

# Student Finance Council Bylaws

## A. DESCRIPTION AND PURPOSE

1. The Student Activity Fees Committee, hereafter SFC, is a committee of the Student Government Association, hereafter SGA. This committee consists of the SGA President, Vice-President, Treasurer, Secretary, Executive Senators, Auditor, one representative from each class, the Historian, and others appointed by the Treasurer with voting membership not to exceed 12 members. The SGA Treasurer will serve as Chair of the SFC. The purpose of the SFC will be to allocate student activity fees to the Longwood community in the best interest of the student body.

## B. ORGANIZATION CATEGORIZATION AND STIPULATIONS

1. Funding to Registered Student Organizations (RSOs) will be dispensed through the allocation and appeals processes through a RSO categorization system, where a priority ranking is established. RSOs will be placed into one of five categories based on the primary focus of its activities. A group's categorization will be determined by the Treasurer and approved by the SFC. Appeals to a group's categorization can be made to the SFC and if the group wishes to pursue further it can have a final appeal to the SGA Senate under the Appeals Process.
  - i. Group Types
    1. Group 1: Student/Campus Welfare – Organizations that benefit the Longwood campus directly. These organizations do not reflect the interests of any one group and serve to benefit the campus as a whole (i.e. SGA, LP, SEAL, the Rotunda, WMLU).
    2. Group 2: Academic/Scholastic Groups – These organizations reflect the interests of groups directly related to a major or field of study. This group also includes organizations that encompass the different colleges on campus (i.e. CASCAB, Math Club, ACM, Poly-Sci Club, etc).
    3. Group 3: Club Sports – This encompasses those organizations that pursue athletic and other competitive interests outside of university grounds. These groups fall under the aegis of the Sports Club Council.
    4. Group 4: Greek Oversight Boards – These organizations seek to oversee and enhance the social Greek system on campus.
    5. Group 5: Interest Groups – These organizations are created based on special interests in specific areas including but not limited to: culture, leadership, and activities.
  - ii. Group Lists
    1. A list of the groups in these categories will be attached to these bylaws and be available on the SGA website.
2. All participants in these organizations must be in good standing with the University.
3. Sports Club Council
  - i. Club Sports must adhere to the following policies established by the Student Government Association for financial allocation and safety purposes. All Sports Clubs are subjected to additional policies enacted by Campus Recreation, Sports Club Council, or SGA Student Senate
  - ii. The Sports Club Council will be allocated a set amount at the beginning of the Spring Semester. This amount will be set by the Student Finance Committee and approved by the Student Senate. The determined amount will be based upon previous allocations to Club Sports and expected budget projections for the upcoming fiscal year

1. Money allocated to the Sports Club Council during the spring semester will be the only funds received for the year
2. If the Treasurer and SGA Fiscal Technician deem that there is a surplus of money the Student Finance Committee with Senate approval may allocate additional funds to the Sports Club Council to be used for one-time purchases
- iii. The Sports Club Council will be responsible for dispersing funds to the individual Club Sports through a process that is determined by the bylaws of the Sports Club Council.
- iv. Two representatives from the Student Senate will serve as voting members of the Sports Club Council Executive Committee for business items pertaining only to the allocation of funds. Representatives to the Committee will be selected by the Treasurer and voted upon by the Student Senate
- v. Sports Club Council will give three reports per year to the Student Senate as to the actions of the Council regarding the allocation of funds
  1. Reports to the Senate will occur during the following designated times. Post Fall Break, Second Senate Meeting of Spring Semester, Following the Sports Club Council Spring Allocating Process.
- vi. If an Emergency Situation arises financially with an individual Club Sports team then that situation will be referred to the Treasurer who will send it to the Executive Council or Student Finance Committee where deemed necessary.
  1. Emergency Situation is defined as follows
    - a. Equipment Related
    - b. Tournament Fees
- vii. The Sports Club Council and individual Club Sports will be subject to financial review by the Student Senate, Student Finance Committee, Audit and Oversight Committee, Student Accounts, and Campus Recreation
- viii. All files are public documents and must be made available for review at anytime. Files will be kept in the Campus Recreation Office and made available on the Student Government Association website when appropriate.
  1. For a period of no less than five years, there will be a mandatory yearly audit conducted by the Senate Audit and Oversight Committee.
- ix. Teams must adhere to all Longwood University guidelines put into place by Campus Recreation for issues regarding papers pertaining to legal issues, liability issues, team safety, etc.
  1. If it is found that a sports team has not adhered to the required policies set forth by Campus Recreation the following steps will be taken:
    - a. The Sports team will have their account frozen by Sports Club Council and/or Director or Assistant Director of Campus Recreation.
    - b. SGA Treasurer and Auditor will be notified that the account has been frozen
    - c. The executive members of the sports team must meet with the Director of Campus Recreation, Sports Club Council, and Senate Representative to Sports Club Council
    - d. During the meeting the most appropriate action will be determined on a case by case basis
- x. Club Sports are recommended to allocate no more than 5,000 for one fiscal year, however final disbursement of funds is controlled by the Sports Club Council
  1. Any Sports Club given \$10,000 or more than 18% of the total allocated funds by the SCC, must have notification with reasons sent to the SGA Treasurer to be put on file.

