



Finance Constitution

I. Purpose:

The purpose of the Student Government Association Finance Committee shall be:

- A. To allocate student activity fees to eligible Student Government Association funded organizations and activities on an equitable basis.
- B. To provide general supervision of expenditures of student activity funds.
- C. To serve as a resource for all student government organizations regarding fiscal matters.

II. Organization:

The organization of the Student Government Association Finance Committee shall be determined by the Student Government Association Executive Board, in consultation with the Finance Committee. (Appendix A)

III. Jurisdiction:

The Finance Committee shall have jurisdiction over the following funds:

- A. Funds generated from the Student Activity Fee.
- B. All income generated from student organizations which have been allocated money from the Student Activity Fee including fundraisers.

IV. Eligibility:

Only those student organizations or committees which are officially recognized by the Student Government Association and College as duly constituted bodies whose membership or programs are open to all students and who have been accepted as a recognized student organization, or any program deemed beneficial to the Student Government Association shall be eligible for financial allocation by the Finance Committee. (Appendix B)

V. Budgeting Procedure

- A. All recognized student organizations and committees in existence prior to the completion of the fifth week of classes may follow budget application procedures and are eligible to submit a budget for the next year on the predetermined date set by the Finance Committee.
- B. Each recognized student organization will have the option of meeting with the Finance Committee for the purpose of discussing in depth the budget and the group's activities for the following year, during the predetermined time set by the Finance Committee.
- C. If any item in the budget conflicts with College policies and/or the standards of the Finance Committee or any subsequent standards set by the Student Government Association, or if any item in the opinion of the majority of the voting members of the Committee should be reduced or eliminated, the Finance Committee shall indicate the reduction or elimination of the item from the budget request.
- D. After consideration of the needs, activities, number of students involved, past allocations, amount available for allocation, and given that the student organization meets eligibility requirements as stated in Appendix B, the Finance Committee shall render a decision as to the amount to be allocated to the given recognized student organization.
- E. After approval by the Finance Committee, each funded student organization and committee shall receive a written document stating the final budget allocation.

VI. Newly Recognized Student Organizations:

Any newly constituted student organization that has been officially recognized by the Student Government Association will be allowed an immediate allocation of \$100 to provide for the establishment and initial operating expenses of the organization. The organization will then be eligible to apply for funding at the spring budget allocation process if it is recognized by the end of the fifth week of the first semester. Those organizations that are recognized before the fifth week of the spring semester will be eligible to apply for budgetary funding for the spring semester by November 1st. Newly recognized student organizations will be eligible for special case funding after the completion of the semester in which they were recognized.

VII. Special Case Allocations:



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The Finance Committee has developed a policy to help clubs and organizations that find their budget estimate to be lacking in some regard. The group may submit a request to the Finance Committee for review through the following process: A. Submit, in writing, the special case application to be reviewed as a special case by the deadlines set by the Finance Committee.

B. Attend a meeting, on the predetermined special case date, with the Finance Committee to explain and discuss the group's need. The Finance Committee will then discuss the request among its members and make its decision. The following criteria, as well as those that are used in the budget allocation process, will be the basis for the Finance Committee's decision.

A. Is there an unexpected need?

B. Was a mistake made in the original allotment?

C. Has the group made an attempt to try to raise additional funds along with the request to the Finance Committee?

D. How will the allotment benefit the Fisher community?

E. Are the funds available? Please be aware that the Finance Committee is in no way obligated to allocate funds. Any and all questions should be directed to the Finance Committee Chairperson.

VIII. Unforeseen Circumstance:

Allocation of the activities fee is based upon reasonable estimates from the college in regards to enrollment. If, due to unforeseen circumstances, the actual enrollment falls significantly below the estimates used for budgeting purposed the Finance Committee reserves the right to reduce the allocations to student organizations on a pro-rata basis or utilize the available reserves until the minimum reserve requirement is reached. IX. Standards of Utilization of Student Activity Fees: A. Excessive gifts for advisors and participating members of the organization are prohibited.

