.2.2. Vice-President of the Student Body
    - 4.3.2.2.3. Treasurer of the Student Body
    - 4.3.2.2.4. Secretary of the Student Body
    - 4.3.2.2.5. President of the Student Senate
    - 4.3.2.2.6. Secretary of the Student Senate
    - 4.3.2.2.7. Chief Justice of the Supreme Court
  - 4.3.2.3. This account shall be managed by the Treasurer of the Student Body
  - 4.3.2.4. This account may not exceed its budget nor may it rollover
- 4.3.3. Discretionary Funds
  - 4.3.3.1. Discretionary funds shall be budgeted with a specific amount designated for each officer in 4.3.3.3 and may be used at the

- discretion of the officer so long as the use is in accordance with any restrictions in 4.3.3 and the Student Body Constitution
- 4.3.3.2. No discretionary funds shall be paid to oneself
- 4.3.3.3. Only the following officials may spend from the account
  - 4.3.3.3.1. President of the Student Body
  - 4.3.3.3.2. Vice-President of the Student Body
  - 4.3.3.3.3. Treasurer of the Student Body
  - 4.3.3.3.4. President of the Student Senate
  - 4.3.3.3.5. Chief Justice of the Supreme Court
- 4.3.3.4. This account shall be managed by the Treasurer of the Student Body
- 4.3.3.5. This account may not exceed its budget nor may it rollover
- 4.4. Appropriations
  - 4.4.1. The Appropriations Account shall be the holding account for all funds received through the activities fee
  - 4.4.2. No funds shall be spent from this account
- 4.5. Contingency
  - 4.5.1. The Contingency Account shall be an account to which Student Government may appropriate funds to cover expenses related to a special project, event or service
  - 4.5.2. This account may not exceed its budget nor may it rollover

## 5.0 Organization Accounts

- 5.1. Duties of Officers
  - 5.1.1. The officers of a campus organization are responsible in all aspects for the funds appropriated to them by the Student Government and raised while acting as an officer or member of an organization
    - 5.1.1.1. The officers of a campus organization are responsible to ensure that safeguards are put into place to prohibit financial corruption amongst members
    - 5.1.1.2. If organizational funds are misused, whether intentionally or unintentionally, the officers of the organization shall be held responsible under the Student Code of Conduct and/or applicable state and federal laws
  - 5.1.2. The officers of a campus organization are responsible to keep comprehensive and accurate records of all financial transactions
    - 5.1.2.1. These records shall include, but are not limited to, receipts of all deposits and expenditures, copies of "Requests for Purchase Order, Check, or Cash," "Transfer of Funds Forms," and receipts from College Departments
  - 5.1.3. The officers of a campus organization are responsible to adhere to all Student Government regulations in regards to how their financial functions are executed

- 5.1.4. In the absence of any student organization's constitutionally recognized fiscal officer, the remaining officer(s) will assume full responsibility for their duties
- 5.1.5. The officers of a campus organization are responsible for attending all mandatory meetings set forth by the Treasurer of the Student Body and/or the Senate Committee on Finance
  - 5.1.5.1. Within ten academic days of satisfactory notification of a mandatory meeting from the Treasurer of the Student Body and/or the Senate Committee on Finance, the organization must contact the appropriate party to confirm attendance
  - 5.1.5.2. An extension may be granted by the Treasurer of the Student Body, the Senate Committee on Finance, or by a resolution of the Student Senate
  - 5.1.5.3. The Treasurer of the Student Body may suspend fiscal activities of the organization should it fail to comply so long as such suspension is in accordance with the Student Body Constitution
- 5.2. Duties of Advisors
  - 5.2.1. The advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization
    - 5.2.1.1. Every organization must have an advisor who is a member of the faculty, staff or administration of the College
  - 5.2.2. It is the responsibility of the advisor to assist the organization's treasurer in monitoring budgetary expenditures and adhering to the Student Government Financial Policies
  - 5.2.3. It is the responsibility of the advisor to sign all check requests and fund transfers ensuring that organizational funds are spent in accordance with the respective charters of the organizations
- 5.3. Procedures for Expenditures
  - 5.3.1. Student Organizations must not exceed their allocated budget line item beyond twenty percent (20%) of the allotted amount
    - 5.3.1.1. It shall not be the responsibility of the Treasurer of the Student Body to perpetually track and/or verify compliance with budget line item allocations, except during the audit process
    - 5.3.1.2. All co-sponsorships shall come out of whatever line item decided by the officers of the organization
  - 5.3.2. The Student Senate must approve any changes of an organization's budget
  - 5.3.3. Actual methods, procedures, paperwork for the physical allocation of Student Government funds shall be left to the Treasurer of the Student Body, so long as comprehensive and accurate records are kept within college regulations
  - 5.3.4. Should the organization seek reimbursement from its respective budget, the organization, or the member thereof, must seek reimbursement within three calendar weeks of the expenditure
    - 5.3.4.1. An extension may be given by the Treasurer of the Student Body



