**Committee: Finance**

**Bill No: 4**

**Chief Sponsor: Director Kyle Ogle**

**Co-Sponsor(s): Finance Committee**

**Senator Coleman**

**Treasurer Fidail**

**President Lucas**

**Date of Bill: September 11th, 2018**

**Title of Bill: 2018-2019 Financial Bylaws**

**THE OLD DOMINION UNIVERSITY**

**88th Session of the Senate**

**Financial Bylaws**

**Be it enacted by the Senate of the Old Dominion University Student Government Association:**

**Title I: Standards**

A. This bill shall be known as the Old Dominion University Student Government Association Financial Bylaws.
    1. The following bylaws will govern the Student Government Association and Finance Committee budget and funding processes indefinitely until amended or abolished.
    2. The interpretation of this document is up to the discretion of the Finance Committee

**Title II: Organizational Funding Expectation**

A. Requirements
    1. Organizations must be recognized by Student Government Association at least three (3) business days before the budget submission deadline.
    2. All organizations recognized by the Student Government Association (SGA), who wish to receive a budget must have at least ten (10) active student members signed up on Monarch Link.

3. Budgets must be submitted under the correct budget period or there is a possibility that the request will not be considered in time. A member of the Finance Committee will notify the organization about this error via email or monarch link.
4. Price Quotes/Estimates
    a. Price quotes/estimates are defined as a receipt, screenshot, or tangible proof that clearly shows the numeric cost of an item.
    b. Price quotes/estimates must be attached for every line item in a budget request or it will not be funded.
    c. Price quotes/estimates must match (or be at least close to with a margin of maximum $20.00) to the amount requested in the budget line item.
    d. Organizations are required to submit hard copies of their price quotes/estimates during the budget consultations.
    e. A price quote/estimate is NOT the following:
        i. An excel sheet
        ii. An image of your organization at an event
        iii. A screenshot where the amount is not clearly shown
        iv. A typed word document
5. The last day to submit a payment request is the last day of classes for the spring semester.
6. Organizations that operate over the summer (SGA, SAC, WODU) will be allowed an extended deadline to submit a payment request at the discretion of the outgoing and incoming Finance Director.

B. Communication Protocols for SGA Finance
1. Electronic communication from SGA regarding financial business for provisional/recognized student organizations will be through Monarch Link, email notifications, social media, and/or website announcements.
    a. All email communications between the Director of Finance and student organizations will be through the official SGA Finance email: sgafinance@odu.edu.
    b. When sending email announcements, the Director of Finance will send them to the organization *president, treasurer, and advisor email addresses*.
2. Material advertising SGA Finance will be distributed to student organization mailboxes in the Office of Leadership and Student Involvement.

C. Exemptions
1. The Student Government Association and/or the Finance Committee is not responsible for the following:
    a. Organizations that fail to transition correctly within their organization

   b. Organizations that do not follow the rules set by SGA Finance and/or LSI administrators
   c. Organizations that do not communicate within their organization in regards to the contingencies and/or the budget process
   d. Organizations that do not ask questions; wait until the last minute; and/or do not attend events
   e. Funding line items that are not clear or have no explanation provided
2. Budgets cannot be published until after they are approved by the Finance Director on Monarch Link.

D. Sanctions
1. All organizations will be subject to an automatic percentage cut up to 50% at the discretion of the Finance Committee, for budgets submitted more than ten (10) days after the budget submission deadline.

E. Safety Net
1. Organizations that did not submit a budget by the budget submission deadline but submitted all Points and Standards by the Spring semester Points and Standards deadline may be eligible for a safety net of up to $500.00.

**Title III: New Student Organizations**

A. New organizations are organizations that have been recognized by the SGA as well as the Office of Leadership and Student Involvement for less than two (2) consecutive semesters or one academic year
B. Provisional organizations are not eligible to submit a budget request.
   1. Organizations that have been on provisional status for more than two (2) consecutive semesters will lose provisional status and must re-submit organizational paperwork to gain provisional status.
C. Funding
   1. New organizations may receive a maximum of $500.00 for the first budget fiscal year.
      i. All rules and regulations apply, in accordance with the Financial Bylaws, specifically (but not limited to) *Title VI* and *Title VII*, *Approved Requests* and *Unapproved Requests*, respectively.
   2. New organizations qualify for a contingency and co-sponsorship request.
D. Any organization submitting a budget for the first time will be held to the same standards as a new student organizations, regardless of their time as an organization at ODU.
E. New organizations are required to attend a SGA Budget Party and an LSI Student Organization 101 Workshop.

