

VIRGINIA COMMONWEALTH UNIVERSITY



SGA APPROPRIATIONS COMMITTEE BYLAWS 2008-2009

(Revised November 12, 2007)

Table of Contents

	Page
I. Appropriations Mission Statement	3
II. Rationale for Decisions of the Appropriations Committee	3
III. Conflict of Interest	4
IV. Who is Eligible for Funding	4
V. What is Eligible for Funding	5
VI. When are Funds Allocated	9
VII. Procedure for Requesting Funds	10
VIII. Procedure after Allocation	11
IX. Spending Funds	13
X. Freezing of Funds	13
XI. Miscellaneous	
A. Banking	14
B. End of the Semester account balances	14
C. Revenue generation using Student Activity Fees	14
D. Communication with other boards, committees, and organizations	15
E. Recognition of use of Student Activity Fees	15
F. Inventory Reports	15
XII. Revision of Bylaws	15
XIII. General Responsibilities of the Committee	15
XIV. Student Organization Financial Office for Student Organizations	16
Appendix A: Appropriations Committee Meeting Rules	18
Appendix B: Violations Procedures	19
Appendix C: Standard Appropriations Procedures	20
Appendix D: Limited Supplemental Funding Request Forms (Examples)	22

VIRGINIA COMMONWEALTH UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION - MONROE PARK CAMPUS
APPROPRIATIONS BYLAWS
Updated 1/27/06

I. APPROPRIATIONS COMMITTEE MISSION STATEMENT

The Appropriations Committee was established by the Virginia Commonwealth University Student Government Association for the Monroe Park Campus for these purposes:

- A. To allocate thirty-four percent of the Student Activity Fee on the Monroe Park Campus to the Student Government Association, its sub-committees, the SGA Joint Committee, and other eligible registered student organizations. The allocations will be made with full consideration to the diverse needs of the students on the Monroe Park Campus.
- B. To recommend changes in the amount of the Student Activity Fee.
- C. To coordinate the activities of the Student Organization Financial Office for Student Organizations regarding the disbursement of the Student Activity Fee and to receive regular reports from the Student Organization Financial Office regarding collections and disbursements. The Student Organization Financial Office will also ensure that Student Activity Fee funds are dispersed only for those purposes and amounts as approved by the Appropriations Committee or other umbrella organization authorized to allocate funds.
- D. To report to the Student Senate regarding the allocation of the Student Activity Fee.
- E. To receive reports on the status of current allocations and balances available and other matters requiring the attention of the Committee from the Student Organization Financial Office at regularly scheduled meeting of the Appropriations Committee.
- F. To maintain a reserve account of approximately \$30,000 which is to be allocated by the Appropriations Committee to cover the costs of emergency expenses of an unforeseeable nature and which meet the criteria specified in "Rationale for Decisions" in Section II below.

II. PROCEDURES FOR DECISIONS OF THE APPROPRIATIONS COMMITTEE

The Appropriations Committee Guidelines comply with VCU Policies. All Appropriations Committee Decisions shall strictly follow VCU Policies. No student organization shall receive funding for events, activities, travel, t-shirts, equipment, etc., that do not adhere to VCU Policies and/or Virginia state regulations/guidelines. For a complete list of VCU Policies, refer to <http://www.students.vcu.edu/dsa/dsapolicies.html>. In determining the allocation of the Student Activity Fee, the Appropriations Committee will observe the following rationale for its decisions:

- A. The Appropriations Committee will allocate funds so as to reflect the diverse needs and interests of the student population by attempting to fund a wide variety of activities and programs which will benefit the greatest number of students.
 1. All eligible student organizations, regardless of the size of their membership, are eligible to request funding for their programs and activities. However, groups with small numbers of student members which request large allocations intended for the primary benefit of the group membership may not meet the criteria of benefiting the greatest number of students. Requests for funding will receive a fair and open hearing, with student representatives from the

requesting organization being given an opportunity to present and explain their requests to the Appropriations Committee.

- B. Appropriations Committee requires that student organizations submit an electronic copy of their budget to the Student Organization Financial Office [SOFS@vcu.edu] by the appropriations committee deadlines. These requests are approved during the course of the Spring Semester in order to provide organizations with an opportunity to plan for events and activities to be held in the following academic year, and to ensure that adequate funds are available.
- C. Decisions on allocations of funds involve an element of judgment on the part of the members of the Appropriations Committee. The Committee members are committed to making such judgments primarily on the basis of the following criteria:
 - 1. to recognize the diverse needs of the student body
 - 2. to spread the benefit of the funds to the largest number of students
 - 3. to promote Virginia Commonwealth University
 - 4. to render funding decisions in a fair and objective manner

III. CONFLICT OF INTEREST

- A. If committee members feel they have a conflict of interest that interferes with their ability to make a fair and objective decision, they should recuse themselves.
- B. No organization shall present gifts, money, or food to committee members with the intent of bribing or unjustly influencing their vote. The intent of the organization in question shall be determined by the Chair.