B. In the case of Club Sports, equipment and uniform purchases should be kept to a minimum.

Furthermore, equipment and clothing, where appropriate, must be returned at the conclusion of the academic year to be used the following year. Uniforms are defined as a piece of clothing that would normally be worn at, and in conjunction with, a certain program.

C. All alcohol related beverages are prohibited, with the exception of senior events at the discretion of the Director of Campus Life and the Finance Committee Chairperson.

D. All insurance premiums covering faculty, staff, students, and student organization advisors and coaches are prohibited.

E. Any financial support for campaigns or individual candidates running for office is prohibited.

F. The student activity fee shall not be used to fund events that should otherwise be funded solely through academic means.

X. Violations:

A. The Finance Committee may, upon complaint, investigate violations of any standards, rules, or regulations as established and any marked variation or irregularity in the budget or in any expenditure.

B. The Chairperson may appoint an ad hoc committee composed of Finance Committee members to investigate any financial matters dealing with a student activity fee funded student organization. In the event of any irregularities in the use of funds, the Finance Committee shall determine a course of action to rectify the situation or to prevent the situation from occurring in the future.

C. Questions concerning the appropriate use of monies spent by any funded student organization should be addressed to the Finance Committee Chairperson. Such complaints may be made by any student, faculty member, or staff person of the College.

1. The Finance Committee Chairperson shall observe and report to the Student Government Association President violations of the Finance Committee, Student Government Association, or College policies and procedures.

2. Requests for accessing the student organization's funds or use of services may be withheld if, in the opinion of the Finance Committee and Student Government Association Executive Committee, the student organization may be in violation of an established policy or procedure until the situation is rectified.

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XI. Enforcement:

In the event a student organization is in violation of policies and regulations of the Finance Committee, Student Government Association, or the College, a warning shall be issued to the offending funded student organization in writing by the Finance Committee Chairperson immediately along with a directive to comply. In the event the funded student organization fails to comply, the Finance Committee shall deactivate the student organization's account. The student organization will no longer be eligible to access campus services or facilities. The Student Government Association Executive Board will revoke the student organization's privilege of being a recognized student organization of the Student Government Association of St. John Fisher College. The former organization and its members may apply for recognition following ninety days of inactivity during the academic school year when classes are in session. The break between Fall and Spring semesters and the summer months shall not be counted as part of this ninety day period. If reinstated as a recognized student organization by the Student Government Association Executive Board, the student organization shall be eligible for funding.

XII. Records and Reports:

- A. Clubs and organizations must follow all guidelines set forth by the Finance Committee regarding budgetary and special case procedures.
- B. At the time at which a recognized student organization submits its budget for the following fiscal year, the student organization Chairperson/President or Treasurer of the funded student organization shall provide such pertinent information as to aid the Finance Committee in making its decision regarding the fiscal budget for that funded activity.

XIII. Procedures for Accessing and Handling of Monies:

- A. The Chairperson/President (or Treasurer) is the only individual who may access a student organization account, request College services (Housekeeping, Physical Plant, etc.), or make request purchases from College offices (Central Services, Mailroom, Bookstore, Food Service, etc.).
- B. Check Requisition Forms are used to access a student organization account. Requisition forms may be obtained in the Student Government Association Office.
- C. The Chairperson/President must complete the form and have it co-signed by the Finance Committee Chairperson. This may be done by using the "Requisition Form In-Box." All receipts should accompany the requisition form or be submitted in accordance with the policies of the Finance Committee and Business Office.
- D. The requisition will be handled by the Finance Committee policy which works in conjunction with the Business Office.
- E. Deposits:
 - 1. Any recognized student organization receiving Finance Committee funds must number and account for tickets or seats sold for a given event.
 - 2. Money received by a recognized student organization from ticket or seat sales must be deposited at the Cashier's Window by the student organization Chairperson/President or other designated person.
 - 3. All money collected by a student organization program must first be deposited with the Business Office within one week from the time it was raised. Money may then be withdrawn using the requisition form.
 - 4. Student organizations are prohibited from establishing accounts with outside financial institutions; all revenues and expenditures must pass through the college system. Failure to adhere to this clause is subject for termination of access to benefits.