- xi. All startup sports teams are to be limited to a maximum budget allocation of no more than 1,500 per year, for the first two years of the organization
  - 1. No more than 50% of the allocated budget amount can be used for uniforms and/or equipment
  - 2. The 1,500 amount does not apply to qualifying tournaments. Up to an additional \$500 can be allocated per fiscal year if necessary for qualifying tournaments
- 4. RCL Student Advisory Board
  - i. The RCL Student Advisory Board will receive \$5 per residential student and \$3 per commuter student in August of every year. Prior to the verification of actual enrollment, \$1000 will be guaranteed to the Advisory Board to allow for the start of programming for the year.
  - ii. It is their responsibility to disperse the appropriate funds to the various other student advisory boards to include:
    - 1. Lancer Park Advisory Board
    - 2. Longwood Village Advisory Board
    - 3. Longwood Landings Advisory Board
    - 4. Cox Advisory Board
    - 5. Cunninghams Advisory Board
    - 6. Wheeler Advisory Board
    - 7. Curry Advisory Board
    - 8. Frazer Advisory Board
    - 9. ARC Advisory Board
    - 10. Stubbs Advisory Board
    - 11. Collonades Advisory Board
  - iii. These boards will use the funds to program within their respective residence halls.
  - iv. The RCL Advisory Board must submit a budget and come before the SFC before additional funds can be considered.
- 5. EPAA – Educational Programming Appropriations Act
  - i. Each fiscal year, \$30,000 (\$15,000 per semester) shall be set aside from the Student Activities Fees for the purpose of educational programming relative to the mission of the Longwood University Student Government Association.
  - ii. This money shall be separate from all other funds including, but not limited to, any other monies withheld from the funds allocated for distribution by the SFC.
  - iii. In the event that the total amount of the money is not used in the Fall Semester, the remainder shall be released into the SFC account for allocation to other organizations.
  - iv. In order for EPAA funds to be allocated, an event must be sponsored by at least 3 different RSOs.

### C. ORGANIZATION FUNDING REQUIREMENTS

- 1. A representative of a registered student organization, hereafter RSO, must attend all meetings deemed mandatory by the Student Union and the SGA. It will be the responsibility of the person calling the meeting to inform RSO's of all meeting dates a minimum of 2 weeks in advance of the meeting.
- 2. A RSO must be registered with the Student Union office each semester. This form is due no later than September 24<sup>th</sup> of the Fall Semester and February 21<sup>st</sup> of the Spring Semester.
- 3. A RSO must have an SGA approved Constitution on file in the SGA office before submitting their budget packet.
- 4. A RSO must submit an up-to-date copy of its Student Activity Fees Fund Signature Authorization Form to the Student Activity Fees Accountant. The Student Activity Fees Accountant will keep a copy of this form for SGA and SAF Records.

5. A RSO must submit an active membership roster, via the ICS computer program, each semester. This roster is due no later than September 24<sup>th</sup> of the Fall Semester and February 21<sup>st</sup> of the Spring Semester. The roster must be submitted to and verified by the Historian.
6. A RSO must submit a Current Club Account Balance Form with any new allocation request, as well as with the end of the year budget packet, for the purpose of informing the SFC of its 0- account balance. This record must be submitted to and verified by the Auditor.
7. A RSO must be in good financial standing with the Audit/Oversight Committee. Any organization deemed to be in poor financial standing will be notified by the Treasurer and must attend a special hearing of the SFC.