IV. FUNDING ELIGIBILITY

The Appropriations Committee will consider budget requests for allocations of the Student Activity Fee from only the following groups:

- A. The Student Government Association and all Monroe Park Campus student organizations, which are registered with the Student Organization Service Center.
 - 1. Notwithstanding any other provision of these Appropriations Committee Guidelines, no student organization shall be deemed ineligible for funding on the grounds that the ideas or viewpoints expressed or advocated by such group are religious in nature or because such group primarily promotes or manifests a particular belief(s) in or about a deity or ultimate reality.
 - 2. Any newly registered student organization or any student organization that has been inactive for one year or more must have been registered for three full months before becoming eligible to request funds. Any registered student organization that receives funding during the Spring for the following academic year and fails to re-register with the Student Organization Service Center by the specified deadline the following Fall forfeits the allocation and will not be eligible to request funding again until registration has been current for three full months.
 - 3. Eligibility of funding is contingent on fulfillment of the Presidential Roundtable requirements. (As stated in Appendix C)
 - 4. The Appropriations Committee shall not fund publications which can be reasonably determined to promote religious practices or partisan political activity.

5. No funding shall be provided when it directly contributes to the membership recruitment and closed operations of social fraternities and sororities or other organizations which have discriminatory or restrictive membership practices, ex. team tryouts.
- B. All standing SGA Senate, Executive and Judicial committees will submit budget requests to the Appropriations Committee and allocations will be made in accordance with its established guidelines.
1. All SGA standing accounts are permitted line item changes in the amount of \$1000 per semester to either (a) other existing line items or (b) to new line items that are permitted within Appropriations Committee Guidelines. All line item changes greater than \$1000 must be approved by the Appropriations Committee.
 2. The budget for the Appropriations Committee, as one of the standing SGA Senate committees shall not exceed more than 1% of the total pool of dollars allocated by the Appropriations Committee unless approved by the SGA Joint Committee.

V. WHAT IS ELIGIBLE FOR FUNDING

- A. In general, only the following items and activities may be funded by the Appropriations Committee: (NOTE: This is interpreted to mean that the following items are "eligible" to be funded, not guaranteed of funding.) When the cost of a single line item is \$500 or more, a copy of documentation of the cost must be submitted electronically along with the budget request.
- Note: As a result of the time requirements for such details as approval of contracts (for performers, speakers, etc.), and processing purchase orders for payment, the Appropriations Committee will not consider any budget requests any less than six weeks prior to any activity involving contract approval or other purchases requiring competitive bids. The six week period will begin at the time the group presents its budget request to the Committee. Once notified of an allocation on the Wednesday following the Friday meeting of the Committee, the organization must submit the detailed information required for the contract or competitive bid to the Student Organization Financial Office within ten calendar days from the date of notification. Failure to observe the ten day period may result in a forfeiture of the funding for the contract or competitive bid; this is to be exercised at the discretion of the Appropriations Chair upon consultation with the Student Organization Financial Office. It is recommended, therefore, that budget requests be submitted eight weeks prior to the need for funds.
1. Fees for speakers, bands and other performing artists and reasonable expenses related to their appearances on campus must be all inclusive. (e.g., travel or lodging)
 - 1.1 Fees must be demonstrated to be reasonable and in keeping with the level of fee recently charged by the speaker or performer. When the cost of a speaker, performer, band, DJ, etc. is **\$500** or more, documentation of the cost must be electronically submitted at the time of the budget request. For annual budgets, honorariums without a chosen speaker, with costs exceeding **\$500** can receive tentative approval. Funding will be released, once the chosen performer is approved.
 - 1.2. The maximum for any one speaker, band, etc per semester will be \$4000
 2. Equipment [including uniforms and costumes]
 - 2.1. Organizations receiving allocations for equipment must maintain and present an updated inventory of that equipment during each budget hearing. These inventory reports must be submitted to the Appropriations Committee prior to receiving any funding.
 - 2.2. Organizations requesting funding for equipment should bring with them an accounting of the use and current status of all previously funded equipment.

