



Student Finance Committee Bylaws

ARTICLE I. DESCRIPTION AND PURPOSE

Section I. Document Terminology

- A) Finance Team – A “team” composed of the Executive Treasurer, Financial Services Specialist, and the Vice Treasurer.
- B) Fiscal Service Specialist – The full time staff member who processes payments, handles all fiscal matters related to RSO finances, and serves as a co-advisor to SGA.
- C) Cohort – A group of organizations that share a similar mission and have similar activities that serve their individual communities or the broader Longwood community.
- D) Operating Budget – The overall amount of student activity fees allowed to be allocated out to student organizations every Spring.
- E) RSO – Registered Student Organization, a student-run organization that meets all of the annual requirements and benchmarks to maintain approved status.
- F) Per Diem – Latin phrase meaning “per day.”

Section II. The Student Finance Committee (SFC) is a committee of the Student Government Association (SGA). This committee consists of the SGA President, Executive Vice-President, Executive Treasurer, Executive Secretary, Executive Historian, both Executive Senators, Class Presidents, Senate Committee Heads, and appointed members by the Executive Treasurer. The SGA Executive Treasurer will serve as Chair of the SFC. The purpose of the SFC will be to allocate student activity fees, which consists of \$6.00 per credit hour per student, to the Longwood University community in the best interest of the student body.

Section III. The SFC will encourage economical and appropriate expenditure of the funds allocated to the various Registered Student Organizations (RSO).

Section IV. The SFC will require that uniform and accurate financial records be kept by all organizations, which receive allocations and are communicated through executive board transitions within the specific organization.

Section V. The SFC will have the primary responsibility of interpreting these Bylaws. The SGA Senate shall have the final interpretation of these Bylaws during the appeals process while the SFC shall have the final vote on all allocations.

ARTICLE II. ORGANIZATION CATEGORIZATION AND STIPULATIONS

Section I. Funding to an RSO will be distributed through the allocation and appeal process of the RSO Categorization System. RSOs will be placed into one of five cohorts based on the primary focus, mission, and service of their organization.

Section II. Cohorts

- A) Student/Campus Welfare Cohort – Organizations that directly benefit the Longwood campus. These

organizations do not reflect the interests of any one group and serve to benefit the campus as a whole (i.e. SGA, Senior Class Council, Lancer Productions, The Rotunda, WMLU Radio Station, Residents and Commuter Life, etc.).

- B) Academic/Scholastic Cohort – These organizations reflect the interests of groups directly related to a major or field of study. This also includes organizations that encompass the different colleges on campus (i.e. Lambda Pi Eta, Math Club, etc.).
- C) Sports Club Cohort – This encompasses those organizations that pursue athletic and other competitive interests. These groups fall under the aegis of the Sports Club Council (SCC). These groups must first be approved by the SCC in order to be considered a Club Sport.
- D) Greek Oversight Cohort – These organizations seek to oversee and enhance the social Greek system on campus (i.e. IFC, CPC, NPHC, Order of Omega)
- E) Interest Groups Cohort – These organizations are created based on special interests in specific areas including but not limited to: culture, leadership, and activities (i.e. Step at LU, Relay for Life, Rock Climbing, Women in STEM, Advance Singers, Alternative Breaks, Anime Club, etc.)
- F) C.H.A.N.G.E. - Cohort - This cohort includes organizations that fall under C.H.A.N.G.E. which stands for “Community Humanity Allyship Networking Grace Equity” Coalition. Organizations that fall under SCC or Greek Oversight Cohort will not be included.
- G) The RSO’s categorization will be determined by the SGA Executive Treasurer
- H) Appeal to the organization’s categorization can be made to the SFC once and if the RSO wishes to pursue further it can have a final appeal to the SGA Senate outlined under the Appeal Process
- I) These RSOs are subject to change upon a unanimous vote of the SFC and a final confirmation majority vote by the SGA Senate
- J) All RSOs must be in accordance with Article IX of the SGA Constitution.