- 5.3.5. Should the organization seek cash advancement from its respective budget, organization must return the appropriate paperwork to the Treasurer of the Student Body within ten academic days of the funds being available
  - 5.3.5.1. Funds are deemed available when the check is dated or when the cash is received from the Cashier's Office, whichever is applicable
  - 5.3.5.2. Should the organization not return the proper paperwork within ten academic days, the Treasurer of the Student Body may suspend fiscal activities of the organization, as well as turn the member there of in to the college collections agency, so long as such suspension is in compliance with the Student Body Constitution
  - 5.3.5.3. An extension may be granted by the Treasurer of the Student Body
  - 5.3.5.4. No more than one (1) advance less than fifty dollars (\$50.00) received as cash shall be permitted at a time for any one organization unless an exception is made by the Treasurer of the Student Body
  - 5.3.5.5. No advance will be granted during the period April 15 through July 1 unless the Treasurer of the Student Body grants an exception and proper arrangements are made to ensure timely reconciliation of the advancement
- 5.3.6. Should the organization require engaging in a contractual agreement, authorization of the Treasurer of the Student Body, Administrative Advisor, and the Purchasing Director of the College shall be mandatory
- 5.3.7. All checks issued for reimbursement, payment, or advance, reimbursements received as cash, or any fund transfers not authorized by the Treasurer of the Student Body and the Administrative Advisor shall be subject of a fine of twenty-five percent (25%) of the total amount requisitioned
  - 5.3.7.1. All fines shall be deposited into the Supplemental Appropriations portion of the Capital Expenditures and Supplemental Appropriations Account
- 5.4. Procedures for Deposits
  - 5.4.1. Any organization that receives funds outside of their original appropriations by the Student Government must deposit those funds with the College Cashier
    - 5.4.1.1. The organization official depositing said funds shall present the Treasurer of the Student Body with a copy of the deposit slip, along with account numbers and dollar amount, within three (3) academic days of the deposit
    - 5.4.1.2. Failure to provide documentation with the Treasurer of the Student Body shall result in a fine of ten percent (10%) of the deposited amount
  - 5.4.2. The outside funds shall be put into a line item entitled "General Fund" by the Treasurer of the Student Body and may be spent for any

organizational-related reason, so long as it is within the parameters of this title

- 5.4.2.1. These funds shall not be permitted to fund stipends to organization officers and/or members
- 5.4.3. Failure to deposit funds may result in the suspension of fiscal activity and further prosecution
- 5.5. Procedures for Stipends
  - 5.5.1. All organizations receiving Student Government funding for stipends shall have a separate line item entitled “stipends” or “payroll,” whichever is applicable
  - 5.5.2. No person shall receive a stipend for more than one office in any term
- 5.6. Procedures for Department Charges
  - 5.6.1. Any Student Government funded organization shall be permitted to use the College Departments for services
  - 5.6.2. Any Student Government funded organization shall be permitted to have “Jacket Express” Bookstore Department Card
    - 5.6.2.1. An organization may request for such card through the office of the Treasurer of the Student Body
    - 5.6.2.2. An organization shall not have the ability to create, suspend, reactivate, terminate, or modify the terms of a Jacket Express card
    - 5.6.2.3. The Jacket Express card shall be deactivated as of March 31 or each year or when the organization spends more than eighty-five percent (85%) of its allocated budget for the current academic year, whichever comes first
      - 5.6.2.3.1. All Jacket Express cards must be returned to the Treasurer of the Student Body or the organization will be subject to a fine of ten dollars (\$10.00) to be debited from the current academic year’s budget
- 5.7. Procedures for Year-End Closing
  - 5.7.1. Each organization’s account shall run concurrent with the school’s fiscal year, July 1 through June 30
    - 5.7.1.1. Any funds not spent in the organization’s budget shall not rollover to the next academic year
  - 5.7.2. The Exponent and Grindstone shall be entitled separate accounts entitled “Exponent Ad Revenue” and “Grindstone Ad Revenue,” respectively
    - 5.7.2.1. All revenues related to the business shall be deposited into this account
    - 5.7.2.2. All funds remaining in the account at year-end shall rollover
    - 5.7.2.3. Funds shall be used for office equipment, improvements or funding extra stipends
- 5.8. Procedures for Overspending
  - 5.8.1. The Treasurer of the Student Body shall be responsible for investigating any and all organizations believed to have overspent their budget
    - 5.8.1.1. When sufficient evidence has been gathered indicating over expenditures of an organization’s budget, the Treasurer of the

