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**Student Finance Committee Bylaws**

1. Description and Purpose
   1. The Student Finance Committee, hereafter SFC, is a committee of the Student Government Association, hereafter SGA. This committee consists of the SGA President, Executive Vice-President, Executive Treasurer, Executive Secretary, both Executive Senators, Executive Historian, Vice-Treasurer, one representative from each class, and others appointed by the Executive Treasurer with voting membership not to exceed 15 members. The SGA Executive Treasurer will serve as Chair of the SFC. The purpose of the SFC will be to allocate student activity fees to the Longwood University community in the best interest of the student body.
   2. The SFC will encourage economical and appropriate expenditure of the funds allocated to the various RSOs yearly.
   3. The SFC will require that uniform and accurate financial records be kept by all organizations, which receive allocations.
   4. The Student Finance Committee will have the primary responsibility of interpreting these bylaws. The Student Senate shall have the final interpretation of these bylaws during the appeals process while the Student Finance Committee shall have the final vote on all allocations.
2. Organization Categorization and Stipulations
   1. Funding to Registered Student Organizations (RSO) will be distributed through the allocation and appeals processes of the RSO Categorization System, where a priority ranking is established. RSOs will be placed into one of five tiers based on the primary focus of their organization.
   2. Tiers
      1. Tier 1: Student /Campus Welfare – 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, LP, SEAL, the Rotunda, WMLU).
      2. Tier 2: Academic/Scholastic – These organizations reflect the interests of groups directly related to a major or field of study. This tier also includes organizations that encompass the different colleges on campus (i.e. Lambda Pi Eta, Math Club, ACM, etc.).
      3. Tier 3: Club Sports – This tier 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 SCC in order to be considered a Club Sport.
      4. Tier 4: Greek Oversight Boards – These organizations seek to oversee and enhance the social Greek system on campus.
      5. Tier 5: Interest Groups – These organizations are created based on special interests in specific areas including but not limited to: culture, leadership, and activities.
      6. A RSO’s categorization will be determined by the Executive Treasurer and approved by the SFC.
         1. Appeals to a group’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 Appeals Process.
      7. A list of the RSOs in these categories will be available on the SGA website.
      8. These RSOs are subject to change upon a unanimous vote of the SFC and a final confirmation majority vote by the SGA Senate.
      9. All RSOs must be in accordance with Article IX of the SGA Constitution.
   3. Sports Club Council (SCC)
      1. Club Sports must adhere to the following policies established by the Student Government Association for financial allocation and safety purposes. All sports clubs are subjected to additional policies enacted by Campus Recreation, SCC, or SGA Senate.
      2. Allocations
         1. SCC will be allocated a set amount at the beginning of the spring semester. This amount will be set by the SFC and approved by the student Senate. The determined amount will be based upon previous allocations to Club Sports and expected budget projections for the upcoming fiscal year.
         2. Money allocated to the SCC during the spring semester will be the only funds received for the year.
            1. If the Executive Treasurer and SGA Fiscal Technician deem that there is a surplus of money, then the SFC with Senate approval may allocate additional funds to the SCC to be used for one-time purchases.
         3. SCC are recommended to allocate no more than $5,000 to one club for one fiscal year, however final disbursement of funds is controlled by the SCC.
            1. Any Sports Club 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.
            2. An additional 3,000 can be given per year for qualifying events determined by 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.
            1. 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 diems outlined in Article IV of these bylaws.
      3. 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. 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. SCC will send the SGA Executive Treasurer the breakdown of final distributions to all Sport Clubs.
      4. SCC will give one report per year to the Student Senate as to the actions of the Council regarding the allocation of funds.
         * 1. This report will be produced and given at the beginning of the Spring Semester before the elections and budget processes begin.
      5. If a Special Circumstance arises financially with an individual club sports team then that situation will be referred to the 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:
            1. Equipment Related
            2. National Tournament Fees
      6. The SCC and individual club sports will be subject to financial review by the Student Senate, SFC, Student Accounts, and Campus Recreation.
      7. 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.
      8. Teams must adhere to all Longwood University guidelines put into place by Campus Recreation for issues regarding papers pertaining to legal issues, liability issues, team safety, etc.
         1. If it is found that a sports team has not adhered to the required policies set forth by Campus Recreation the following steps will be taken:
            1. The Sports team will have their account frozen by SCC and/or Director or Assistant Director of Campus Recreation.
            2. The executive members of the sports team must meet with the Director of Campus Recreation and SCC.
            3. During the meeting the most appropriate action will be determined on a case by case basis.
   4. RCL Student Advisory Board
      1. The RCL Student Advisory Board will receive $5 per residential student and $3 per commuter student in August of every year. Prior to the verification of actual enrollment, $1000 will be guaranteed to the Advisory Board to allow for the start of programming for the year and that $1,000 will be taken out of the amount they are given once enrollment has been verified.
      2. It is their responsibility to disperse the appropriate funds to the various residential and commuter life student advisory boards.
         1. These boards will use the funds to provide programs within their respective communities.
      3. The RCL Advisory Board must submit a budget and come before the SFC before additional funds can be considered.
      4. RCL Advisory Board 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 organizations funds.
         3. The following bylaws must be included in the finance subcommittee bylaws:
            1. Allocations must be used exclusively for Longwood University students.
            2. Allocations must not be used to purchase:

Drugs or alcohol

Direct financial scholarship

Direct philanthropic or financial contributions to any enterprise

* + - * 1. Up to two Senate representatives may serve as ex-officio, non-voting members of the finance subcommittee
      1. Finance Subcommittee bylaws must be approved by both the organization and the SGA Senate
         1. Any changes, revisions, or amendments to the subcommittee bylaws must remain on file with the Student Finance Committee.
  1. EPAA – Educational Programming Appropriations Act
     1. Each fiscal year, $30,000 ($15,000 per semester) shall be set aside from the Student Activities Fees for the purpose of educational programming relative to the mission of the Longwood University Student Government Association.
     2. 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.
     3. In order for EPAA funds to be allocated, an event must be sponsored by at least 3 different RSOs.
  2. GSA – Graduate Student Association
     1. The Graduate Student Association (GSA) will receive $5 per graduate credit hour enrolled where student fees are generated. Prior to the verification of actual enrollment, $1000 will be guaranteed to the GSA to allow for the start of programming for the year and that $1,000 will be taken out of the amount they are given once enrollment has been verified.
     2. It is the responsibility of the GSA to disperse these funds to provide various events and opportunities for graduate students.
     3. GSA 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 organizations funds.
        3. The following bylaws must be included in the finance subcommittee bylaws:
           1. Allocations must be used exclusively for Longwood University students.
           2. Allocations must not be used to purchase:

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      1. Finance Subcommittee bylaws must be approved by both the organization and the SGA Senate
         1. Any changes, revisions, or amendments to the subcommittee bylaws must remain on file with the Student Finance Committee.