**Title IV: Re-registered Organizations**

A. Re-registered organizations refer to organizations who have been at Old Dominion University but were inactive for two (2) academic years or more.
B. Re-registered organizations refer to active organizations that have not submitted a budget in the immediate previous year, but may have done so in the past and would like to submit a budget request for the current year. Regarding funding from SGA, they will not be considered as a new or provisional organization if they have submitted a budget in the past and will not be subject to the maximum amount of $500.00.
C. As such, the year they submit a budget will also be the year that they will be obligated to complete Points and Standards.

**Title V: Graduate Organizations**

A. In regards to funding from SGA, graduate organizations must be considered in regards to their status since they receive some form of departmental funding.
B. Priority will be given to conferences and guest speakers over catering for meetings or on-campus events.
C. Graduate organizations will be encouraged to apply for SEES undergraduate travel rewards.

**Title VI: Funding Requests – Approved Requests**

A. All requests must be through SWAM (Small, Women, and Minority) business vendors, as contracted with Old Dominion University unless otherwise authorized.
    1. This is the link: https://directory.sbsd.virginia.gov/#/
B. ONE (1) closed event (retreat, end-of-year banquet, awards ceremony, etc.) is allowed for all organizations, at the discretion of the Finance Committee.
    1. All funding rules and expectations apply.
        a. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.
    2. Funding may not exceed $1,000.00.
C. Apparel
    1. All internal/external apparel funding approvals will not exceed $1000.00 per budget line item request, at the discretion of the Finance Committee.
    2. All distributional apparel funding approvals will not exceed $2,000.00 per budget request, at the discretion of the Finance Committee.
    3. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

D. Marketing Supplies
    1. Marketing supplies are defined as materials that the organization uses to market themselves throughout the campus community.
        a. Examples include tangible items and giveaways such as t-shirts, mugs, keychains, etc.

2. All marketing supplies funding approvals will not exceed $2,000.00 per budget request, at the discretion of the Finance Committee.
3. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

E. Musical DJ
1. DJ allocations may not exceed $75.00 per hour rate charge per event.
2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

F. Catering and Food
1. Catering will not exceed $2,500 per budget request, at the discretion of the Finance Committee.
2. SGA may fund *only* three (3) organizational meetings and they must be open to the entire student body. Funds may not exceed $350.00 conclusively.
3. Food requests for retreats, banquets, inductions, ceremonies, celebrations, or similar events at ODU will not exceed $2,000.00 per budget request, at the discretion of the Finance Committee.
4. Food requests for retreats, banquets, inductions, ceremonies, celebrations, or similar events not at ODU will not exceed $500.00, at the discretion of the Finance Committee.
5. All food requests must be made with ARAMARK unless an event requires a waiver for certain types of foods. Proof of granted waiver must be attached.
6. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

G. Conferences
1. Individual registration fees may not exceed $500.00 per conference.
2. While multiple conferences are permitted, total conference registration may not exceed $2,500.00. The sum total of funds allocated to an organization for conference registration fees may not exceed $2,500.00 annually, at the discretion of the Finance Committee.
3. Apart from registration, conferences may not exceed $6,000.00 per budget request.
4. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

H. Travel
1. Airfare will not exceed $2,000.00 per budget line item request, at the discretion of the Finance Committee.
2. Travel by car, bus, van, and/or a similar vehicle as well as related expenses will conclusively not exceed $1,000.00 per budget line item request, at the discretion of the Finance Committee.
3. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

I. Lodging
    1. Lodging will not exceed $2,000.00 per budget line item request, at the discretion of the Finance Committee.
    2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

J. Per Diem
    1. Per Diem will not exceed $1,000.00 per budget line item request, at the discretion of the Finance Committee
    2. Price quotes/ estimates must be attached to the budget submission form in order to be considered funding.