#### D. POLICY AND PER DIEMS

1. No RSO shall receive more than 30% of the total operating budget.
  - i. If the budget for the next fiscal year has not been determined yet, it shall be based on the amount given to the SFC for the current fiscal year.
2. The following are Per Diems established by the SFC to help maintain efficient and even distribution of funds. Additional per diems can be added. Also the per diems listed can be overturned by the SFC with a 2/3 vote.
  - i. For Gas Reimbursement: The current Commonwealth of Virginia rate per mile will be given when exact mileage to and from a location is given.
  - ii. Publicity: \$10 will be given for general publicity needs (does not apply to Group 1 organizations)
  - iii. Bus Rental: The per diem used will be established by the price established by the University.

#### E. FUNDING REQUEST PROCESS

1. Annual Requests:
  - i. Budget Packet Guidelines
    1. Budgets are due by 10pm on February 28<sup>th</sup>.
    2. Meetings are at the Treasurer's discretion and fall under the Freedom of Information Act.
    3. The Treasurer will inform the RSO on the final approval, Senate approval, and Presidential Veto.
    4. Either the RSO President or Treasurer will be required to make personal presentations of budget not to exceed five minutes and answer all questions posed by the SFC.
    5. An electronic version of the budget, in Microsoft Excel format, and meeting all other stipulations given in the budget request packet must be submitted by the RSO to the Treasurer.
    6. Late budget will be subject to a 10% deduction for the next year.
  - ii. Allocations Process
    1. Hearings will begin after the February 28<sup>th</sup> deadline has passed.
    2. After all budgets have been heard, the Committee will prepare a budget allocation recommendation report for the Student Senate.
    3. The Committee will notify each organization of its final approval.
    4. The Treasurer may send an organization to the Audit/Oversight Committee for a hearing or a review at their discretion provided an audit has not been performed during that academic year.
    5. The SFC or the Senate, with a majority vote, can send an organization to have a review or a hearing with the Audit/Oversight Committee provided an audit has not been performed during that academic year.
  - iii. Appropriations

1. Appropriations cannot be made to an organization designated to be in bad financial standing by the Audit/Oversight Committee.
- iv. The Open Hearing
  1. Each RSO that has submitted a budget will be assigned a hearing open to the public, called an SFC meeting. All explanations and pleadings of the budget will be heard at this time.
  2. During the fiscal year budget hearings in the Spring Semester, the Committee will reserve the right to delay making decisions until all RSOs, which have submitted their budget request by the February 28<sup>th</sup> deadline, have been given the opportunity to explain and plead their budget.
  3. Only students of Longwood University can present budgets on behalf of their organization to the SFC. No advisor of any organization may present budgets or request funds.
- v. Appeals
  1. If an RSO or individual finds the budget recommendations unsatisfactory, an appeal may be filed. The appeal process can be found in Section J of these SFC bylaws.
- vi. Action of the Budget
  1. The SFC shall present recommendations to the Student Senate for approval.
  2. The Student Senate shall either approve as submitted or disapprove with specific recommendations for changes to be made. The SFC shall then reconvene, act on recommendation for the change, and resubmit the budget for approval.
  3. The Veto Process
    - a. See Section G of the SFC Bylaws
    - b. See Article VI, Section 1, Line 11 of the SGA Constitution
2. Requests made during the fiscal year
  - i. Any organization in good standing is allowed to make a request for additional funds throughout the fiscal year.
  - ii. The request must be made by no later than 24 hours before the SFC meeting as denoted in Section M of these bylaws. Exceptions to this rule are solely at the discretion of the Chair.
  - iii. This request should include the following (spreadsheets in Excel format are preferred):
    1. Current copy of the RSO's allocated funds for the year
    2. Current copy of the RSO's 0- balance sheet and any additional funds the RSO may have
    3. Copy of the request for more funds with specific amounts.
  - iv. The request and all information must be sent to the SGA Treasurer and is highly recommended to be copied to the Vice-Treasurer as well.
  - v. At least one representative of the organization with knowledge of the request should be present at the SFC meeting to answer any questions.
  - vi. The Committee will vote on the requested amounts with a majority required to send the request to the Senate for approval.
    1. If the request is denied by the SFC the RSO may submit an appeal following the process outlined in Section J of these bylaws.
  - vii. If the Committee approves the request it will be passed onto the SGA Senate for final approval at its next meeting.
  - viii. At least one representative of the organization with knowledge of the request should be present at the Senate meeting to answer any questions.
  - ix. If the SGA Senate approves the request for additional funds, only then will it be credited to the RSO's account.