- 2.3. Only uniforms or costumes that are reusable from year to year will be funded. Individualized uniforms (those with names appearing on them) may be funded if they are a requirement for participation. Documentation of any such requirement must be submitted at the time of the budget request.
3. Materials and supplies needed for speakers, bands, and performing artists.
 - 3.1. Includes decorations (only if an itemized list is presented), rental of items such as stages, lights, piano, etc. Any expense over \$100 must be itemized and submitted at the time of the budget request.
4. Advertisement and publicity
 - 4.1. On-campus advertisement is encouraged.
 - 4.2. All organizations must use the copy machine in the student organization area for minor copying. Note that all registered student organizations are eligible for 150 free copies per month through the SOSC office.
 - 4.3. A maximum of \$500 per semester may be granted.
5. The Appropriations Committee will consider one banquet each year for an organization. The organization must submit documentation addressing the purpose of the banquet and a detailed listing of banquet costs, including food. Qualification as a banquet is to be determined by the Appropriations Committee upon review of the organization's presentation.
6. Food for receptions following appearances by speakers, performers, and other events and programs
 - 6.1. The event preceding the reception must be open to all Monroe Park Campus students.
 - 6.2. The reception must be open to all Monroe Park Campus Students.
 - 6.3. The event must be publicized throughout the Monroe Park Campus.
 - 6.4. Refreshments funded by the committee must be non-alcoholic.
 - 6.5. Consideration will be given to the nature of the event and the event's length and attendance.
7. Food for general meetings
 - 7.1. Meetings and organizational functions in which funding has been provided from student activity fees must be open to all Monroe Park Campus Students.
 - 7.2. Funding requests will be considered, not guaranteed, up to a maximum of \$100 per semester.
8. Student travel to conventions, conferences, seminars, and all other non-competitive events, registration fees, hotel, and transportation. [Note: All students who travel should read the handout "Information for Students Who Travel."] In making decisions regarding funding for travel, the Appropriations Committee will use the following criteria:
 - 8.1. Travel for which academic credit is given will not be funded.
 - 8.2. All students who are funded for travel must have a 2.25 accumulative grade point average.
 - 8.3. Funding will be considered only for those students who have at least one full semester remaining before graduation.
 - 8.4. The committee will fund up to two people for a maximum of two conventions, conferences or seminars in one academic year.
 - 8.5. The committee will fund up to 90% of travel expenses based on documentation presented.
 - 8.6. Documentation for cost of travel related expenditures will be required at time of request. All travel funding will be appropriated in accordance with the state travel guidelines.

- 8.7. International travel will be funded at no more than 30 % of documented expenses.
9. Student travel to competitive events, registration fees, hotel, and transportation. [Note: All students who travel should read the handout "Information for Students Who Travel."] In making decisions regarding funding for travel, the Appropriations Committee will use the following criteria:
 - 9.1. Travel for which academic credit is given will not be funded.
 - 9.2. All students who are funded for travel must have a 2.25 accumulative grade point average.
 - 9.3. The committee will fund up to two non local events per semester.
 - 9.4. The committee will fund up to 90% of travel expenses based on documentation presented.
 - 9.5. Documentation for cost of travel related expenditures will be required at time of request. All travel funding will be appropriated in accordance with the state travel guidelines.
 - 9.6. International travel will be funded at no more than 30 % of documented expenses.
10. Dues
 - 10.1 In most instances, non-discriminatory organizational dues will be considered.
11. T-Shirts: funding subject to the following conditions and limitations:
 - 11.1 T-Shirts will be funded only one time per academic year for any organization up to a limit of \$250 per organization.
 - 11.2 The letters "VCU" or the name "Virginia Commonwealth University" must be clearly visible on all T-shirts. A design for the T-shirt must be submitted at the time funding is requested.
 - 11.3 Organizations may not transfer funds from other line items into a line for T-Shirts.
12. Awards, recognition certificates, plaques, trophies and other student awards may be funded up to a limit of \$300 per organization per academic year.
13. The Appropriations Committee will fund the operating costs for administering the Student Activity Fee
- B. In preparing requests, organizations should consider such issues as:
 1. Will the activity benefit a large number of VCU students, or only a few who are members of the organization?
 2. Is another organization conducting the same kind of function or activity?
 3. Is the organization capable of doing what is requested as demonstrated by a history of successfully conducting similar events?
 4. Are there other organizations or committees of the SGA which could help with the proposed activity, through co-funding, co-sponsorship, or providing advice and assistance?
 5. How does the proposed activity meet the diverse needs of VCU students?
- C. The Appropriations Committee will not fund the following:
 1. In most instances, any event, with total line items in excess of \$1000 that is scheduled less than 4 weeks from date of initial presentation to the Appropriations Committee. (Also see Section V. A. for an important note with regards to contract approval).
 2. Office rental, office supplies, letterhead stationery, telephones, office equipment, except for SGA and its standing committees, and all other governing bodies.
 3. Individual membership dues will not be funded.

4. School or departmental activities, such as costs for instruction, faculty salaries, or any other function which is normally funded through state allocations.
5. Activities which are considered to be a part of a student's normal expenses for attaining credit toward a degree.
6. Capital outlay expenditures which should normally be funded by state appropriated tax dollars.
7. Student salaries or stipends, unless approved by the SGA Student Senate.
8. Travel where academic credit is given.
9. Any fee, deemed to be the fault of a student organization, that results from failure to pay an invoice in a timely manner or an additional charge imposed for failing to meet a payment deadline.
10. If an organization has already made a commitment (e.g., signed a contract, traveled, and incurred the expense) prior to requesting funding, the request will not be considered and will not be funded.
11. Supplemental or additional conference costs not included in regular registration fees, such as, but not limited to, pre- or post-conference charges, side trips, additional meals, etc.
12. The purchase of alcoholic beverages.
13. Off campus social activities that do not benefit a large number of students or meet the diverse needs of VCU Students.
 Note: The Appropriations Committee will consider several criteria in determining the benefit of an off campus meeting location, including but not limited to:
 - 13.1 Space availability in VCU facilities
 - 13.2 The size of the event funds are being requested for
 - 13.3 Reasonable accessibility to a large number of Monroe Park Campus students
 - 13.4 The nature of the event.
14. Religious ceremonies
15. Political electioneering
16. Activities that would jeopardize the University's tax exempt status
17. Direct philanthropic contributions, or direct financial contributions to any enterprise.
 - 17.1 Indirect logistical costs over \$4000.00 per semester