K. Travel Reimbursement
    1. Travel reimbursements will be made based on the IRS standard mileage rates, flight rates, and LSI logistics which can be seen by referencing the following link: https://www.odu.edu/facultystaff/university-business/travel/guidelines/vehicle/personal
    2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

L. Advertising
    1. Advertising (recognized as posters, flyers, banners, or similar line items) may not exceed $250.00 worth of organization publication materials per event.
    2. Student organizations may not exceed 200 flyers per event.
    3. Student organizations are encouraged to utilize the sign room provided to subsidize advertising costs.
    4. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

M. Guest Speakers
    1. All requests must have attached documentation of separate price estimates for lodging, travel, and speaking fees in order to be considered funding.
    2. Funding allocations for guest speaker lodging, travel, and fees cannot exceed a lump sum of $5,000.
    3. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

N. Homecoming
    1. Funding allocations may not exceed $300.00.
    2. Funding requests must be itemized based on what homecoming event the funds are specifically intended for.
    3. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

O. Livestock/Living Creatures

    1. Funding allocations may not exceed $300.00, at the discretion of the Finance Committee.
    2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.
    3. In order to receive funding for items that fall under this category, all appropriate licenses must be made available by the respective vendor.

P. Security
    1. Funding allocations may not exceed $200.00 at events that require police presence.
    2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

Q. Awards
    1. Funding allocations for awards may not exceed $500.00, at the discretion of the Finance Committee.
        a. This funding is only for the awards themselves, not the award ceremony or event.
        b. Awards are defined as medallions, trophies, or emblems.
    2. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

R. Office Supplies
    1. Funding allocations may not exceed $1,500.00, at the discretion of the Finance Committee.
    2. Office supplies are defined as consumables, materials, and equipment that are regularly used in an organization's daily operations.
    3. Only organizations with on-campus offices are eligible for funding. Organizations without a campus office will not receive funding.
    4. Price quotes/estimates must be attached to the budget submission form in order to be considered funding.

**Title VII: Funding Requests – Unapproved Requests**

A. Any line item that does not have a price quote/estimate attached.
B. Events outside the state of Virginia are not considered open to all students.
C. Alcoholic beverages to any student organization events or activities
D. Fundraisers for organizational profit
    1. Products purchased with the annual budget funds may not be sold or used as part of fundraising activities
E. Scholarships
F. Monetary awards such as gift cards, allowances, or a similar line item, up to the discretion of the Finance Committee
G. Stipends for organization members
H. Donations

I. Any budget request submitted by the organization's advisor will not be approved.

J. Any product that will be sold for individual or organizational profit
    1. SGA cannot make a direct donation to a cause or scholarship, or support an event that raises funds for an organization.
        a. Eg. Webb Jam

K. Any product or service that Old Dominion University provides for free, including (but not limited to):
    1. Sports or technical equipment that can be signed out
    2. Rooms on campus that are free of charge
    3. Supplies for making signs
        a. Organizations should utilize the sign room (located in the U-Center), brought to students by the Student Government Association

L. Organizations without on campus office locations cannot receive office funding

M. Any funds to an organization that discriminates
    1. Title IX organizations are included in this category

N. Philanthropy
    1. Any philanthropy request will be evaluated on an individual basis by the Finance Committee.

O. Line items for events requested for the wrong fiscal year (July 1st)

**Title VIII: The 50% Rule**

A. Organizations receiving an annual budget are expected to spend 50% of their budget by the mid-point of the fiscal year (end of the Fall semester). An organization which has not utilized its funds by the mid-point of the fiscal year risks losing the half of its original budget.

B. The seized funds will be moved to the account for contingency and co sponsorship funds at the discretion of the Finance Committee and recommendation of the Student Body Treasurer and concurrence with the Student Body President.

C. The 50% Rule deadline is the last day of classes for the Fall semester by 11:59 PM.
    1. All payment requests must be submitted by this deadline or else they will count as spring semester expenditures.

D. Organizations which have not used their funds because of extenuating circumstances and/or plan to use their remaining funds in the spring semester must complete a form on Monarch Link by the deadline.
    1. The Director of Finance will notify organizations of this deadline through the official communication protocols by Fall Break.