XIV. End-of-Year Balance:

- A. At the end of the fiscal year on the last day of classes during the academic year a period of three weeks shall be allowed during which all bills incurred during the previous academic year must be paid.
- B. At the end of the three week period any balance left in the funded student organization account from the fiscal year shall be diverted to the Student Government Association Reserve Fund. Exceptions to this must be made in writing at least four weeks prior to the end of the academic year to the Finance Committee and may be granted with the approval of the Finance Committee.



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C. Student organizations may wish to raise funds for long term goals or capital improvements requiring that revenue from fund raising carry into the next fiscal year. This is encouraged with the understanding that a proposal for such must be submitted in writing to the Finance Committee a minimum of four weeks prior to the end of the academic year.

D. During the summer months, student organizations will not have access to their accounts. Access will begin on the first day of classes in the Fall semester.

XV. Student Organization Officers' Responsibility:

A. Compliance with all provisions stated in these Bylaws shall rest primarily with the student organization officers or designated financial officer of the funded student organizations.

B. The student organization officers of the funded student organization shall be responsible for the accountability and administration of all monies received, kept, and disbursed.

C. In the event a situation arises which is not covered in these Bylaws it shall be the responsibility of the Finance Committee to determine the legitimacy of an expenditure. The interpretation of the rules governing the Finance Committee may be made by the Chairperson of the committee.

APPENDIX A

ORGANIZATION OF THE FINANCE COMMITTEE

I. Membership:

The Finance Committee shall consist of a maximum membership of twelve. The Finance Committee Chairperson will be appointed by the existing Finance Committee members subject to the approval of Student Government Association. The Assistant Director of Student Life will serve as the advisor to the Finance Committee.

A. The term of office for members will be the duration of his/her academic career, subject to a four year maximum.

B. An officer (such as Chairperson/President, Vice-Chairperson/Vice-President, Treasurer, or Secretary) of a student organization or committee eligible for student activity fee funding may not be considered for membership on the Finance Committee.

II. Responsibilities of the Finance Committee Chairperson:

A. Be extremely familiar with the Bylaws and Operating Procedures of the Finance Committee as well as the Constitution of the Student Government Association.

B. Represent the Finance Committee and its recommendations to the Student Government Executive Board.

C. Call and facilitate all meetings of the Finance Committee.

D. Be responsible for notifying funded student organizations and committees of all operations of the Finance Committee and meetings for which they are responsible for attending.

E. Oversee the investigation of any violations of the Finance Committee, Student Government Association, or College policies and procedures as they pertain to student organizations and student activity fee allocations. F. Regularly attend all Student Government Association Executive Board meetings.

G. The Finance Committee Chair shall serve as chair, voting only in the case of a tie.

H. Work closely with the controller's office in order to provide the most efficient services possible to the Student Government Association.

I. Appoint Cluster liaisons.

III. Responsibilities of Finance Committee Members:

A. Be extremely familiar with the Bylaws and Procedures of the Finance Committee as well as the Constitution of the Student Government Association.

B. Serve as a voting member of the Finance Committee, with no more than 2 absences per semester.

C. Serve, when needed, on an Ad Hoc Committee of the Finance Committee to investigate violations by student organizations of the Finance Committee, Student Government Association or College policies and



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procedures as they pertain to student organizations and student activity fee allocations.

- D. Maintain the integrity and confidentiality of all finance committee matters.
- E. Serve as a Cluster Liaison.
- F. One member will serve as Secretary.

IV. Quorum:

Quorum for business shall consist of the total voting members of the committee minus two.

V. Voting:

- A. Matters requiring vote will be passed by a simple majority.
- B. Amendments to the constitution require 2/3 majority.
- C. Proxy votes are not allowed.
- D. In the case of a tie, the chairperson shall cast the deciding vote.

