

BUDGET BOARD GUIDELINES

Interpretation and enforcement of these guidelines are left to the discretion of the Student Government.

Requirements for New and Existing Organizations/Clubs:

- Membership is open to all undergraduate students, exclusively.
- Organizations must choose an advisor (College faculty or staff member).
- Three copies of the constitution and a list of officers and members (include addresses and phone numbers) must be turned in to the Director of Student Life.
- All recognized student organizations/clubs are expected to participate in campus events, such as, Fall Fest, Winter Party, and Spring Fling.
- Representation of each student organization/club is required at Student Government meetings.
- Student organization's/club's honorarium policy must be included in the submitted constitution.
- Student organizations/clubs must comply with Student Government and separate institutional policies.
- The purpose of the student organization/club must be consistent with the College's mission statement.
- Official recognition of a student organization/club is required before they have access to any allocation by the Budget Board, if approved; the organization/club is eligible to access their funds according to Budget Board guidelines.

Fund Access Guidelines:

- Official recognition of a student organization/club is required before they have access to any allocations. Once approved, the organization/club is eligible to receive **\$75.00 each semester, up to \$150.00 annually**, for operating expenses, and will have access to their funds accordingly with the Budget Board Guidelines.
- Each organization/club must review and resubmit a constitution yearly, even if no changes occur with their constitution.

Sanctions:

If constitutions are not received on time, even if granted a grace period, honorarium policies violated, and/or failure to adhere to any Student Government guidelines, the Student Government reserves the right to take any combination of the following actions:

- Freeze the organization's/club's constitution
- Directly oversee organization operations
- Other means deemed necessary

The Budget Board is charged with the duty of allocating the student organization budget to college approved clubs/organizations. In addition, the Budget Board is responsible for auditing each funded club/organization account.

The Budget Board is comprised of the Treasurer of Student Tribunal, and four other members who are either elected or appointed. The Tribunal Treasurer is responsible for chairing the Board in accordance with the UCC Student Tribunal Constitution and Bylaws.

Purpose:

1. The Budget Board has determined the following purpose of the student organization budget: The budget is designed for student organizations/clubs and events that add to the community at the College through co-curricular and educational activities.
2. Please refer to the SGA for their policies and guidelines regarding the Budget Board for organizations/clubs.

Process:

1. The Budget Board thoroughly considers every allocation request that is submitted, and makes a decision based on the policies and guidelines that follow. All Budget Board meetings are open meetings, unless called into closed session by a Budget Board member and approved by a majority vote.
2. Funding priority will be given to:
 - a.) Clubs in good standing;
 - b.) Organizations/clubs seeking funding to benefit the entire campus community;
 - c.) Other activities/events that are deemed in accordance with the mission of the College, and the Budget Board purpose statement.
3. Regular Application Process and Timeline Policies:
 - a.) Groups wishing to use student organization budget monies must submit a completed Budget Board Request for Funding Application. The group will also be required to attend a scheduled hearing where they will be called upon to present their proposal for Budget Board review.
 - b.) Groups seeking funding will need to submit a budget using the format found in the Budget Board Request for Funding Application within timeframes set by the Budget Board.

- c.) Upon receiving all of the requests for funding, the Budget Board will schedule hearings for every group that submitted a proposal. These hearings will take place at the convenience of the Budget Board and the organization/club, and will be completed by no later than three weeks following request deadline.
 - d.) After careful consideration of all requests, The Budget Board will release its decisions and notify club contacts of the result. The Budget Board will release its decisions no later than the fifth week after the request deadline.
 - e.) Only groups adhering to all Application Process and Timeline Policies will be considered for funding.
4. Emergency/Spontaneous Funding Policies - The Budget Board recognizes that unforeseen circumstances or events may affect a group's need for funding. The Budget Board may reserve up to 25% of its annual funds for the purpose of emergency/spontaneous funding, and will use the following policies for allocation of these funds:
- a.) Funding of this sort is available for spontaneous activities/events or unpredicted expenses and will be granted only in certain instances. Failure to turn in a budget does not constitute a sound reason for emergency/spontaneous funding consideration.
 - b.) Groups seeking this funding must submit a Budget Board Request for Funding Application, and a written explanation that describes the circumstances resulting in the application for emergency/spontaneous funds.
 - c.) Completed proposals must be submitted before a Budget Board scheduled meeting and can be submitted anytime throughout the year. Groups will be required to attend a hearing to present the proposal for Budget Board review.
 - d.) The Budget Board reserves the right to refuse proposals not submitted with enough time to execute an event successfully.
5. Universal Funding Policies:
- a.) For a proposal to be approved, a majority of Budget Board members from the Tribunal must vote in favor of the proposed allocation. The Budget Board will meet when deemed necessary by the chair.
 - b.) If appropriate, the Budget Board will delay transfer of funds until a group has registered with the Director of Student Life, good club status confirmed, and/or any other applicable agreement satisfied.
 - c.) Each group receiving allocated funds will be audited.
 - d.) All groups are required to follow all College business office policies and procedures.

Appeal Process:

Any decision of the Budget Board may be appealed, in writing, to the Student Tribunal. The appeal must be passed by a 2/3 vote.