VI. WHEN ARE FUNDS ALLOCATED

Funds may be allocated by the SGA Appropriations Committee two different ways. Each way has specific requirements of time and/or items for funding requests.

A. Annual Funding:

1. The Appropriations committee will set aside up to 90% of the Student Activity fee before allocating any annual budgets for this purpose of annual funding.
2. All budgets for existing student organizations will be heard in an annual process.
3. The annual process will occur during the spring semester of every academic year.
4. All annual budgets must be submitted electronically to the Fiscal Manager by the final business day in January with a detailed portfolio of requests.
5. The Chair of Appropriations will then set the agenda for the months of February and March in a first come first serve process.
6. Student organizations will be scheduled to make a 10 minute presentation to the Appropriations Committee, in which only one members (an officer) of the student organization must be present.

7. No annual budgets will be heard for existing eligible groups outside the designated time during the spring semester.
8. Annual funding will be comprised of three types of funding; operational, event/activity, and travel.
 - Operational funding: this funding may only include requests pertaining to items that are necessary for an organization's day to day functions. For example, this may include food for meetings, t-shirts, publicity, and awards.
 - Event/Activity funding: this funding may only include requests pertaining to items that are necessary to successfully organize and produce an event. For example, this may include refreshments, security, A/V tech fees, performer fees, facility expenses, publicity for the event, and other fees specific to the event.
 - Travel: this funding is specifically for any travel the organization or any of its members will take part in specific to the purpose of their organization. This may only include registration fees, hotel accommodations and transportation fare.

B. Limited Supplemental Funding

1. The Appropriations committee will set aside at least 10% (if funds set aside for Annual Budgets are left then they are added to the base of 10%) of the Student Activity Fee before allocating any annual budgets. This is for organizational funding to be requested in the fall and spring of the following academic year. These funds will be dispersed by priority distribution. The priority distribution will be limited to new student organizations and those coming off a provisional period. Other student organizations are entitled to request and present only three supplemental budgets during an Academic year, not exceeding more than two a semester.
2. An organization may submit request for supplemental funding at any time during the year pending that there is sufficient amount left to fund the request.
3. Student organizations will be scheduled to make a 10 minute presentation to the Appropriations Committee, in which only one member (an officer) of the student organization must be present.
4. Limited supplemental funding will be comprised of three types of funding; start-up, event/activity and travel (See Appendix D). Each type of funding category constitutes one funding request.
 - Start-up funding: this type of funding is identical to the funding that can be provided in the annual operational funding in that requests can be made pertaining to items that are necessary for an organization's day to day function. For example, this may include food for meetings, t-shirts, publicity, and awards. *However, this type of funding is limited to only new organizations and organizations coming off a provisional period.*
 - Event/Activity funding: this funding may only include requests pertaining to items that are necessary to successfully organize and produce an event. For example, this may include refreshments, security, AV tech fees, performer fees, facility expense, publicity for the event, and other fees specific to the event.
 - Travel: this funding is specifically for any travel the organization or any if its members will take part in specific to the purpose of their organization. This may only include registration fees, hotel accommodations and transportation fare.

NO student organization may submit additional budgets other than their one annual budget (or start up budget) and up to two supplemental budgets for unforeseen events and/or travel.

C. Appeals:

1. All student organizations are entitled to 1 appeal to the Appropriations Committee during Annual Budgeting. However in considering an appeal, the Chair and Vice Chair of the Appropriations Committee shall consider only the following issues:
 - 1.1. Whether the original board's process was conducted fairly and in accordance with prescribed procedures.
 - 1.2. Whether there is new evidence or relevant information not available at the time of the original hearing that, if consequential, shall result in a remanding of the case to the original board.
 - 1.3. Whether the original decision is supported by substantial evidence.
 - 1.4. Whether the University regulations alleged to have been violated were properly interpreted or applied by the original board.
2. During Annual Budgets (and for Start-Up Budgets) organizations are given seven calendar days (for breaks 5 scholastic days) to appeal committee decisions. The Appeals Procedure is spelled out in Appendix C.