VI. Meetings:

Meetings shall be called by the Finance Committee Chairperson. The Chairperson shall be responsible for calling the meeting to order, facilitating the meeting, closing the meeting, and presenting copies of the meeting minutes to the Finance Committee and the Student Government Association Executive Board Officers. When necessary the Chairperson shall interpret Robert's Rules of Order, Newly revised to facilitate the meeting except when in conflict with these Bylaws.

VII. Removal from Office:

- A. Failure to perform the stated duties and responsibilities of the finance committee shall be considered grounds for removal. Members shall be removed by a 2/3 majority vote of the committee. Appeals must be submitted within 3 days of the decision to the SGA Executive Board.
- B. Failure to perform stated duties of the finance committee chairperson shall be considered grounds for removal. The chairperson shall be removed by a 2/3 majority vote of the committee. Appeals must be submitted within 3 days to the remaining SGA Executive Board.

APPENDIX ELIGIBILITY AND ABILITY FOR ALLOCATION OF STUDENT ACTIVITY FEES TO RECOGNIZED STUDENT ORGANIZATIONS

A recognized student organization may request an allocation of student activity fees following the allocation process as described in the Finance Committee Bylaws and Operating Procedures.

A recognized student organization may be eligible to receive student activity fee funds given the following:

I. Good Standing:

The student organization must be in good standing with the College and the Student Government Association, as recognized by the Council of Presidents.

II. Budget Process Requirements:

An application for acceptance as a recognized student organization must be submitted every year during the Student Government Association budgeting process. The form must be prepared in good form and must be completed in full. The information requested on the application will be evaluated to determine whether or not all criteria for funding have been met. The budget process must be completed in full by the specified deadline, as set by the Finance Committee.

III. Programs and Services Must Meet the Student Organization Mission:

A recognized student organization shall provide programs and services of significant value to the student community and must be in conjunction with the student organization's purpose statement, mission, and constitution.

IV. Programs and Services Appropriateness:

Programs and services sponsored by student organizations shall:



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- A. be open to all members of the SGA unless otherwise deemed appropriate by the finance committee,
- B. not be in conflict with or detract from the purpose of the Student Government Association, the College, or state and federal laws. Further, student organizations shall be responsible for upholding policies and procedures stated in the St. John Fisher College Student Handbook, the Finance Committee Bylaws and Operating Procedures, the Student Government Association Constitution and Bylaws, and other operating policies and procedures which the above groups may deem necessary,
- C. compliment when possible, and not conflict with the academic mission of the College.

V. Student Organization Meetings and Publicity:

Student organization meetings and events must be publicized in advance and be open to all members of the Student Government Association. Student organization meetings must be held in public meeting spaces such as lounges, classrooms, and meeting rooms. Rooms should be reserved using the campus event and room reservation process. Meetings may not be held in the Dining Halls, unless provisions are made for students without meal plans, or in resident rooms as these locations may deny access to some member of the community.

APPENDIX C

BUDGET ALLOCATION PROCESS

The Finance Committee is responsible for sharing information with specific dates pertaining to the Budget Allocation Process and Finance Committee Allocation Meetings at least twenty-one days prior to the first Finance Committee Allocation Meeting during the Spring semester.

I. Funding Base:

The Finance Committee is responsible for the allocation process using the funding base available from the student activities fees. A final presentation will be made to the Student Government Association Executive Committee for approval. Although allocations are approved during the Spring semester, allocation amounts may be adjusted during the beginning of the Fall semester to account for actual student enrollment which in turn affects the funding base. All organizations may be subject to an equal percentage decrease or increase in their budgets based on actual Fall semester and anticipated Spring semester enrollments.