**Title IX: Reallocation**

A. Each organization can reallocate up to $750.00 without the Finance Committee's permission. Any emails sent regarding reallocation to sgafinance@odu.edu should also cc (carbon copy) LSI's fiscal technician.
B. Any reallocations of up to $750.01 must be approved by the Finance Director, and then submitted through the Office of Leadership and Student Involvement fiscal technician.
C. Organizations are permitted limited to six (6) reallocations per year, at the discretion of the Finance Committee.
D. Any organizations that has a budget of over $20,000 can request to exceed (6) reallocations at the discretion of the LSI Advisor for SGA and the Finance Committee.
E. Requests for reallocation must include price quotes/estimates and/or supporting documentation if the funds are being reallocated to a line item that was not included or funded in the budget request.
    1. The form for requesting reallocations from SGA Finance is on Monarch Link.
        a. https://orgsync.com/55768/forms/261433
F. No reallocations will be approved to line items that were denied due to violations of the Financial Bylaws, or at the discretion of the Finance Director.
G. All reallocations requested must be submitted at the minimum of 14 calendar days prior to when the reallocation is needed, by 5:00 PM.
    1. Extended weekends and school breaks (i.e. Fall Break, Spring Break, etc.); must be taken into account by organizations to appropriately time submissions within the minimum 14 day timeline.
    2. The reallocation deadline is the last day of classes of the spring semester.
H. Any organization that violates these rules may be subject to a meeting with the SGA auditor to discuss consequences.

**Title X: Contingency Requests**

A. The Old Dominion University Student Government Association defines a contingency as a reserve of money set aside to cover possible *unforeseen expenses* Items that were not funded in the budget request can be requested in contingency.
B. The allocated SGA Contingency funds for any fiscal year will be divided in half, between the fall and spring semester.
C. The maximum amount that can be approved for a contingency request is $1,000.00 at the discretion of the Finance Director.
D. An example of a contingency request is as follows: An organization was only just invited for a conference in another state that they did not know they would be invited to go to, and require funds for travel.
E. There are three questions that must be asked before any contingency can even be considered funding, up to the discretion of the Finance Committee. They are the following:
    1. Was this requested in your budget in the past?

2. Was this requested as a contingency and/or a co-sponsorship from SGA in the past?
3. Have you held/attended this event in the past?

F. All student organizations, including provisional, new, and/or Title IX organizations that discriminate based on the Registration Status Policy stated in the ODU Student Organization Handbook (i.e. General Fraternities and General Sororities) can request a contingency funding request.
   1. SGA Directors can request a contingency.
      a. Each SGA Director can only request one contingency per semester.
   2. Events must be free and open to the entire student body.
   3. SGA will prioritize conferences and guest speaker expenses over catering requests.

G. A contingency and a cosponsorship may be requested in the same semester. However, if an organization is denied a contingency by the SGA Senate then they may NOT request a co-sponsorship with SGA for that event, up to the discretion of the Finance Committee.

H. Contingency requests will be considered based on three categories: technological, qualification/invitational, and extreme circumstance. If a contingency request is for repairing a technological device, the organization must submit a report from ITS. This applies to devices such as (but not limited to) laptops or desktop computers.

I. Each organization can request up to one (1) contingency per semester.

J. Each contingency may cover only ONE event.

K. While organization budgets cannot be used for events after the beginning of the next fiscal year (July 1), conferences taking place after the beginning of the next fiscal year can be requested as an SGA Contingency, and can be funded, per approval and at the discretion of the Student Body President/Vice President in concurrence with the LSI Fiscal Team.
   1. Only funding for transportation, lodging, and registration can be requested.
   2. Transportation can only be funded if it is in the form of airfare.
   3. Limits for registration and transportation still apply, in accordance with the Financial Bylaws.
   4. If the contingency is approved by both the Finance Committee and by Senate, payment requests in their entirety should be submitted on Monarch Link by the last day of classes of the spring semester, by 5:00 pm.
   5. If the contingency is approved by both the Finance Committee and by Senate, organizations can use contingency allocated funds for conferences occurring between July 1 and August 25, in accordance with LSI policies.
   6. While the bylaws state that the all payment requests must be submitted by the last day of class, an organization whose request was approved by the SGA Senate may be able to use funds after the last day of the end of the spring semester.
   7. Contingency requests equal to or over $500.00 will be subject to an amount generated/contributed by the organization for the particular expense.