- Student Body shall be responsible to notify the appropriate individuals of the organization in question of their findings
- 5.8.1.2. The notified organization has within ten (10) academic days to arrange an appointment with the Treasurer of the Student Body for a grievance interview, unless an extension is granted
  - 5.8.1.3. If the organization fails to contact the Treasurer of the Student Body within ten (10) academic days to schedule a grievance interview and an extension was not granted, then guilt is automatically assumed by the organization
- 5.8.2. The organization in question may gather evidence explaining the over expenditures or lack thereof, and submit such evidence to the Treasurer of the Student Body
    - 5.8.2.1. The treasurer or the officer in charge of finances of the organization in question must be in attendance
    - 5.8.2.2. Advisors, other organizational officers, and members of the organization shall be permitted to attend the grievance interview but are not required
  - 5.8.3. The Treasurer of the Student Body will have one week to complete his or her investigation of the organization in question and come to a conclusion based on provided evidence
  - 5.8.4. Upon completion of the investigation, the Treasurer of the Student Body must choose one of the following two options
    - 5.8.4.1. Fine the organization in the current academic year for an amount not to exceed the amount proven to have overspent in the previous academic year
    - 5.8.4.2. Make a formal recommendation to the Student Senate
- 5.9. Procedures for Audits
    - 5.9.1. All organizations funded by Student Government may be subject to one or more mandatory audits as determined by the Treasurer of the Student Body with the approval of the Administrative Advisor
    - 5.9.2. The Treasurer of the Student Body shall send notification to the organization that an audit is required
      - 5.9.2.1. Within ten (10) academic days of satisfactory notification, the organization must contact the Treasurer of the Student Body to schedule a meeting in which the audit will be completed
      - 5.9.2.2. An extension may be granted by the Treasurer of the Student Body or by a resolution of the Student Senate
      - 5.9.2.3. The Treasurer of the Student Body shall suspend fiscal activities of an organizations should it fail to comply
    - 5.9.3. Actual methods, procedures, and paperwork for the audit of the organization shall be left to the discretion of the Treasurer of the Student Body, so long as a comprehensive and fair audit is conducted on the organization
      - 5.9.3.1. Any officers of the organization and/or the advisor are permitted to attend the meeting

- 5.9.3.2. Any member(s) of the Senate Committee on Finance is permitted to attend an audit at his/her discretion
- 5.9.3.3. The organization's representatives shall have in their possession all comprehensive and accurate records, and be prepared to disclose any information thereof
- 5.9.4. The Treasurer of the Student Body is expected to reach a decision within fifteen academic days regarding whether or not the organization has adhered to Title V of this Code and College Policies and that the organization and the Treasurer of the Student Body are in agreement with all current account activity
  - 5.9.4.1. Such notification will be sent to the organization, its advisor, and the Senate Committee on Finance
- 5.9.5. Should the decision of the Treasurer of the Student Body be that the organization is found in violation of the Financial Policies or College Policies; the Treasurer of the Student Body shall issue a recommendation to the Student Senate concerning the organization in question
  - 5.9.5.1. The Treasurer of the Student Body may also, at this time, suspend all fiscal activity until such time that the Student Senate may resolve the issue, so long as such suspension is in accordance with the Student Body Constitution
- 5.10. Procedures for Non-Compliance
  - 5.10.1. Failure to comply with any of the above Financial Policies and Procedures may result in a recommendation to the Senate by the Treasurer of the Student Body for disciplinary action, so long as it is in compliance with the Student Body Constitution
    - 5.10.1.1. Disciplinary action shall include, but is not limited to, fines, temporary account suspension, removal of the organization's constitution, or referral to the Student Judicial System, and may hinder the organization's ability to be budgeted in the future
- 5.11. Procedures for Appeal
  - 5.11.1. Any student organization shall have the right to appeal to the Supreme Court of Students an action(s) imposed upon that student organization by the Treasurer of the Student Body and/or an action(s) of the Student Senate

## 6.0 Provisions for Capital Expenditures

- 6.1. The Capital Expenditures segment of the Capital Expenditures and Supplemental Appropriations Account will be used to only purchase items that enrich the campus life of all Baldwin-Wallace College students, fund programs/items related to the Baldwin-Wallace College Master Plan, and to aid in the modernization or expansion of campus arenas fully accessible and useable by the Student Body as a whole
- 6.2. Procedures for Appropriation