1. If the request is denied by the Senate the RSO may submit an appeal following the process outlined in Section J of these bylaws.

## F. EXPECTATIONS AND LIMITATIONS OF THE SFC, THE AUDITOR, AND THE AUDIT/OVERSIGHT COMMITTEE

1. It will encourage economical and appropriate expenditure of the funds allocated to the various RSOs yearly.
2. It will require that uniform and accurate financial records be kept by all organizations, which receive allocations. All organizations receiving funds must be registered with the Office of the Student Union in order to be recognized by the SGA and Longwood University.
3. It will review and vote upon any RSO's request for an expenditure change in excess of \$500. Failure to request or report organizational expenditures may result in subsequent reductions by the Committee by the amount of the unauthorized expenditure.
4. The following shall not be appropriated from the SFC fund:
  - i. any monies requested by a closed organization
    1. a closed organization is defined as: any group that excludes any Longwood student as a member in its constitution and/or a group that uses ritual, for example all Greek organizations, and any religious group that denies a participant membership due their religion, as set forth by Article 3 Section 2 of this constitution.
  - ii. Funding of Scholarship
  - iii. Work Study Programs
  - iv. Gifts over \$25
  - v. Alcoholic Beverages
  - vi. Awards
  - vii. Organizations with four or less members
  - viii. Political or religious conventions and/or events
    1. Exceptions to this rule include:
      - a. Forums specifically designed to accommodate the discussion of dissenting opinions
      - b. Events that do not show favoritism towards specific beliefs
      - c. Rituals or music that teach by providing the student body access to new cultural experiences
      - d. Exceptions 1 through 3 must be open to the entire campus and be on campus (to allow for oversight)
      - e. The SFC will also be able to fund events that benefit students as students, such as lobbying intended to advance the interests of Longwood University or of college students in general.
  - ix. Speakers who are staff or faculty for Longwood University
  - x. Activities which are considered to be part of a student's normal expenses for attaining credit towards a degree
  - xi. Expenditures which should normal be funded by state appropriated tax dollars
  - xii. Travel where academic credit is given
  - xiii. If an organization has already made a commitment before funds are allocated.
  - xiv. T-Shirts by any other means other than a uniform (see Section D, 7)
  - xv. Late feeds due to lack of judgment on the organization
5. Conference Funding Guidelines
  - i. Except in unusual situations, RSOs will be considered for conference funding only once during the fiscal year (July 1 – June 30)
  - ii. Up to four students will be funded to attend the same conference, unless the SFC feels it is necessary to send more, or less, or the RSO proves a valid point. To

receive conference funding for more than four students will require a 2/3 vote of the SFC and approval of the SGA Treasurer.

- iii. Conference funding is intended to travel within the continental United States. The SFC is not permitted to approve funding for travel outside of this boundary. RSOs wishing to travel to Alaska, Hawaii, or to travel abroad must seek the approval of the Student Senate.
  - iv. Conference funding cannot be used for participants who wish to attend a conference as part of their job search or to undertake job interviews.
  - v. If you have received funding from another source or if you intend to apply to other sources for funding to cover any portion of travel or participation in this conference it must be documented in your request.
    1. For those events involving Group 2: Academic/Scholastic Organizations; a funding request to the appropriate department must be made first in order to be considered by the SFC for any additional funding.
6. Any RSOs requiring uniforms may only be allocated funds for such items once every three years. It will be left to the discretion of the SFC if apparel requests constitute a uniform. Exceptions may be given to Lancer Productions, Longwood Ambassadors, the Student Government Association (including both the Judicial and Honor Boards), Student Educators for Active Leadership (SEAL), and WMLU Remotes (excluding the rest of the station).

#### G. POWER OF THE LINE-ITEM VETO

1. The Treasurer will have the authority to use a line-item veto of any budget item approved by the SFC prior to its approval by the Student Senate.
2. Notification to the organization whose line item is being cut MUST be given at least 48 hours prior to the Senate meeting where the item is to be discussed. Notification must be made via email and a letter to their campus mailbox.
3. Failure to attempt to contact the organization will render the line-item veto void and allow for the discussion of the item at the meeting.
4. A RSO may appeal the veto via the process detailed in Section J of these bylaws.

#### H. DEFICITS

1. If, at the end of an academic year, a RSO shows a deficit in their account, a mandatory audit will be conducted by the SGA Auditor. The RSO will be placed on probationary status for the next academic year and may become subject to a reduction or cancellation of future funding pending the decision of the Audit and Oversight Committee.
2. If, during an academic year, an organization goes into debt their account will be frozen until the club establishes its financial viability as determined by the recommendation of the Audit and Oversight Committee.