Section III. Sports Club Council (SCC)

- A) Club Sports must adhere to the following policies established by the SGA for financial allocation and safety purposes. All sports clubs are subjected to additional policies enacted by Campus Recreation, the SCC, or the SGA Senate.
- B) All Club Sport teams will be represented by the SCC Representative at all meetings of the SGA and shall follow the SGA attendance policy. Failure to follow the policy may result in not being eligible for an annual budget for the following fiscal year.
- C) Allocations
 - 1) The SCC will be allocated an amount by the SFC and approved by the SGA Senate. The determined amount will be based upon previous allocations to Club Sports and expected budget projections for the upcoming fiscal year.
 - 2) Money allocated to the SCC during the spring semester will be the only funds received for the year.
 - a) If the SGA Executive Treasurer and SGA Financial Services Specialist deem that there is a surplus of money, then the SFC with the SGA Senate approval may allocate additional funds to the SCC to be used for one-time purchases.
 - 3) The SCC is advised to allocate no more than \$5,000 to one club per fiscal year, however final disbursement of funds is controlled by the SCC.
 - a) Any Club Sports given \$10,000 or more than 18% of the total allocated funds by the SCC, must notify the SGA Executive Treasurer with reasons to be put on file.

- b) The SCC is advised to allocate an additional \$3,000 per year for qualifying events determined by the SCC. However, final disbursement of funds is controlled by the SCC.
- 4) All startup sports teams are to be limited to a maximum budget allocation of no more than \$1,500 per year, for the first year of the organization.
 - a) 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.
- 5) No more than 50% of the allocated budget amount can be used for uniforms and/or equipment.
- 6) All allocations must adhere to all policies and per diem outlined in Article IV of these Bylaws.
- D) The SCC will be responsible for distributing funds to the individual Club Sports through a process that is determined by the Club Cup Point System of the SCC.
 - 1) The SCC's Club Cup Point System can be found on the SGA website. If any changes to this procedure occur, the SCC will notify the SGA Executive Treasurer.
 - 2) The SCC will send the SGA Executive Treasurer the breakdown of final distributions to all Sports Clubs by no later than the end of the Spring semester.
- E) If a special circumstance arises financially with an individual Club Sports team then that situation will be referred to the SGA Executive Treasurer who will send it to the Executive Council or the SFC when he/ she deems it necessary.
 - 1) Special circumstance is defined as follows:
 - a) Equipment related
 - b) National tournament fees
- F) The SCC and individual club sports will be subject to financial review by the SGA Senate, the SFC, Student Accounts, and Campus Recreation.
- G) All files are public documents and must be made available for review at any time. Files will be kept in the Campus Recreation Office and made available on the SGA website when appropriate.
- H) 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 Club Sports team has not adhered to the required policies set forth by Campus Recreation the following steps may be taken:
 - a) The Club Sports team will have their account frozen by SCC and/or Director of Campus Recreation.
 - b) The executive members of the sports team must meet with the Staff Member of Campus Recreation and the SCC.
 - c) During the meeting the most appropriate action will be determined on a case by case basis.

Section IV. C.H.A.N.G.E.

- A) The C.H.A.N.G.E. Cohort is allotted a \$30,000 or 6% minimum, whichever amount is higher, of the overall operating budget
 - a) If C.H.A.N.G.E. does not meet the minimum sum amount, the C.H.A.N.G.E. Treasurer must contact the SGA Executive Treasurer prior to the budget hearings.
- B) Organizations that fall under the C.H.A.N.G.E. Cohort are exempt from Article IV Section V which states that organizations can not purchase food unless it is through Aramark or for educational or cultural purposes.

a) Organizations that fall under the C.H.A.N.G.E. Cohort are recommended to contact Aramark to see if they can meet C.H.A.N.G.E. 's catering needs.

b) Food purchases still must strictly be for educational or cultural purposes.

C) The C.H.A.N.G.E. Treasurer must be consulted if any edits are made to the C.H.A.N.G.E. Cohort.

Section V. Residential and Commuter Life Advisory Board (RCLAB)

A) The RCLAB will receive \$5 per residential student and \$3 per commuter student each fall semester and must follow up with the Executive Board of the Student Government Association.

B) It is their responsibility to disperse the appropriate funds to the various RCLAB communities.

1) These boards will use the funds to provide programs within their respective communities.

C) The RCLAB must submit a budget and come before the SFC before additional funds can be considered.

D) The RCLAB is eligible to receive an exemption from the following SFC Bylaws: Article IV, Sections III, IV, V, VI, and VII. Should the organization not meet the prescribed requirements for exemption, they will not be granted this exemption. To establish this exemption, the organization must comply with the following:

1) Establish a Finance Subcommittee within the organization.