VII. PROCEDURE FOR REQUESTING STUDENT ACTIVITY FEE FUNDS

- A. All organizations submitting budget requests must have two student representatives attend a Budget Preparation Workshop and a Spending Workshop. These workshops are offered on a frequent basis and a current schedule can be obtained from the Student Organization Financial Office. On-line registration is available on the Student Organization web site.
- B. All student organizations submitting budget requests must have a student representative attend meetings of the Presidential Roundtable, with only one absence per semester.
- C. All budget requests must be submitted on the "SGA Appropriations Committee Request Form," which is available on the Web at <http://www.students.vcu.edu/commons/activities/finance/index>. All of the information requested on this form must be provided.
 1. Budgets not in proper form will not be considered.
 2. The form must be submitted electronically to the Student Organization Financial Office, unless an exception has been approved by the Business Office.
 3. Budget request forms must be submitted by 12 Noon two days prior to the regularly scheduled Appropriations Committee meeting (see note). Organizations submitting requests for equipment should note the requirement for an inventory report in Section V.A.2 and Section XI.F of these guidelines.
 - Note: The Appropriations Committee will limit the number of requests that are reviewed at each regularly scheduled meeting. Limited time will be allocated for each budget presentation. The Student Organization Financial Office will advise the Chair to in the order of which the budgets were received.
 4. No more than three student representatives from the organization must be present at the Appropriations Committee meeting to present the request and respond to questions.
 - 4.1. In general, organization representatives should be prepared to provide the following kinds of information: purpose of the organization, number of student and non-student members, history of membership growth, amount of funding generated by the organization through dues or fund raising activities, history and success of the previous activities of the organization, and any other information that would be helpful to the Appropriations Committee in determining whether or not the expenditure of funds will meet the Rationale for Decisions as described in Section II above.

5. Groups absent from their scheduled budget presentation may be eligible for rescheduling by determination of the Chair and Vice-Chair.
6. Requests for funding must be identified as being for either the Fall or Spring Semester, and must be given in priority order, with activities deemed of a high priority by the organization listed first, followed by activities which have a lower priority.
7. Once the request form is submitted, deletions and line item changes can be submitted at the budget hearings. However, the Appropriations Committee reserves the right to accept or reject changes to any request.

VIII. AFTER AN ALLOCATION HAS BEEN MADE TO AN ORGANIZATION

- A. Approval of an allocation of the Student Activity Fee by the Appropriations Committee means that these funds will be available to the organization at the beginning of the semester for which the funds were approved. The allocation does not constitute authority to commit funds prior to the beginning of the semester for which the funds were allocated unless approved by the Appropriations Committee in advance.
 1. For example, signing a contract for an appearance by a speaker or other performing artist in April for an appearance on campus the following Fall Semester is permitted, providing it is approved in advance.
- B. In allocating funding, it is the assumption of the Appropriations Committee that the funds will be spent in the amounts specified and for the purposes specifically approved in the budget. It is recognized, however, that it may be difficult to accurately estimate all costs for all items in the budget. For this reason, the Appropriations Committee will permit organizations the flexibility to move funds, up to a limit of \$500 per Semester, from one approved line item to another approved line item (\$1000 per semester for SGA accounts).
 1. For example, if printing for flyers and an honorarium for a speaker were both approved line items, funds could be switched between these two lines up to a maximum of \$500
 2. Funds can be moved between approved line items only. No new line items can be created, without Appropriations Committee approval. The Appropriations Committee will not honor requests for payment for line items which have not been approved. The organization incurring such debts will be responsible for the payment from sources other than Student Activity Fees.
 3. The Appropriations Committee reserves the right to review all line item changes and to disapprove any.
 4. All line item changes must be submitted on a line item change form to the Student Organization Financial Services office.
 5. Organizations needing to move more than \$500 between line items, or needing to create a new line item using existing funds, should make this request to the Appropriations Committee through the Student Organization Financial Services office.
 6. Upon receiving a request for a line item change, the Chair of the Appropriations Committee, with the approval of the Vice-Chair of the Appropriations Committee, shall have the option of accepting the line item change request for consideration by the full Committee.
- C. All Student Activity Fee allocations must be maintained in a university account which is administered by the Student Organization Financial Office for Student Organizations.
- D. Any organization receiving an allocation of the Student Activity Fee for an event totaling over \$1000 must note on all publicity that the event or activity is funded fully or in part by the Student Activity Fee.

- E. Any profit resulting as a result of activities funded, in total or in part, from Student Activity Fees shall be considered funds for sole use and application by the organization. These funds must be maintained in a university account which is administered by the Student Organization Financial Office for Student Organizations. However, the sum of funding from Student Activity Fees used to generate the profit shall be returned to the SGA account for subsequent distribution.
- F. Any organization spending less than 10% of its fall allocation by the first day of the spring term, not withstanding filed Line Item Changes or other actions, shall forfeit the remaining fall allocation.