#### I. AUDIT

1. Purpose – The purpose of an audit is to establish how an organization disburses its funds during the preceding fiscal year and to verify financial records. The audits will be performed on a fiscal basis (July 1<sup>st</sup> through June 30<sup>th</sup>).
2. If the Auditor deems it necessary to audit financial records from prior to this fiscal year, the Audit and Oversight Committee will bring the matter to a vote. In order for a more extended audit period to be established, 2/3 of the Committee must agree.
  - i. This is limited to the prior two years and the current fiscal year for a total of no more than three years.
3. When appearing before the Auditor and the Committee the RSO being audited must have a copy of their current operating budget, a copy of their 0- (school based deposit account for organizations) balance, and a copy of any other funds they may currently have. An inventory sheet of equipment, uniforms, etc may be requested though not required by the Auditor.

4. Misconduct:
  - i. When an organization is found responsible by the Committee of misconduct or misuse of any fiscal matter the board will take a vote to determine sanctions. This vote requires a 2/3 approval of the Committee.
    1. Sanctions for a FIRST offense can include but are not limited to:
      - a. 10% cut of the remaining funds for the year provided it does not put the organization into a deficit
      - b. 10% cut of requested funds for the following year
      - c. Monthly auditing of expenditures for the remainder of the year and/or the next fiscal year
    2. Sanctions for a SECOND offense must include mandatory monthly auditing for the remainder of this and the next fiscal year and can include but are not limited to:
      - a. Freezing of the organizations SFC funds for a period of up to 6 months. 0- funds are exempt from this.
      - b. Up to a 20% cut of the current budget provided it does not put the organization into a deficit.
      - c. Up to a 20% cut of the requested funds for the next fiscal year.
    3. The THIRD offense requires the organization to appear before both the Audit and Oversight Committee and the Student Senate. The Audit and Oversight Committee shall make a recommendation to the Senate as to the sanctions to be imposed. These sanctions can include but are not limited to:
      - a. Freezing of the organizations SFC budget for up to two years. 0- funds shall not be affected by this.
      - b. Suspension of the club or organization and all privileges associated with being a RSO.
      - c. Being referred to the Judicial and Honor Boards for the appropriate charges.

## J. APPEALS PROCESS

1. If a budget request is denied by the SFC, the following steps can be taken:
  - i. The RSO may appeal directly to the SGA Senate.
    1. The RSO must get the signature of at least 3 Senate members on the appeals form.
      - a. No Senator who signs may be a member of the organization appealing.
    2. The Appeals Form must be submitted to the SGA Vice-President in order to be placed on the agenda for the next Senate meeting.
    3. The RSO may state their case to the Senate via their organization head or their SGA liaison.
    4. The Senate will then vote on the matter and its decision is binding for the duration of the semester.
2. If a budget request is approved by the SFC but denied by the SGA Senate, the following steps can be taken:
  - i. The RSO may redraft and resubmit their request to the SGA Treasurer.
    1. If the SGA Treasurer feels that there is new information or new attempts at funding have been attempted, the RSO may come back to the SFC and begin the process again.
    2. If the SGA Treasurer does not feel there is any new information or reason to rehear the request, the request is denied.

## K. VICE-TREASURER

1. A Vice-Treasurer (VT) will be appointed to the SFC by the Treasurer. The VT will handle/oversee, along with the Secretary and Historian, all duties related to filing and maintaining accurate records for the Treasurer. The VT will function as the liaison between the Treasurer and the Audit and Oversight Committee. The VT will be able to hold SFC meetings in the event that the Treasurer cannot attend the meeting. The VT must obtain consent from the Treasurer in order to conduct such meetings.

#### L. RECORDS OF THE SFC

1. All records of the SFC must be kept for a period of no less than seven (7) years.
2. Records are open to inspection by the student body given at least 24 hours notice to the Treasurer, Vice-Treasurer, Auditor, or SGA President.

#### M. MEETINGS

1. Meetings are held every Thursday at 6pm at a place designated by the SGA Treasurer.
2. The Chair reserves the right to cancel any meeting for reasons of quorum, illness, or natural elements.
3. Meetings are subject to Robert's Rules of Order.
4. All meetings are open to the campus and community as a whole. Minutes will be posted on the SGA website once available.