II. Predetermined Accounts:

The funding base available after allocations to the following accounts are made:

- SGA Reserve Account 3% (Rolls Over)
- SGA Executive Board 4% (Rolls Over)
- SGA Project Fund 3% ((Rolls Over)
- Media Board 24% (Rolls Over)
- Student Activities Board 40% (Rolls Over)
- Fall Programming 3% (Rolls Over)
- Commuter Council 3% (Rolls Over)
- Clubs & Organizations- 13%
- Senior Class 10,000
- Junior Class 5,000 (Rolls Over)
- Sophomore Class 1,000 (Rolls Over)
- Freshmen Class 500 (Finance Reserve unless roll over requested)

A. SGA Reserve Account

This fund is available so that student organizations may make additional allocation requests from the Finance Committee. An amount of 3% of the total student activity fee collected will automatically be deposited into this account. An amount of \$3,000 must remain in the account at all times. Student organizations may apply for supplemental allocations as described in the Finance Committee Bylaws and Operating Procedures.



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B. SGA Project Fund

This fund is available for the Student Government Association Executive Board to initiate and implement projects identified by members of the Association. The projects must directly benefit all members of the Association. An amount of 3% of the total student activity fee collected will automatically be deposited into this account. An amount of \$14,000 must remain in the account at all times. The Project Fund may be invested in order to generate accelerated interest.

C. Media Board

The Media Board Account will receive an allocation of 25% of the total student activity fee collected in order to make subsequent allocations to the media organizations – The Angle, Cardinal Courier, JoRoffs, and WFCX. The Media Board is responsible for holding these media organizations accountable for their appropriate use of the money. The Media Board organizations utilize the same accounting system and processes as other student organizations.

D. Student Activities Board

The Student Activities Board Account will receive an allocation of 40% of the total student activity fee collected in order to implement its programs and services. Campus-wide programming organizations on college campuses typically receive between 45%-50% of the overall collected student activity fee in order to provide a variety of diverse social, intellectual, recreational, and cultural activities for the campus community. The ongoing commitment to the Student Activities Board at St. John Fisher College is significant.

III. Accounts for Recognized Student Organizations:

All recognized student organizations are eligible to apply for activity fee funding. The following process is to be followed by all recognized student organizations with the exception of the Media Organizations, Student Activities Board and the Family Weekend Committee. Student organizations will submit a budget for the full academic year and will be responsible for submitting specific information regarding use of funds for the Fall semester. The organization will make projections for the use of funds for the Spring semester and be responsible for submitting supplement information at the conclusion of the Fall semester stating how the remainder of the funds will be used during the Spring semester. A. Review the allocation process and meeting information made available by the Finance Committee. Specific information will be provided by the Finance Committee to ensure that organizations are using the same budgeting format.

B. Submit a complete budget to the Finance Committee.

C. The student organization Chairperson/President shall represent the student organization at the Finance Committee allocation meeting. These meetings are not to “defend” budget requests but rather to answer questions of the Finance Committee following their review of the budget. In most cases, the Finance Committee will simply seek clarification regarding budget requests.

D. It is the responsibility of the Finance Committee to submit a balanced budget to the to the Student Government Association Executive Board for approval by April 15 of the Spring Semester for approval.

E. Student organizations will receive budget allocation notification from the Finance Committee after approval.

APPENDIX D

GIFT CONTRIBUTIONS

The Finance Committee encourages student organizations to seek financial support from sources outside of the College.

1. A student organization has sole responsibility for the funds (gifts) received as a contribution to a student organization from an off-campus source.

2. The funds may be distributed upon the request of the student organization within specific line items for use during the given academic year. An alternative arrangement is for the full amount or a portion of the gift to be allocated to a restricted account line for the student organization to carry the money over into the next fiscal year. For organizations looking to make significant purchases, the ability to carry-over in this manner is extremely beneficial. When establishing the student organization budget for the following fiscal year, the



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Finance Committee shall make its budget appropriations as if the gift contribution does not exist. This ensures that a student organization's budget allocation is not reduced due to the availability of the gift funds.

3. All expenditures from these monies are subject to the same policies and procedures as all other budgeted money. The Finance Committee shall review all expenditures (check requests, purchases orders, etc.) from these monies as it would from a student activities fee allocation. However, the student organization is responsible for determining how the gift is to be used unless specified by the person(s) providing the gift.