1. Organization Funding Requirements
   1. 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.
   2. The President and Executive Treasurer of a registered student organization, hereafter RSO, must attend all meetings deemed mandatory by the University Center and Student Activities Office and SGA. It will be the responsibility of the person calling the meeting to inform RSOs of all meeting dates a minimum of 2 weeks in advance of the meeting. These meetings may include the semesterly 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 SGA leadership.)
   3. A RSO must have an SGA approved Constitution submitted on Lancer Link before submitting their budget packet.
   4. A RSO must submit an up-to-date copy of its Student Activity Fees Fund Signature Authorization Form to the SGA Fiscal Technician. The SGA Fiscal Technician will keep a copy of this form for SGA and SFC records.
   5. 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 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.
      1. An active membership roster on Lancer Link each semester.
      2. An up-to-date Constitution and set of bylaws.
   6. An RSO must be in good financial standing with the Student Government Association. Any organization deemed to be in poor financial standing by either the Executive Treasurer or SGA Fiscal Technician will be notified by the Executive Treasurer and must attend a special hearing of the SFC.
   7. 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 SFC finds it appropriate.
2. Policy and Per Diems
   1. The student activity fees are for the exclusive use of Longwood University students only.
   2. No RSO shall receive more than 30% of the total SGA operating budget.
      1. The 30% threshold is based off of the next fiscal year’s total SGA operating budget.
      2. 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.
   3. The following are Per Diems established by the SFC to help maintain efficient and even distribution of funds. Additional per diems can be added. Also the per diems listed can be overturned by the SFC with a 2/3 vote.
      1. 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 $0.32 per mile for the total mileage travelled.
      2. 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 bylaw does not apply to Tier 1 organizations.
      3. Bus Rental: The Per Diem used will be the price established by the University. If Longwood Motorpool is used, SFC will allocate funds per mile based on Motorpool rates. RSOs shall provide documentation of exact travel mileage.
      4. Meal costs will not be covered for students while traveling.
      5. Funding for lodging will be no higher than the state Per Diem rate as determined by SFC. RSOs must also provide documentation to prove the cost of lodging.
      6. 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 SFC and Senate.
   4. 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 Executive Treasurer must approve all other request for expenditure changes at or under $1,000.
   5. The following shall not be appropriated from the SFC fund:
      1. Funding of Scholarship;
      2. Work Study Programs;
      3. Gifts over $25;
      4. Direct philanthropic or financial contributions to any enterprise
      5. Alcoholic beverages, illegal substances, and all tobacco products including e-cigarettes and vapes;
      6. Awards;
      7. Organizations with eight or less members;
      8. Political or religious conventions and/or events;
         1. Exceptions to this rule include:
            1. Forums specifically designed to accommodate the discussion of dissenting opinions
            2. Events that do not show favoritism towards specific beliefs
            3. Rituals or music that teach by providing the student body access to new cultural experiences
            4. Exceptions 1 through 3 must be open to the entire campus and be on campus (to allow for oversight)
            5. 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.
            6. Speakers who are staff or faculty for Longwood University
      9. Activities which are considered to be part of a student’s normal expenses for attaining credit towards a degree;
      10. Expenditures which should normally be funded by state appropriated tax dollars;
      11. Travel where academic credit is given;
      12. If an organization has already made a commitment before funds are allocated;
      13. T-Shirts by any means other than a uniform (see Section VII);
      14. Late fees due to lack of judgment on the organization;
      15. Decorations for booths at both Oktoberfest and Spring Weekend or activities that are designated as an organization function;
      16. Professor Involvement: Unless they are presenting or speaking at an event;
      17. DJ’s outside of WMLU unless they cannot accommodate the organization’s needs;
      18. Food;
          1. This is to be determined at the discretion of the Student Finance Committee
          2. Or if used for educational programming
      19. Any and all goods and services related to the initiation or induction of new or honorary members of any RSO.
      20. Conferences where students are explicitly seeking employment, jobs, or internships;
   6. Conference Funding Guidelines
      1. All conference and travel funded by 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.
      2. Conference funding shall not exceed $3,000 per conference.
      3. RSOs will be considered for conference funding only once during the fiscal year (July 1 – June 30).
      4. 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 Diems)
         5. Proof that the RSO has sought funding from other sources.
            1. 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.

For those events involving Tier 2: Academic/Scholastic Organizations, a funding request to the appropriate department must be made first in order to be considered by the SFC for any additional funding. Proof of this request must be provided.

* + 1. The SGA may fund a maximum of four (4) 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 (7) 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 evenly distributed amongst the NPHC organizations to use for conference funding. All SGA policies still apply.
    2. Conference funding is intended for travel within the continental United States. The SFC is not permitted to approve funding for travel outside of this boundary. RSOs wishing to travel to Alaska, Hawaii, or to travel abroad must seek the approval of the Student Senate.
    3. Conference funding cannot be used for meals unless meals are included in the conference registration fee and are inseparable.
    4. RSOs cannot have registered for a conference prior to requesting and acquiring approval of funding from SGA.
    5. All expenses that are provided for the RSO by SGA must be documented and must follow the Policy and Per Diems set in Article IV, Section III of these bylaws
  1. 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.
     1. Exceptions may be given to Lancer Productions, Longwood Ambassadors, the Student Government Association (including both the Judicial and Honor Boards), Student Educators for Active Leadership (SEAL), and WMLU Remotes (excluding the rest of the station).
  2. All printed materials (flyers, posters, etc.) must be printed with the SGA logo. This logo can be obtained from the SGA Executive Secretary.