2) Establish and maintain Finance Bylaws to describe the membership of the Finance Subcommittee and the disbursement of the organization's funds.

3) The following Bylaws must be included in the Finance Subcommittee Bylaws:

a) Allocations must be used exclusively for Longwood University students.

b) Allocations must not be used to purchase:

i) Drugs or alcohol

ii) Direct financial scholarship

iii) Direct philanthropic or financial contributions to any enterprise

c) Up to two SGA Senate representatives may serve as ex-officio, non-voting members of the Finance Subcommittee

4) The Finance Subcommittee Bylaws must be approved by both the organization and the SGA Senate

a) Any changes, revisions, or amendments to the Finance Subcommittee Bylaws must remain on file with the SFC.

Section VI. Educational Programming Appropriations Act (EPAA)

A) Each fiscal year, \$20,000 (\$10,000 per semester) shall be set aside from the Student Activities Fees for the purpose of educational programming relative to the mission of the SGA.

B) 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.

C) In order for EPAA funds to be allocated, an educational event must be sponsored by at least three different RSOs.

Section VII. Student Government Association (SGA)

A) The SGA will be allowed to compensate executive members of the SGA.

1) A log of hours spent working on SGA responsibilities.

2) Creation of a set of goals outlined in a written contract.

3) Meet the minimum weekly office hours.

B) Performance Review

- 1) An evaluation committee chaired by the Student Government Association Advisor (SGA Advisor) must be formed.
 - a) This must be made of three members, the SGA Advisor and two independent third parties appointed by the SGA Advisor who are University Faculty or Staff.
- 2) The committee will meet and evaluate established goals.
 - a) If the member meets the goals, they will receive their final payment for that semester.
 - b) If the member does not meet the goals, they will not receive their final payment for that semester.
- 3) The compensation for the compensated members are:
 - a) SGA President: Up to \$500 per semester if goals are met.
 - b) SGA Executive Vice President: Up to \$300 per semester if goals are met.
 - c) SGA Executive Treasurer: Up to \$500 per semester if goals are met.
 - d) SGA Executive Secretary: Up to \$300 per semester if goals are met.
 - e) SGA Executive Historian: Up to \$300 per semester if goals are met.
 - f) SGA Executive Senators: Up to \$300 per semester if goals are met.

ARTICLE III. ORGANIZATION FUNDING REQUIREMENTS

Section I. All organizations receiving funds must be registered with the University Center and Student Activities Office each semester in order to be recognized by the SGA and Longwood University.

Section II. The President and Executive Treasurer of RSOs, must attend all meetings deemed mandatory by the University Center and Student Activities Office and the SGA. It will be the responsibility of the person calling the meeting to inform RSOs of all meeting dates a minimum of two weeks in advance of the meeting. These meetings may include the semester mandatory organization meetings in which training in Lancer Link, maintaining financial records, and general organization maintenance is provided. (May be required and offered by the University Center and Student Activities Office staff or the SGA leadership, ordinarily the SGA Executive Treasurer.)

Section III. An RSO must have an SGA approved Constitution submitted on Lancer Link before submitting their budget packet.

Section IV. An RSO must submit an up-to-date copy of its Student Activity Fees Fund Signature Authorization Form to the SGA Financial Services Specialist. The SGA Financial Services Specialist will keep a copy of this form for the SGA and the SFC records.

Section V. An RSO must submit and maintain active documentation of any and all organizational records via Lancer Link. The following items must be maintained in order for the SFC to allocate any budgetary or special requests made by the RSO. All documentation should stay within the club/organization for up to three fiscal years after the initial allocation or request.

A) An active membership roster on Lancer Link each semester.

Section VI. An RSO must be in good financial standing with the SGA. Any organization deemed to be in poor financial standing by either the SGA Executive Treasurer or SGA Financial Services Specialist will be notified by the SGA Executive Treasurer and must attend a special hearing of the SFC.

Section VII. If an organization fails to meet the necessary requirements to remain recognized for a semester, any monies allocated to that organization prior can be reallocated to any other organization if the SFC finds it appropriate.

ARTICLE IV. POLICY AND PER DIEM

Section I. The student activity fees are for the exclusive use of Longwood University student organizations only, and must be used for the benefit of Longwood University students.