8. Educational requests will be subject to a 10% contribution in addition to the amount requested.
    a. 10% of the requested amount from the contingency must be contributed by the asking organization.
    b. If $500.00 is requested, $50.00 must be contributed by the organization.
    c. Educational requests are defined as requests pertaining to programs of or relating to the provision of education and/or serving to educate or enlighten, at the discretion of the Finance Committee.
9. Recreational requests will be subject to a 20% contribution in addition to the amount requested.
    a. 20% of the requested amount from the contingency must be contributed by the asking organization.
    b. If $500.00 is requested, $100.00 must be contributed by the organization.
    c. Recreational requests are defined as requests pertaining to programs that are relating to or denoting activity done for enjoyment, outside of a working or educational environment, at the discretion of the Finance Committee.
10. While these contributions are required, this does not confirm the requested contingency amount, as all requests will still undergo evaluation. Any additional contributions are recommended and will be taken into consideration throughout the evaluation process.
11. This stipulation will not adhere to provisional or new organizations.

L. One member from an organization must be present at the presentation of the bill.
    1. If the organization does not notify the sponsoring senator by the deadline, the request must be denied.
    2. If an organization cannot have a representative present at either of the reading statuses, the request must be denied.

M. Contingency requests must be submitted at the minimum of 14 calendar days prior to the organization event, by 5:00 PM at the discretion of the Finance Committee
    1. Extended weekends and school breaks (i.e. Fall Break, Spring Break, etc.); must be taken into account by organizations to appropriately time submissions within the minimum 14 day timeline.

N. Any organization that violates these rules may be subject to a meeting with the SGA auditor to discuss consequences.

**Title XI: Co-sponsorships**

A. The Old Dominion University Student Government Association defines a cosponsorship/co-sponsored event as an event that is hosted in collaboration with another student organization.

B. The allocated SGA Co Sponsorship funds for any fiscal year will be divided in half, between the fall and spring semester.

C. Events must be free and open to the entire student body. The event may be educational or recreational.
D. The maximum amount that can be approved for a co sponsorship request is $1,000.00 at the discretion of the Student Body Treasurer.
E. All student organizations, including provisional, new, and/or Title IX organizations that discriminate based on the Registration Status Policy stated in the ODU Student Organization Handbook (i.e. General Fraternities and General Sororities) can request a co-sponsorship funding request.
F. SGA will offer co-sponsorships for organizational events with the following requirements:
    1. Every SGA co-sponsored event must include the SGA name and/or brand on the event and all marketing materials
    2. Two (2) SGA representatives must attend the SGA co-sponsored event. A contingency and a co-sponsorship may be requested in the same semester. However, if an organization is approved a co-sponsorship by the SGA Executive Board then they may NOT request a contingency with the SGA for that event.
    3. SGA Directors cannot request a cosponsorship.
G. Each organization can request up to one (1) cosponsorship per semester, at the discretion of the Treasurer.
H. Each cosponsorship may cover only ONE (1) event.
I. Co-sponsorship requests must be submitted at the minimum of 14 calendar days prior to when the organization event, by 5:00 PM at the discretion of the Student Body Treasurer.
    1. Extended weekends and school breaks (i.e. Fall Break, Spring Break, etc.); must be taken into account by organizations to appropriately time submissions within the minimum 14 day timeline.
J. Any organization that violates these rules may be subject to a meeting with the SGA auditor to discuss consequences.
K. All Co-sponsorship requests will be presented during the executive board meetings at the discretion of the Student Body Treasurer.
    1. All co-sponsorships must be submitted to the Treasurer to be added to the executive board meeting agenda.
    2. In the absence of the Treasurer, the Student Body President can present the co-sponsorship request to the executive board meeting.
    3. Co-sponsorship funds will only be allocated if the majority of the voting members of the executive board are in agreement.
    4. In case of a tie, the Student Body Treasurer’s vote will be the deciding vote. .
    5. At most 48 hours after the executive board meeting, the Student Body Treasurer will email the respective student organization regarding the status of their request via email.