Policies:

1. The Budget Board will:
 - a.) Only consider proposals as a board if the activity/event is open to all students.
 - b.) Only allocate funds to organizations/clubs that are in "Good Standing," or in the process of reaching "Good Standing."
 - c.) Consider proposals presented by on-campus organizations.
 - d.) Fund only 70% or requested budget for any activity/event. The requesting organization/club must fund 30% for any requested activity/event, except for expenses listed below in **Guidelines**.
2. The Budget Board will not:
 - a.) Allow funds, allocated or generated, to be used to pay for alcoholic beverages.
 - b.) Allocate funds for monetary donations to organizations.
 - c.) Allocate funds to individual students.
 - e.) Allow funds, allocated or generated, to be kept in off-campus accounts.
 - f.) Allow funds, allocated or generated, to be used in any manner contradictory to federal or state law.

Guidelines:

1. Travel Expenses:
 - a.) At times, the Budget Board will receive proposals for allocations to cover traveling expenses, and realizes that travel is often a requirement of the organization to attend off-campus events. Groups highly dependent on travel will be given higher travel funding priority. This gives priority to groups that utilize college owned vans/cars due to liability issues. The Budget Board does, however, reserve the right to fund the use of off-campus rental vehicles.
 - b.) The Budget Board may fund:
 - Up to 2/3 of the cost to rent a college van/car for the use of a student group.
 - Up to 2/3 of the cost of fueling the college van/car for the duration of the trip.
 - Up to 2/3 of the cost of other modes of transportation in situations where it is deemed cost-effective by the board.
 - Up to 2/3 of the cost of lodging/hotel fees for club affiliated attendees of approved convention/conferences.
 - Cost of the fuel for a non-college van/car at the discretion of the Board.

2. Registration Fees:

At times, the Budget Board will receive proposals for allocations to cover the cost of convention/conference fees. The Budget Board will allocate funds for events that correspond with the purpose and mission of the organization/club that requests them, with the following stipulations:

- The Budget Board may fund registration fees to approved conventions/conferences in the amount, up to \$300.00 per person, not to exceed \$1,800.00 per event.
- The Budget Board will not fund the cost of food for any participant of an approved convention/conference, unless included in the cost of the conference/event.

a.) Any group requesting funds to cover registration fees must present a registration form in their funding proposal to be considered for funds.

3. Stipends:

The Budget Board will not allow the funding of stipends/honorariums to students of an organization/club out of the general student organizations budget. Groups that desire to fund monies for these purposes must:

- Use their generated funds.
- Gain the approval of the club auditor assigned to that group.
- Not exceed the appropriate amount as outlined by the offices of Student Accounts, Financial Aid, and Student Development.

4. Food/Refreshments at Group Functions:

a.) At times, the Budget Board will receive proposals for allocations to cover the costs of providing food at group meetings or group events. The Budget Board encourages groups to explore possible fundraising means for the funding of such activities.

b.) The Budget Board may fund requests such as these for an event open to all of campus; the organization/club must provide a sheet of signatures of attendees to the Board after the event.

5. T-Shirts, Clothing, Equipment:

a.) The Budget Board may fund loans to organizations/clubs who wish to produce and sell T-shirts and/or other articles of clothing for increasing generated funds. In this case, the Budget Board must approve the clothing design and any loaned monies must be fully paid within two months of the allocation.

b.) The Budget Board may fund the cost of required uniforms/equipment for the use of a club sport team, as long as, these items remain in the possession of the club for future year's use.

c.) The Board will not fund the cost of personal clothing, uniforms, and/or equipment.

Process for Resolving Alleged Violations of Budget Board Policies and/or Guidelines:

1. Any organization/club found in violation of any Budget Board policy, guideline, or ruling will be subject to the following procedures:
 - a.) Group officers/representatives will be called upon to explain the violation.
 - b.) All organization/club accounts, both allocated and generated, will be frozen until the matter is solved.
 - c.) Any misused funds, or funds used without the knowledge and approval of the Budget Board, will be repaid and reabsorbed.
 - d.) The group may be referred to the Student Tribunal and/or the Director of Student Life.
2. The following procedures will be used when a group incurs an outstanding debt:
 - a.) All debt issues will be subject to Budget Board review. However, if a debt greater than \$1,000.00, or a gross misuse of funds occurs, the Budget Board may withhold funding for up to one year.
 - b.) The accounts in question will be frozen until the problem is solved.
 - c.) The organization's/club's officers/representatives will be called upon to explain the debt and create a plan of debt forgiveness, which must include plans for fundraising.
 - d.) If the problem is still unresolved, the group could have all funding suspended for an amount of time deemed appropriate by the Budget Board.
 - e.) The group may be referred to the Student Tribunal, and/or the Director of Student Life.
 - f.) Any other extenuating circumstances will be referred to the institution for institutional conduct analysis, and possible legal charges against responsible parties.

The Budget Board reserves the right to change this document with a majority vote of the Board, and adoption by the Student Tribunal according to its Constitution. The Budget Board also reserves the right to make special consideration for proposals as deemed necessary by the Board.