Section II. No RSO shall receive more than 25% of the total SGA operating budget.

- A) The 25% threshold is based on the next fiscal year's total SGA operating budget.
- B) If the operating 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.

Section III. The following are Per Diem established by the SFC to help maintain efficiency and even distribution of funds. Additional Per Diem can be added. Also the Per Diem listed can be overturned by the SFC with a 2/3 vote.

- A) For Gas Funding: RSOs shall request funding prior to travel by providing documentation of mileage. If the funds are allocated, the RSO may receive reimbursement when providing proof of travel. The allocations and reimbursements shall not exceed \$0.655 per mile for the total mileage traveled. The amount is subject to change.
- B) Publicity: No more than \$10 will be given for any publicity needs, including but not limited to printing services, electronic services, broadcasting needs, and etc. this Bylaws does not apply to the Student/ Campus Welfare Cohort.
- C) Bus Rental: The Per Diem used will be the price established by the University RSOs shall provide documentation of exact travel mileage.
- D) Meal costs will not be covered for students while traveling.
- E) Funding for lodging will be no higher than the state Per Diem rate as determined by the SFC. RSOs must also provide documentation to prove the cost of lodging.
- F) Traveling either by train or plane requires students to use the cheapest available seating option (i.e. economy). Documentation must be provided to show the cost of transportation, and transportation plans must be booked as soon as possible after an allocation is approved by the SFC and the SGA Senate.

Section IV. The SFC will review and vote upon any RSO's request for a reallocation in excess of \$1000. Failure to request or report organizational expenditures may result in subsequent reductions by the SFC by the amount of the unauthorized expenditure. The SGA Executive Treasurer must approve all other requests for expenditure changes at or under \$1,000.

Section V. The following shall not be appropriated from the SFC fund:

- A) Funding of Scholarship;
- B) Work Study Programs;
- C) Gifts of any kind
- D) Direct philanthropic or financial contributions to any enterprise or person(s);
 - 1) Exceptions to this rule include:
 - a) Compensation Stipends for Executive Board of the SGA
- E) Alcoholic beverages, illegal substances, and all tobacco products including e-cigarettes and vapes;
- F) Awards, sashes cords, medallions, or stoles of any kind
- G) Organizations with eight or less members, unless an exception is allowed by the office of the University Center and Student Activities

- H) 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) 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.
 - f) Speakers who are staff or faculty for Longwood University
- I) Activities which are considered to be part of a student's normal expenses for attaining credit towards a degree;
- J) Expenditures which should normally be funded by state appropriated tax dollars;
- K) Travel where academic credit is given;
- L) If an organization has already made a commitment before funds are allocated;
- M) T-Shirts by any means other than a uniform (see Section VII);
- N) Late fees due to lack of advance planning by the organization;
- O) Decorations for booths at both Oktoberfest and Spring Weekend or activities that are designated as an organization function;
- P) Professor Involvement, unless they are presenting or speaking at an event;
- Q) DJ's outside of WMLU unless they cannot accommodate the organization's needs;
- R) Food; unless through Longwood
 - 1) This is to be determined at the discretion of the SFC
 - 2) Or if used for educational programming
 - 3) The use of any food in Longwood facilities that is not provided by Longwood Dining Services requires prior approval. Email requests should be made at least 2 weeks in advance of the event to: longwooddining@gmail.com
- S) Any and all goods and services related to the initiation or induction of new or honorary members of any RSO;
- T) Conferences where students are explicitly seeking employment, jobs, or internships;

Section VI. Conference Funding Guidelines

- A) All conferences and travel funded by the SGA must benefit the student body. It is the responsibility of RSOs requesting funding for conferences to show how a conference will benefit the student body
- B) Conference funding shall not exceed \$3,000 per conference
- C) RSOs will be considered for conference funding only once during the fiscal year (July 1st – June 30th).
- D) RSOs may only be allocated funding for conferences every other year.
 - 1) Exceptions to this rule may be made by the SFC:

- a) If the RSO is a council organization. (Interfraternity Council (IFC), College Panhellenic Council (CPC), National Panhellenic Council (NPHC) and the SCC.
 - b) On a case by case basis by the SFC
- E) In order to receive conference funding, an RSO must provide documentation of the following:
- 1) Proof of registration cost/fees
 - 2) List of attendees that are being covered by the request
 - 3) Proof of cost of ground transportation (i.e. Google map with directions and mileage from A to B)
 - 4) Proof of cost of air or rail travel (must not exceed the state Per Diem)
 - 5) Proof that the RSO has sought funding from other sources.
 - a) If the RSO has received funding from another source to cover any portion of travel or participation in this conference, it must be documented in the request.
 - i) For those events involving Academic/Scholastic Organizations, a funding request to the appropriate academic department must be made first in order to be considered by the SFC for any additional funding. Proof of this request must be provided
- F) The SGA may fund a maximum of three students to attend a conference unless the RSO is a council organization. Council organizations include: IFC, CPC, NPHC, and SCC. Council organizations may send up to seven students to a conference. RSOs that fall under one of the council organizations may not receive conference funding.
- 1) The NPHC will not receive conference funding, but instead a total of \$7,000 will be allocated and evenly distributed between NPHC organizations to use for conference funding. All SGA policies still apply.
- G) Conference funding is intended for travel within the United States. The SFC is not permitted to approve funding for travel outside of this boundary.
- H) Conference funding cannot be used for meals unless meals are included in the conference registration fee and are inseparable.
- I) RSOs cannot have registered for a conference prior to requesting and acquiring approval of funding from the SGA.
- J) All expenses that are provided for the RSO by the SGA must be documented and must follow the Policy and Per Diem set in Article IV, Section III of these Bylaws
- K) Following participating in a conference, all conference attendees must submit a written post-conference form available on LancerLink and return the form within 2 weeks of travel to the Financial Services Specialist.

Section VII. 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.

- A) Exceptions may be given to Student/Campus Welfare Cohort organizations

ARTICLE V. FUNDING REQUEST PROCESS

Section I. Annual Budget Request

- A) Budget Packet Guidelines
 - 1) Only RSOs may submit a Budget Packet.
 - 2) The deadline for Budget Packet submissions will be announced at the beginning of the spring semester during a mandatory meeting scheduled by the Finance team.

- 3) All RSOs seeking money through the budget process will submit their Budget Packets via the platform of the SGA Executive Treasurer's choosing. The budget submissions will follow all SFC Bylaws and will be submitted as an attachment using the appropriate SGA Budget Request Form. The forms will be submitted to the Financial Services Specialist who will share them with the Executive Treasurer.
- 4) Late budget will not be accepted.
- 5) RCLAB and GSA will not be required to attend budget hearings in-person. They will receive allocations as defined previously in the By Laws and will be required to send a budget summary and spreadsheet of expenses to the Financial Services Specialist at the end of the academic year.

B) Allocations Process

- 1) Meeting dates will be assigned by the SGA Executive Treasurer.
- 2) Either the RSO President and/or Executive Treasurer will be required to make a presentation of the budget.
 - a) These meetings are mandatory for all the SFC members to attend.
 - b) The SFC may move to amend the RSO's budget as they see fit.
- 3) The SFC may make further amendments to RSO's budgets without RSO representation present. The SGA Executive Treasurer will notify the RSO of any further amendments to their budget.
- 4) After all budgets have been heard, the SFC will prepare a budget allocation report for the SGA Senate.
- 5) Only students of Longwood University can present budgets on behalf of their organization to the SFC. No advisor of any organization or outside sources may present budgets, request funds, or attend allocation hearings.

C) Action of the Budget

- 1) The SFC shall present the final budget allocations to the SGA Senate for approval.
- 2) The SGA Senate shall either approve as submitted or disapprove with specific recommendations for changes to be made.
- 3) The SGA Executive Treasurer will inform the RSO on the final approval, SGA Senate approval, and/or SGA Presidential Veto.

D) Appeal

- 1) If an RSO or individual finds the budget is unsatisfactory, an appeal may be filed. Appeal must adhere to the guidelines provided in these Bylaws under Appeal.