- 6.2.1. An application to be created and maintained by the Senate Committee on Finance and approved by the Student Senate shall be completed in its entirety before a bill of appropriation be prepared
- 6.2.2. Student, Faculty, and/or Staff representatives may appear before the Senate Committee on Finance
- 6.2.3. The Senate Committee on Finance shall utilize all Baldwin-Wallace College resources to aid in making relevant decisions regarding the matter, including consulting department heads to discuss planning, costs, and alternate options, before making a decision
  - 6.2.3.1. Should the issue be pertinent to any facilities-related issues, the bill of appropriation should be referred to a joint committee session with the Senate Committees on Finance and Facilities
- 6.3. Capital Expenditures Balance Restrictions
  - 6.3.1. No more than seventy-five percent (75%) of the total amount as of September 30<sup>th</sup> as designated by the Treasurer of the Student Body in the Capital Expenditures Account may be appropriated throughout the year
  - 6.3.2. The Capital Expenditures Account balance may not fall below ten thousand dollars (\$10,000) without the expressed consent of the Senate and by the expressed written consent of the Dean of Students
  - 6.3.3. No more than fifty percent (50%) of the Capital Expenditures Account as established in 6.3.1 may be spent within each semester without the expressed consent (two-thirds vote) of the Student Senate and consent of the President of the Student Body to fund an event deemed important to the Student Body
- 6.4. Capital Expenditure Review
  - 6.4.1. A review of the project or event shall be completed by the Senate Committee on Finance no later than three months following the implementation or purchase of the project or event
    - 6.4.1.1. This review will be kept on file and made available to any member of the Baldwin-Wallace College Student Body, Faculty, or Staff

## 7.0 Provisions for Supplemental Appropriations

- 7.1. The Supplemental Appropriations segment of the Capital Expenditures and Supplemental Appropriations Account shall be used for distributing funds not included in the budgeting process described in 3.0
- 7.2. Procedures for Appropriation
  - 7.2.1. All organizations with a Charter on file with the Student Life Center may apply for supplemental appropriations
    - 7.2.1.1. All other persons may find an organization that meets the criteria in 7.2.1 to co-sponsor their event
  - 7.2.2. An application to be created and maintained by the Senate Committee on Finance and approved by the Student Senate shall be completed in its entirety before a bill of appropriation be prepared
  - 7.2.3. Student, Faculty, and/or Staff representatives may appear before the Senate Committee on Finance

### 7.3. Supplemental Appropriations Balance Restrictions

- 7.3.1. No more than seventy-five percent (75%) of the total amount as of September 30<sup>th</sup> as designated by the Treasurer of the Student Body in the Supplemental Appropriations Account may be appropriated throughout the year
- 7.3.2. The Supplemental Appropriations Account balance may not fall below ten thousand dollars (\$10,000) without the expressed consent of the Senate and by the expressed written consent of the Dean of Students
- 7.3.3. No more than fifty percent (50%) of the Supplemental Appropriations Account as established in 7.3.1 may be spent within each semester without the expressed consent (two-thirds vote) of the Student Senate and consent of the President of the Student Body to fund an event deemed important to the Student Body

### 7.4. Supplemental Appropriation Execution

- 7.4.1. The President of the Student Body shall, upon signing a bill of supplemental appropriation, promptly deliver a copy of the signature to the Treasurer of the Student Body
- 7.4.2. The Treasurer of the Student Body shall have ten (10) academic days upon receipt of the passage form to transfer the funds thereto

### 7.5. Supplemental Appropriation Review

- 7.5.1. The Treasurer of the Student Body shall be vested with the authority to review the usage of supplemental appropriations by other organizations and shall not be denied a description of the how the funds were spent if demanded
  - 7.5.1.1. Should the recipient of supplemental appropriations choose not to cooperate with 7.4.1, the Treasurer of the Student Body may retract the balance of the supplemental appropriations until such time that the recipient cooperates

## 8.0 Restrictions on Fund Usage

### 8.1. Student Government shall not fund any of the following

- 8.1.1. The costs of any salaries, except for stipends set forth in the annual budgetary bill
- 8.1.2. Any expenses incurred by a member not in the Baldwin-Wallace College Student Body as set forth in the Constitution
- 8.1.3. The costs of any awards or gifts in which the dollar value exceeds fifty dollars (\$50)
- 8.1.4. The costs of any monetary political contribution or political protest, whether on-campus or off-campus
- 8.1.5. The costs of purchasing alcohol or controlled substances except when approved by the administration of Baldwin-Wallace College
- 8.1.6. The costs of any other materials, products, or activities that violate Baldwin-Wallace College policy

### 8.2. Suspension of the preceding restrictions shall not be permitted