**Title XII: Stipends**

A. Stipend Definitions
    1. Student Leader: A student who holds an officer/leadership position in a student organization.
    2. Student Stipend: A fixed amount of money paid to a student leader over the course of an academic year to subsidize the time spent working in an officer/leadership position in their organization.
    3. Summer Stipend: A fixed amount of money paid to the members of a student organization who are required to work over the course of the summer term. This position must be critical to the full calendar year operations of an organization.
    4. Stipend qualifying organization
        a. Necessary for the advancement and structure of the university and or student body
        b. Critical to the function of the university
        c. Operating through the entire academic year
        d. Recognized status of five (5) years or more by the SGA
        e. Qualify for an SGA budget
        f. Hold recognized office space within the Webb University Center
        g. Be advised by an Old Dominion University employee who has in their job description to advise said organization.

B. Stipend Requirements and Student Leader Tier
    1. Officers receiving a stipend must meet the following GPA and credit requirements:
        a. Registered for a minimum of nine (9) credits (undergraduate) or six (6) credits (graduate)
        b. Maintain a 2.0 minimum cumulative GPA
    2. SGA/Student Body President Tier
        a. The SGA President shall be awarded a stipend valued at $7,000.00
        b. Must complete and log at least twelve (12) office hours weekly using the SEES timeclock
        c. Shall meet regularly with University President, Vice President of Student Engagement and Enrollment Services and the Dean of Students
        d. Shall regularly address the student body
        e. Shall preside over the University’s Student Governing Body
    3. Tier 1
        a. Typically the organization's President or comparable position
        b. Shall be awarded no more than $5,000.00
        c. No more than two (2) members of an organization shall be awarded this tier

   d. Must complete and log at least ten (10) office hours weekly using SEES timeclock
   e. The members under this tier shall collectively include the following in their job descriptions:
      i. Represent the organization externally with administration, campus partners and community partners
      ii. Preside over weekly executive meetings
      iii. Operate through the entire calendar year
      iv. Serve as the primary contact for the organization
      v. Manage the recruitment/hiring of the executive board/appointed officials
4. Tier 2
   a. Typically the organization's Vice President or comparable position
   b. Shall be awarded no more than $4,000.00
   c. No more than four (4) members of an organization shall be awarded this tier
   d. Must complete and log at least eight (8) office hours weekly using SEES timeclock
   e. The members under this tier shall collectively include the following in their job descriptions:
      i. Maintain the internal functions of the organization (judicial, financial, membership, etc.)
      ii. Represent the organization's office in Webb Council
      iii. Organize annual internal events (retreats, socials, banquets, etc.)
      iv. Submit organization's Points and Standards and Annual Budget
5. Tier 3
   a. Typically the organization's Committee Leaders or comparable position
   b. Shall be awarded no more than $3,000.00
   c. No more than eight (8) members of an organization shall be awarded this tier
   d. Must complete and log at least six (6) office hours weekly using SEES timeclock
   e. Oversee a committee of general body members
   f. Meet, communicate and organize with campus partners and offices
   g. Plan/Cover campus events that reach or impact the entirety of the student body
6. Tier 4
   a. Unpaid student leaders
   b. General body members of the organization
   c. Assist with the planning and implementation of organizations events and initiatives

C. Reporting
   1. All student organizations that receive stipends are required to submit a stipend report to the SGA Director of Finance during the spring semester along with the organization's Points and Standards. The deadline to complete and submit both documents is 11:59 PM on the first Friday of the month of April each year.
   2. This report will include the following:
      a. Job descriptions of each position paid through stipends.
      b. The amount each position is paid through stipends.
      c. Any proposed changes/updates with rationalization of said changes highlighted separately in the report.
   3. The SGA Director of Finance, the LSI Budget Manager, and a representative from each organization receiving stipends will be required to schedule a meeting to go over any proposed updates. This meeting is only required if there are proposed changes in the organization’s report.
   4. The SGA Director of Finance, LSI Budget Manager and LSI Advisors must review and approve all requested changes before they are presented to the senate and approved by vote.