E) The Veto Process

- 1) See ARTICLE VII: Power of the Line Item Veto.
- 2) See Article VI, Section I, Line 13 of the SGA Constitution

Section II. Requests made during the Fiscal Year

- A) Any RSO that meets the requirements for funding, may request funding at weekly SFC meetings during the fiscal year.
- B) For an RSO to be eligible for an SFC meeting the same week, they must make a request before that week's Senate meeting in order for the Executive Treasurer to announce to the Student Senate that SFC will occur that week, this request should include the following:

- 1) A copy of the completed SFC General Request Form with specific amounts.
- 2) All supporting documents (e.g. invoices, price estimates)
- C) The request and all information must be sent to the SGA Executive Treasurer and the Financial Services Specialist.
- D) At least the Treasurer or President of the organization must be present at the SFC meeting to answer any questions.
- E) The SFC will vote on the requested amounts with a simple majority vote approval.
 - 1) If the SFC denies the request, the RSO may submit an appeal to the SGA Executive Treasurer as outlined in the Article X: Appeal Process of these Bylaws.
 - 2) The SFC will serve as the final decision-making body in any and all financial matters that come before the SGA.

ARTICLE VI. RESERVE FUNDS

Section I. At the end of the fiscal year, all remaining SGA funds in organizations' accounts will be moved to the SGA Prior Year Reserve account. The funds in this account may only be accessed in special circumstances at the discretion and approval of both the SGA President and the Vice President for Student Affairs. The requested RSO is responsible for submitting their request to the SFC.

ARTICLE VII. POWER OF THE LINE-ITEM VETO

Section I. The SGA Executive Treasurer will have the authority to use a line-item veto of any budget item approved by the SFC prior to the committee briefing given to the SGA Senate the following week.

- A) Notification to the organization whose line item is being cut **MUST** be given at least 48 hours prior to the SGA Senate meeting where the item is to be discussed. Notification must be made via email.
- B) 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.
- C) Any RSO may appeal the veto via the process detailed in ARTICLE X: Appeal Process of these Bylaws.

ARTICLE VIII. DEFICITS

Section I. If, at the end of an academic year, an RSO shows a deficit in their account, a mandatory audit will be conducted by the SGA Financial Services Specialist. 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 SFC.

Section II. If, during an academic year, an organization goes into debt, their account will be frozen until the RSO establishes its financial viability as determined by the recommendation of the SFC and SGA Financial Services Specialist.

ARTICLE IX. AUDIT

Section I. The SGA shall audit organizations' expenses for the previous years and provide an opinion as to whether the RSO utilized the allocated funding within the guidelines outlined of these Bylaws and the funding's original purpose.

Section II. The SGA Financial Services Specialist shall serve as the primary auditor for RSO accounts. The SGA Financial Services Specialist shall be responsible for the implementation of the auditing process, presentation of audit reports to the SFC and the SGA Senate, and creation of recommendations

for RSOs that fail their audit. Other responsibilities may be outlined during a meeting of the SFC.

- A) The Auditing Manual shall consist of emails, notes and instructions that will assist the auditor in the implementation of audits.

Section III. The SGA Financial Services Specialist shall maintain all audit records.

Section IV. The SGA Financial Services Specialist shall follow the following process for conducting audits.

- A) The SGA Financial Services Specialist and the SGA Executive Treasurer shall meet at the beginning of the fall semester to compile a list of any needed audits and develop a timeline if the SFC feels it is necessary
- B) Any RSO that receives or has received funding from the SGA may be subject to an audit.
 - 1) Follow-up audits shall be conducted on organizations that have been audited previously.
 - 2) The SGA Financial Services Specialist may recommend to the SFC or the SGA that organizations be audited either by random selection or risk-based assessment.
 - 3) The SFC or the SGA Senate, with a majority vote, can send an organization to be audited by the SGA Financial Services Specialist provided an audit has not been performed during that academic year.
 - 4) The Executive Treasurer may send an RSO to be audited at their discretion provided an audit has not been performed during that academic year.
 - 5) All Student/ Campus Welfare organizations and Sports Club Cohort RSOs must be audited at least once in a four year period.
- C) Initial Audits – shall begin in the fall semester.
 - 1) The SGA Financial Services Specialist shall review the financial transactions from the prior and current fiscal year (July 1st to June 30th). The SFC with a majority vote may decide to audit an RSO up to two prior years.
 - 2) The SGA Financial Services Specialist shall review all supporting documents from the organization (receipts, purchase requests, etc), inventory sheet of items purchased with SGA funds, Signature Authorization, prior SGA minutes, prior budgets, prior SFC forms and the SGA Financial Services Specialists Payment Request documents.
 - 3) Following this, the SGA Financial Services Specialist should meet with the Executive Treasurer or President of the RSO to complete the evaluation.
 - 4) The SGA Financial Services Specialist shall then meet with SGA Executive Treasurer to discuss his/her findings and identify the necessary recommendations or sanctions.
 - 5) The SGA Financial Services Specialist shall document all findings, recommendations and sanctions in a report. The report should be presented to the SGA Senate and the RSO.
- D) Follow-Up Audits shall be conducted one semester after an audit with recommendations by the SGA Financial Services Specialist.
 - 1) The SGA Financial Services Specialist should investigate if the RSO has addressed all the recommendations.
 - 2) The SFC or the SGA Senate may identify further recommendations, sanctions, or additional follow-ups based on the SGA Financial Services Specialist findings.