IX. SPENDING AN APPROVED ALLOCATION

- A. Purchases must be made with approved requisition forms obtained from the Student Organization Financial Office for Student Organizations. Organizations and committees must check with the Student Organization Financial Office to learn which specific items require a requisition form. When invoices are received, they should be submitted to the Student Organization Financial Office's office. Organizations or committees which do not follow these procedures will be liable for all expenditures.
- B. All payments are made by the University Accounting Office directly to vendors, and no payments will be made without supporting documentation in the form of receipts, invoices, etc. No cash payments may be made.
- C. The president and/or treasurer of each organization are required to provide the Student Organization Financial Office with a signature specimen card as a means of authenticating all requests. All individuals authorized to spend against an account must receive training at scheduled workshops from the Student Organization Financial Office on all current policies and procedures for usage before they are eligible to access funds. If training has not been received, no expenditures will be permitted. Training workshops for spending funds are scheduled primarily in September but also throughout the academic year. See the Business Office for Student Organizations for a complete schedule.
- D. Timelines that are required for various types of financial processing must be adhered to or processing may not occur.
- E. State regulations require that all procurements for goods and all procurements for services in excess of \$5000 must be competitively bid and documentation must be submitted with the request for purchase.

X. FREEZING OF FUNDS

- A. The Appropriations Committee has authorized the Student Organization Financial Office with approval of the Appropriations Chair, to freeze the funds (i.e., authorize no expenditures for any reason) of any organization or committee that has received an allocation if that organization or committee fails to accomplish any one of the following:
 - 1. Observe the procedures of the "Appropriations Committee Guidelines."
 - 2. Observe the procedures and provisions of the "Policies and Information for Registered Organizations on the Monroe Park Campus of Virginia Commonwealth University."
- B. The organization account in question will be frozen to guard against further inappropriate expenditures. An audit of the account will be conducted to determine the account balance and whether or not there have been any inappropriate expenditures.

1. If the charges stemming from the investigation are found to be of a serious nature, all information will be turned over to the Dean of Student Affairs for action at the university level or through criminal charges as appropriate.
- C. The Student Organization Financial Office will communicate the results of the audit and the reasons for freezing the account to the organization president and faculty advisor, and to the Appropriations Committee at its next regularly scheduled meeting.
- D. If the organization is able to resolve the issues which caused the account to be frozen in a satisfactory manner with the Student Organization Financial Office, the Student Organization Financial Office will release the account.
- E. If the organization wishes to appeal the freezing of its account, it should request to be placed on the agenda of the Appropriations Committee by contacting the Student Organization Financial Office.
- F. In considering an appeal, the Appropriations Committee may take a variety of actions, such as, but not limited to removing the freeze, removing the freeze with conditions, imposing restrictions on future allocations or organization members authorized to conduct transactions, and so on.
- G. Organizations and committees receiving funding should be aware that the University Accounting Office may also freeze funds if improper use is discovered without the knowledge of the Appropriations Committee. The University Accounting Office is not bound by these Appropriations Committee Guidelines.

XI. MISCELLANEOUS

A. Banking

1. Although organizations funded by the Appropriations Committee are required to maintain these funds in a university account, each organization is also responsible for maintaining its own financial records. Whenever activities are conducted which have been funded fully or in part by Student Activity Fee, the revenue from such activities must be submitted to the Student Organization Financial Office of Student Organization Accounts the next business day following the activity to be deposited in a university account. When making a deposit, a deposit form (available from the Student Organization Financial Office's office) should be completed. This requirement is applicable for all generated revenue from allocations made by either the Appropriations Committee or the SMC.

B. End of Semester Account Balances

1. All allocations funded by the Appropriations Committee are for a given semester. Organizations may retain unspent Fall allocations for Spring Semester (with the exception of Section VIII, F.) spending for the same purposes as previously approved, except for travel line items. If the Manager should determine that a request to use funds carried forward from Fall to Spring is not for the same purpose as originally approved, the request will be placed on the agenda of the Appropriations Committee for a decision. All unspent allocations remaining in organization accounts at the end of the Spring Semester are automatically returned to the Appropriations Committee for reallocation.
2. All organizations, committees, and groups having deficit balances at the end of the previous period will have the amount of their deficit automatically deducted from their current allocations, and will be notified in writing by the Student Organization Financial Office.

C. Revenue Generation Using Student Activity Fee funds

All registered student organizations which plan to generate revenue on an activity must schedule arrangements for ticket sales through the Student Organization Financial Office for Student Organizations.

1. Use of generated revenue funds must be documented and transmitted to the Student Organization Financial Office for audit purposes.
2. Wages for the cashier and a ticket handling fee will be deducted from gross sales or if necessary, the student organization account. (Individual cost and hours will be discussed and agreed to prior to the event.)
3. All unspent generated revenue funds will revert to the year-end rollover funds of the organization at the end of the academic year, to be subsequently used at the organization's discretion.

D. Communication With Other Boards, Committees, and Organizations

The Appropriations Committee is committed to the notion of open and honest communication of deadlines, requests for information, and other related information to all other boards, committees, and organizations. The Committee will make every reasonable attempt to publicize its deadlines and to maintain open channels of communication with other boards, committees, and organizations.

E. Recognition of Use of Student Activity Fees

1. All student organizations, which are funded by the Appropriations Committee must state on all printed materials and advertisements, that the event was "Partially funded by Student Activities Fee."