D. Summer Stipends
   1. Requirements
      a. All organizations that receive summer stipends must operate within each month of the summer semester
      b. Only the organization’s positions who have an outlined summer function that is critical to their organization in their job descriptions are permitted to receive summer stipends.
      c. Summer stipends may not exceed $2,500.00 per student.
      d. Students receiving summer stipends are required to collectively include the following in their job descriptions:
         i. Complete and log at least six (6) office hours on a weekly basis using the SEES Timeclock
         ii. Represent the organization externally and with administration
         iii. Oversee all operations of the organization
         iv. Hold/preside over regular executive meetings
         v. Serve as primary contact for your organization
         vi. Manage the recruitment/hiring of the executive board
         vii. Maintain the organization internally

E. Requesting and Maintaining Stipends
   1. To request a new stipend for the upcoming academic year, organizations must submit:
      a. A description of each position detailing responsibilities
      b. The amount of office hours required on a per week basis
      c. Plans/goals for the upcoming academic year

2. To maintain a stipend for the upcoming academic year, organizations must submit:
    a. Any changes or updates made to officer responsibilities or stipend amounts
    b. Verification that office hours were met for the current academic year
    c. A summary of goals met for the current academic year
3. Stipend requests must be submitted to the SGA Director of Finance and LSI Budget Manager by 11:59 PM on the first Friday of April each year.
4. Office Hours
    a. Stipend organizations must record office hours using the SEES time clock.
5. GPA/Credit Requirements
    a. Officers receiving a stipend must meet the following GPA and credit requirements:
        i. Registered for a minimum of nine (9) credits (undergraduate) or six (6) credits (graduate)
        ii. Maintain a 2.0 cumulative GPA

F. Student Organizations cannot reallocate money from budgets, contingencies, or co-sponsorships to fund a stipend for their members.

G. Organizations cannot request stipends in their budget request and must submit a formal stipend request

H. Student leaders may collect multiple stipends; however, their stipend total may not exceed the Tier 1 maximum.

I. Failure to meet the above criteria will result in the loss of stipends for the entire organization effective the following semester. The organization may apply to reinstate stipends the following year.

J. Any organization that violates these rules may be subject to a meeting with the SGA auditor to discuss consequences.

**Title XIII: SGA Auditor**

A. Audit Process Definitions
1. Negligently: to knowingly or unknowingly disregard the bylaws in an instance where it was avoidable
2. Unintentionally: inadvertent or accidental, when the rules were not known or guidance was not available
3. Intentionally: knowingly and with specific intention to disregard the bylaws with neglect, benefit, omission, or contentment
4. Auditor: individual that conducts an official inspection of an organization's spending patterns and SGA-provided budget accounts
5. Audit Process: guidelines by which the auditor will follow in conducting an audit of any organization

6. Violation: disregarding the Financial Bylaws either intentionally or unintentionally

B. Auditor
1. The SGA Auditor will be appointed by the Judicial Branch and be overseen by the Director of Finance.
2. If needed, more than one auditor can be appointed at the request of the Finance Director.
3. The appointee can be a member or become a member of the Finance Committee, in good standing of the SGA.
4. The auditor will be a senator, a student outside of the organization or a member of the judicial board. He/she cannot be a member of the executive board.
5. The auditor will give regular reports to the Finance Committee or upon request of the committee or the Finance Director.
6. The Auditor will meet with all organizations with an allocated budget of over $10,000.00 once every academic year.
7. The Auditor will conduct an audit on any organization assigned by the Finance Director and/or Judicial Board.
    a. The exception to this stipulation is that the Auditor will not audit any organization he/she is affiliated with or is a member of. Instead, the Judicial Board and/or the Finance Director will appoint a member of the Finance Committee to audit said organization.

C. Audit Process
1. Any organization that receives an allocated budget shall be required to meet with the SGA Auditor upon notice of request, at a time determined by the auditor within the best scheduling parameters.
2. All organization will keep the following records to verify purchases during the audit:
    a. Receipts, invoices, and price quotes of purchases
    b. All reallocation correspondence
    c. Contracts for guest speakers, bands, or vendors
    d. Monarch Link budget records
3. Once an audit is performed, the Auditor will create a report for the SGA Finance Committee and organization for their records.