1. Funding Request Process
   1. Annual Budget Requests
      1. Budget Packet Guidelines
         1. Only RSOs may submit Budget Packets.
         2. The deadline for Budget Packet submissions will be announced at the beginning of the spring semester.
         3. All RSOs seeking money through the budget process will submit their Budget Packets via Lancer Link. The budget submissions will follow all SFC bylaws and will be submitted as an attachment using the appropriate SGA Budget Request Form
         4. Late budgets will be subject to a 10% deduction at the discretion of the Executive Treasurer.
      2. Allocations Process
         1. Meetings are at the Executive Treasurer’s discretion and fall under the Freedom of Information Act.
         2. Meeting dates will be assigned by the Executive Treasurer or Vice Treasurer 72 hours after the Budget Packet deadline.
         3. Either the RSO President and/or Executive Treasurer will be required to make a presentation of the budget.
            1. These meetings are mandatory for all SFC members to attend.
            2. The SFC may move to amend the RSO’s budget as they see fit.
         4. The SFC may make further amendments to RSO’s budgets without RSO representation present. The Executive Treasurer or Vice Treasurer will notify the RSO of any further amendments to their budget.
         5. After all budgets have been heard, the SFC will prepare a budget allocation recommendation report for the Student Senate.
         6. Only students of Longwood University can present budgets on behalf of their organization to the SFC. No advisor of any organization may present budgets or request funds.
      3. Action of the Budget
         1. The SFC shall present recommendations to the Student Senate for approval.
         2. The Student Senate shall either approve as submitted or disapprove with specific recommendations for changes to be made.
         3. The Executive Treasurer or Vice Treasurer will inform the RSO on the final approval, Senate approval, and/or Presidential Veto.
      4. Appeals
         1. If an RSO or individual finds the budget recommendations unsatisfactory, an appeal may be filed. Appeals must adhere to the guidelines provided in these bylaws under Appeals.
      5. The Veto Process
         1. See ARTICLE VII: Power of the Line Item Veto.
         2. See Article VI, Section 1, Line 13 of the SGA Constitution
   2. Requests made during the fiscal year.
      1. Any RSO that meets the requirements for funding, may request funding at weekly SFC meetings during the fiscal year.
      2. The request must be made by no later than 24 hours before the SFC meeting. Exceptions to this rule are solely at the discretion of the Executive Treasurer.
      3. This request should include the following:
         1. A copy of the completed SFC General Request Form with specific amounts.
         2. All supporting documents (invoices, price estimates, etc.).
      4. The request and all information must be sent to the SGA Executive Treasurer and is highly recommended to be copied to the Vice Treasurer as well.
      5. At least one representative of the organization with knowledge of the request must be present at the SFC meeting to answer any questions.
      6. 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 Executive Treasurer as outlined in the Appeals section of these bylaws.
         2. SFC will serve as the final decision-making body in any and all financial matters that come before the SGA.
2. RESERVE FUNDS
   1. At the end of the fiscal year, all remaining SGA funds in organizations' accounts will be moved to the SGA reserve account. The funds in the reserve account may only be accessed in special circumstances at the discretion and approval of both the SGA President and the SGA Treasurer and the Vice President for Student Affairs.
3. Power of the Line-Item Veto
   1. The 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 Student Senate the following week.
      1. Notification to the organization whose line item is being cut MUST be given at least 48 hours prior to the Senate meeting where the item is to be discussed. Notification must be made via email.
      2. 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.
      3. Any RSO may appeal the veto via the process detailed in ARTICLE IX: Appeals Process of these bylaws.
4. Deficits
   1. If, at the end of an academic year, a RSO shows a deficit in their account, a mandatory audit will be conducted by the SGA Fiscal Technician. 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 Student Finance Committee.
   2. If, during an academic year, an organization goes into debt, their account will be frozen until the club establishes its financial viability as determined by the recommendation of the both the SFC and SGA Fiscal Technician.
5. Audit
   1. Purpose – 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.
   2. Role of the SGA Fiscal Technician - The SGA Fiscal Technician shall serve as the primary auditor for RSO accounts. The Fiscal Technician shall be responsible for the implementation of the auditing process, presentation of audit reports to the SFC and the Student Senate, and creation of recommendations for RSOs that fail their audit. Other responsibilities may be outlined during a meeting of the Student Finance Committee.
      1. The Auditing Manual shall consist of emails, the Audit Rubric, notes and instruction that will assist the auditor in the implementation of audits.
   3. Records – The SGA Fiscal Technician shall maintain all audit records for a period no less than 5 years.
   4. Process – The SGA Fiscal Technician shall follow the following process for conducting Audits.
      1. The SGA Fiscal Technician and the Executive Treasurer shall meet at the beginning of the fall semester to compile a list of audits and develop a timeline if the SFC feels it is necessary
      2. Calling an Audit – 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 received previous recommendations.