F. Inventory Reports

Each organization must complete an inventory of all of its equipment, costumes, instruments, books, movies, etc. and any other reusable items which have been purchased fully or partially with Student Activity Fees. Inventory report forms are obtainable from and must be submitted to the Student Organization Financial Office for Student Organizations. Annual budgets will not be considered without the completed inventory report.

Organizations should consult with the Student Organization Financial Office regarding proper procedures for disposing of property which is worn out or no longer usable. Each year, a copy of the inventory must be filed with the Student Organization Financial Office for audit purposes.

XII. REVISIONS TO APPROPRIATIONS COMMITTEE BYLAWS

The Appropriations Committee reserves the right to revise these bylaws at any time deemed necessary as a result of changes in needs or conditions which require such changes. The Committee welcomes suggestions and recommendations for changes in the document from all interested persons and organizations. All changes must be submitted to the Chair of the Senate to be submitted for approval by the Senate of the VCU Student Government Association on the Monroe Park Campus for approval.

XIII. GENERAL RESPONSIBILITIES OF APPROPRIATIONS COMMITTEE MEMBERS

- A. To attend all meetings of the Appropriations Committee and to participate actively in discussions and decisions unless in conflict with Section III.
1. An at-large member of the Appropriations Committee having more than one (1) unexcused absence and/or more than three (3) total absences during a semester will be dropped from the Committee.

2. Appropriations Committee members must notify the Appropriations Committee Chair or Vice-Chair prior to any unattended committee meeting to prevent an unexcused absence.
- B. To complete a Personal Data Form listing all clubs and/or organizations of which he/she is a member, specifying those in which an office is held, regardless of the status of the club or organization with the Student Organization Service Center.
- C. The Chair of the Appropriations Committee must correspond with the Executive Director of University Relations and the Student Organization Financial Office in order to ensure that all registered student organizations have met all funding requirements. (See Section IV)

XIV. THE FISCAL MANAGER FOR STUDENT ORGANIZATIONS

The Fiscal Manager for Student Organizations provides service, guidance and supervisory functions with regard to the management of Student Activity Fee as follows:

- A. Service Functions
 1. To assist in the preparation and dissemination of relevant financial policies and procedures to all student organizations.
 2. To attend Appropriations Committee hearings and meetings. To attend meetings of the SGA Joint Committee, Programming Commission, SAAC and SMC when budget allocations or issues are to be discussed.
 3. To maintain liaison with the financial operations offices within the University.
 4. To reconcile ledger accounts with the University records and, when necessary, correct errors and inaccuracies.
 5. To serve as a resource person and facilitator in the procurement of services and products either on or off-campus.
 6. To attend meetings of other committees to provide financial information regarding Student Activity Fee when requested.
 7. To maintain files of current minutes and activities of the Appropriations Committee.
 8. To submit monthly reports to the Appropriations Committee.
 9. To carry out additional tasks as assigned by the Appropriations Committee.
 10. To schedule meetings of the Appropriations Committee and assist in the training and orientation of new committee members.
- B. Guidance Functions
 1. To assist with the orientation of student organization officers, especially Treasurers, with proper bookkeeping and accounting procedures.
 2. To assist with the development of attitudes for financial integrity and responsibility, with emphasis on accountability.
 3. To provide information regarding the Student Activity Fee to student organizations at organization meetings when requested.
- C. Supervisory Functions
 1. To maintain current and accurate ledger of accounts for all registered student organizations receiving allocations of Student Activity Fees.
 2. To provide budgetary guidance and control, including freezing of organization funds as provided in Section X.A.
 3. To authorize requests for payment when properly documented and authorized in a budget approved by the Appropriations Committee, the Programming Commission, SAAC or the SMC.

4. To provide inventory and property control functions for organizations, which have purchased materials with Student Activity Fees.

D. Employment of the Fiscal Manager for Student Organizations

In the event the Fiscal Manager for Student Organizations is to be employed, a selection committee shall be formed comprised of the following individuals: the Chair of the Programming Commission, the Chair of the Student Activities Advisory Commission, the Chair of the Appropriations Committee, an At-Large SGA Senator, the Chair of the Student Media Commission, the Director of USC&A designee, the Supervisor of the Student Organization Financial Office and the Advisor to the Appropriations Committee.