D. Violations
1. A violation is defined as any transgression of the Financial Bylaws.
2. Violations include, but are not limited to, the following:
    a. Direct violation, whether intentional or unintentional, of the Financial Bylaws
    b. Failure to keep records for the audit process
    c. Falsifying records
    d. Failing to abide by or manipulating SGA budget funding request processes

   e. Misuse of funds provided by SGA in the form of budget requests, contingencies, co-sponsorships, and/or reallocations
   f. Dishonestly requesting funding for items with no intention of using them to reallocate later in the year (over-requesting)
   g. Failure to follow any guidelines provided by SGA, the Finance Director or Finance Committee
3. Any organization suspected of failing to abide by the Financial Bylaws are subject to a hearing with the SGA Finance Committee and Judicial Board.
4. This hearing is designed to discover information, present supporting information, determine if there are any violations, and discuss possible consequences.
5. Any organization found to be *unintentionally* violating the Financial Bylaws will be subject to the following:
   a. Required to complete training on the Financial Bylaws
   b. Review required by the Auditor for the following year budget submission
   c. Meet with auditor monthly for the remainder of the academic year
      i. If the violation occurs after spring break of the current academic year, monthly meetings will be extended through the following academic year
6. Any organization found to be *intentionally* or *negligently* violating the Financial Bylaws subject to the following:
   a. First Violation
      i. 5% reduction in remaining current academic year budget
         a. Should the violation be discovered after spring break of any academic year, the reduction will be applied to the following academic year's budget.
      ii. Review required by the Auditor for the following year's budget submission
         a. If the budget request has already been submitted, the Auditor will go over the final budget allocation the following fall semester.
      iii. Meet with the Auditor monthly for the remainder of the academic year
         a. If the violation occurs after spring break of the current academic year, monthly meetings will be extended through the following academic year.
   b. Second Violation
      i. 10% reduction in remaining current academic year budget
         a. Should the violation be discovered after spring break of any academic year, the reduction will be applied to the following academic year's budget.

    ii. Review required by the Auditor for the following year's budget submission
        a. If the budget request has already been submitted, the Auditor will go over the final budget allocation the following fall semester.
    iii. Meet with the Auditor monthly for the remainder of the academic year
        a. If the violation occurs after spring break of the current academic year, monthly meetings will be extended through the following academic year.
  c. Third/Final Violation
    i. 50% reduction in remaining current academic year budget
        a. Should the violation be discovered after spring break of any academic year, the reduction will be applied to the following academic year's budget.
    ii. Review required by the Auditor for the following year's budget submission
        a. If the budget request has already been submitted, the Auditor will go over the final budget allocation the following fall semester.
    iii. Meet with the Auditor monthly for the remainder of the academic year
        a. If the violation occurs after spring break of the current academic year, monthly meetings will be extended through the following academic year.
    iv. Possible disqualification for requesting a budget in the following academic year, at the discretion of the Finance Committee
        a. Should the violation occur after the budget process is complete, those funds will be voided from the organization and placed into the contingency fund.

7. Any organization can request an appeal of any ruling of violation.
    a. The appeal must be sent in writing to the Auditor.
    b. The Auditor will present the appeal to the Finance Director and SGA Judicial Board for consideration.
    c. The Finance Director and Judicial Board will determine if the violation will stand, be reduced, or expunged.
    d. The ruling of the Finance Director and Judicial Board will be the final ruling results of any violation instances.

**Title XIV: Budget Consultations**

A. Time slots that are longer than forty (40) minutes are reserved for organizations that received a budget of $10,000.00 or more in the immediate previous year.
B. Expectations for SGA Representatives
   1. Each SGA representative is required to complete a minimum of seven (7) budget consultations.
   2. Failure to attend designated/scheduled consultations will result in an infraction per consultation not completed due to SGA representative error or negligence.
      a. SGA representatives may not change their time slot less than 24 hours in advance, and must provide an appropriate, impartial replacement.
   3. SGA representatives cannot do a budget consultation with an organization that they are a part of or have been previously affiliated with to avoid conflict of interest.
   4. All SGA representatives must attend a budget consultation training session.
C. Expectations for Organizations
   1. It is required that the president and/or the treasurer attend the budget consultation for their organization.
   2. Organizations who have not submitted a budget may not sign up for a consultation.
   3. Organizations may not change their time slot less than 72 hours in advance, otherwise they may not be permitted to sign up for another time slot and will have to complete a budget supplemental form.

**Title XV: Execution**

A. This bill shall become effective upon the signature of the Student Body President and Speaker of the Senate.

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Isaiah Lucas | Tarik Terry

Student Body President | Speaker of Senate