Section V. Recommendations and Sanctions

- A) Recommendations shall be given to any RSO that fail any element of the audit.
- B) Sanctions may be given to RSOs that failed any component of the audit. The SGA Financial Services Specialist and the SGA Senate may administer the following sanctions following a failed Follow- Up Audit. All sanctions require a 2/3 majority vote of the SFC and the SGA Senate.
 - 1) Sanctions for First Offense include, but are not limited to:
 - a) 10% cut of the remaining funds for the year provided it does not put the RSO into a deficit.
 - b) 10% cut of requested funds for the next fiscal year.
 - 2) Sanctions for Second Offense include, but are not limited to:
 - a) Freezing of the RSOs SFC funds for a period of up to six months.
 - b) Up to a 20% cut of the current budget provided it does not put the RSO into a deficit.
 - c) Up to a 20% cut of the requested funds for the next fiscal year.
 - 3) Sanctions for Third Offense include, but are not limited to:
 - a) Freezing of the RSOs SFC account.
 - b) Suspension of the club or RSO and all privileges associated with being an RSO.
 - c) Referring the student RSO to the Conduct and Honor Boards for the appropriate charges.

ARTICLE X. APPEAL PROCESS

Section I. If a budget request or one-time allocation request is denied by the SFC, the following steps can be taken:

- A) The RSO may appeal directly to the SGA Senate.

ARTICLE XI. SGA EXECUTIVE VICE-TREASURER

Section I. SGA Executive Vice-Treasurer will be appointed to the SFC by the SGA Executive Treasurer.

Section II. Duties

- A) The VT will shadow all of the Executive Treasurer's duties related to filing and maintaining accurate records for the SFC.
- B) SGA Executive Vice-Treasurer will be able to hold the SFC meetings, in place of the SGA Executive Treasurer, in the event that the SGA Executive Treasurer cannot attend the meeting.
 - 1) SGA Executive Vice-Treasurer must obtain consent from the SGA Executive Treasurer in order to conduct such meetings.
- C) SGA Executive Vice-Treasurer will ensure the enforcement of these By Laws.

ARTICLE XII. RECORDS OF THE SFC

Section I. All records of the SFC must be kept.

Section II. Records are open to inspection by the student body given at least 24 hours' notice to the SGA Executive Treasurer.

Section III. If the SFC Bylaws are overturned for any reason during budgetary allocations or requests

made during the fiscal year, the overturn must be documented. The documentation must include the date, the RSO, what the funds are being used for, and why the By Laws were overturned.

ARTICLE XIII. SFC MEETINGS

Section I. The SFC meetings are held weekly on a day, at a place and time designated by the SGA Executive Treasurer at the beginning of each semester.

Section II. The SGA Executive Treasurer reserves the right to cancel any meeting for reasons of quorum, illness, or natural elements.

Section III. The SFC meetings are subject to Robert's Rules of Order.

ARTICLE XIV. AMENDMENTS

Section I. Amendments to these Bylaws must be presented in the form of a bill and follow the process outlined in the SGA Bylaws (see SGA Bylaws Article IV: Amendments) and voted by a majority vote of the SGA Senate.

ARTICLE XV. BYLAWS REVIEW

Section I. The SFC Bylaws are subject to a mandatory review every two years by the SFC and the SGA Senate.

Section II. Any revision must be approved by a simple majority plus one vote of the SGA Senate during the spring semester of the review year.

- A) April 2015
- B) April 2017
- C) April 2019
- D) February 2023