Approved by the SGA Senate: 11/12/07

Approved by the Appropriations Committee: 10/25/96, 4/18/97, 4/10/98, 2/1/99, 4/21/00, 2/9/01, 2/16/01, 4/12/02, 2/27/04, 1/27/06, 11/09/07

APPENDIX A
APPROPRIATIONS COMMITTEE MEETING RULES

1. The Chair of the Appropriations Committee shall preside over the meetings of the committee.
2. Two-thirds of the sitting committee shall comprise a quorum and shall be empowered to conduct the normal business of the committee.
3. Members wishing to address other members of the committee or organizations appearing before the committee shall ~~raise their hands and~~ wait to be recognized by the Chair.
4. Questions asked of the organization before the committee shall only be those necessary to determine the need and validity of the funding request. Personal comments or personal valuations of funding requests by committee members will not be made to the requesting organization.
5. The business of the committee shall be decided by: a motion - a second for the motion - discussion - a formal call to vote - and approval by a majority vote of the members present.
6. Each member of the committee shall make a personal decision whether or not to abstain from voting and discussion on a funding request.
7. Each person present at the committee meetings shall demonstrate courtesy and consideration for the rights of all other people present at the meeting.
8. No profanity will be permitted during the committee meeting.
9. Members are expected to participate fully at each meeting. Members not present during meetings will be considered absent. It will be left to the discretion of the Chair to determine exceptions.
10. The Appropriations Committee reserves the right to initiate impeachment proceedings by 2/3 majority vote when it deems appropriate.
11. At the request of a majority of Committee members, the Appropriations Committee shall use written ballots to ensure confidentiality.

APPENDIX B VIOLATIONS PROCEDURES

Procedures commence when a member of the committee poses a challenge to another member, based on acts which are not in the best interests of the student body and/or in violation of Committee Guidelines.

A. The challenging member can chose from two routes of action:

1. Seek a letter of censure

- This letter will publicly condemn the actions of the offending committee member. This letter must be read to full Senate at its next meeting, and will be recorded in committee records.
- The letter must be approved by a majority of the committee present at the date of censure before it is made public.
- Should a member challenge another member, and the offender has already been issued two letters of censure, proceedings for impeachment will automatically commence.

2. Seek Impeachment

- This more serious action shall immediately remove the offending committee member from the committee.

B. Either of these actions must be approved by a 2/3 majority of the committee.

APPENDIX C
APPROPRIATIONS PROCEDURES

I. BEFORE PRESENTING

- A. A student organization forms and has student representatives attend budget, spending and reservations workshops.
- B. A probationary period of 90 must pass before the organization is eligible to request funds.
- C. The organization must also attend 2 out of three presidential roundtables. If the organization does not perform this, then their budget must be cleared by the Executive Director and the Director of Financial Affairs (Chair of Appropriations) in order to be able to request funds.

II. MAKING AND PRESENTING A BUDGET

- A. The organization makes and presents a budget in compliance with the Appropriations Bylaws.
- B. The Appropriations Committee discusses and makes a decision.

III. APPEAL

- A. The organization is contacted by the Student Organization Financial Services Office with the Appropriations Committee's decision.
- B. If the organization meets the requirements as stated in VI, it has the chance to appeal the Appropriations Committee decision; even then appeals may only be heard if the organization can provide new and compelling evidence not previously available to the committee. It will be up to the Chair of the Appropriations Committee to decide whether or not evidence is new or compelling. The organization must do this within 5 scholastic days. If the organization waves the right to appeal the budget then it automatically goes to the Student Senate. If the organization appeals and the chair consents the appeal then the budget goes back to the committee.
- C. If no appeal is made then the budget goes to the Student Senate.

IV. THE SENATE

- A. The budget is then presented to the Monroe Park Campus Student Senate as an F.Y.I.
- B. A senator then has the chance to file a written statement of objection, reason and preferred amount to be changed if he/she doesn't agree with the committee's decision. This must be given to the Chairman of the Senate by the next meeting so that it can be put on the agenda.
- C. The Senate then has the power to uphold, amend, reflect the budget back to the committee or fail the budget.
- D. If no objection is heard by the next Senate meeting then the budget is sent to the Student Body President. The budget will not be considered as passed by the Senate until either:
 - 1. The Senate meeting right after the Appropriations decisions are published no one formally objected or;

2. In the case there was an objection, the senate voted and passed the budget to the President.

V. THE PRESIDENT

- A. If the Student Body President agrees with the budget then he or she can do one of two things to let it pass:
 1. He/she can sign off on the budget and then the funds are allocated to the organization, or;
 2. He/she can let the budget sit for seven calendar days from the date the budget passed in the senate without a veto. If the budget sits for seven days then it is considered to have the silent consent of the President. The funds are then given to the organization.
- B. If the president does not agree with a budget or a line item then he or she has the power to veto that budget or line item with which he/she does not agree.
 1. A veto must be sent back to the Student Senate with a written statement of objection within 7 days that the budget passed the senate.
 2. The Student Senate can either uphold or reject the President's veto. Rejecting (overriding) the veto would keep the original Senate decision.
 3. In order for the Senate to override or reject the President's veto a 2/3 vote in favor of the override is needed from the quorum (needed amount to conduct business) present.

VI. THE ORGANIZATION RECEIVES FUNDING

VII. APPEALS AND LINE ITEM CHANGES

- A. Appeals must be carried out in accordance with the Appropriations Bylaws.
- B. If the organization has already moved its limit of funds then they must present a line item change form with reasoning to the Appropriations Committee.
- C. Line item changes do not have to be presented to the Student Senate. They are a function of the Appropriations Committee.