         2. The SGA Fiscal Technician may recommend to SFC or Senate that organizations be audited either by random selection or risked based assessment.
         3. The SFC or the Senate, with a majority vote, can send an organization to be audited by the SGA Fiscal Technician provided an audit has not been performed during that academic year.
         4. The Executive Treasurer may send a RSO to be audited at his/her discretion provided an audit has not been performed during that academic year.
         5. All Tier 1 organizations and Tier 3 RSO must be audited at least once in a 4 year period.
      3. Initial Audits – shall begin in the fall semester.
         1. The SGA Fiscal Technician shall review the financial transaction from the prior and current fiscal year (July 1st to June 30th).The SFC with a majority vote may decide to audit a RSO up to two prior years.
         2. The SGA Fiscal Technician shall require 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 Fiscal Technicians payment request documents. Using these records the SGA Fiscal Technician should evaluate the RSO using the Auditing Rubric. A copy of the Rubric should be kept on the SGA Website.
         3. The SGA Fiscal Technician should meet with the Executive Treasurer or President of the RSO to complete the evaluation.
         4. The SGA Fiscal Technician shall then meet to discuss his/her findings and identify the necessary recommendations or sanctions.
         5. The SGA Fiscal Technician shall document all findings, recommendations and sanctions in a report. The report should be presented to the Senate and the involved organization.
      4. Follow-Up Audits – shall be conducted one semester after an audit with recommendations by the SGA Fiscal Technician.
         1. The SGA Fiscal Technician should investigate if the RSO has addressed all the recommendations.
         2. The SFC or SGA Senate may identify further recommendations, sanctions, or additional follow-ups based on the SGA Fiscal Technician findings.
   5. Recommendations and Sanctions
      1. Recommendations shall be given to RSOs that failed any element of the Audit Rubric. RSOs shall receive recommendations before the completion of the semester the audit was completed.
      2. Sanctions may be given to student organizations that failed any component of the Audit Rubric. The SGA Fiscal Technician and Student Senate may administer the following sanctions following a failed Follow- Up Audit. All sanctions require a 2/3 majority vote of the SFC and Student Senate.
         1. Sanctions for First Offense include but are not limited to:
            1. 10% cut of the remaining funds for the year provided it does not put the RSO into a deficit.
            2. 10% cut of requested funds for the next fiscal year.
         2. Sanctions for Second Offense include but are not limited to:
            1. Freezing of the RSOs SFC funds for a period of up to 6 months.
            2. Up to a 20% cut of the current budget provided it does not put the RSO into a deficit.
            3. 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:
            1. Freezing of the RSOs SFC account.
            2. Suspension of the club or RSO and all privileges associated with being a RSO.
            3. Referring the student RSO to the Conduct and Honor Boards for the appropriate charges.
6. Appeals Process
   1. If a budget request or one-time allocation request is denied by the SFC, the following steps can be taken:
      1. The RSO may appeal directly to the SGA Senate.
      2. The RSO must get the signature of at least 3 Senate members on the appeals form.
         1. No Senator who signs may be a member of the organization appealing or a member of the Student Finance Committee that voted against the request.
      3. The Appeals Form must be submitted to the SGA Executive Treasurer who will forward it to the SGA Executive Vice President in order to be placed on the agenda for the next Senate meeting.
      4. The RSO may state their case to the Senate via their organization head or their SGA liaison.
      5. The Senate will then vote on the matter and its decision is binding for the duration of the semester.
7. Vice-Treasurer
   1. A Vice-Treasurer (VT) will be appointed to the SFC by the Executive Treasurer.
   2. Duties
      1. The VT will handle/oversee, along with the Secretary and Historian, all duties related to filing and maintaining accurate records for the Executive Treasurer and SFC.
      2. The VT will function as the liaison between the Executive Treasurer, the University Center and Student Activities Office, and the Student Engagement Unit.
      3. The VT will be able to hold SFC meetings, in place of the Executive Treasurer, in the event that the Executive Treasurer cannot attend the meeting.
         1. The VT must obtain consent from the Executive Treasurer in order to conduct such meetings.
      4. The VT will ensure the enforcement of these bylaws.
8. Records of the SFC
   1. All records of the SFC must be kept for a period of no less than three (3) years.
   2. Records are open to inspection by the student body given at least 24 hours’ notice to the Executive Treasurer, Executive Vice-Treasurer, SGA Fiscal Technician, and SGA President.
   3. 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 bylaws were overturned.
9. Meetings
   1. Meetings are held every Thursday at 6pm at a place designated by the SGA Executive Treasurer.
   2. The Executive Treasurer reserves the right to cancel any meeting for reasons of quorum, illness, or natural elements.
   3. Meetings are subject to Robert’s Rules of Order.
   4. All meetings are open to the campus and community as a whole. Minutes will be posted on the SGA website once available.
10. Amendments
    1. Amendments to these bylaws must be presented in the form of a bill and follow the process outlined in the SGA By-Laws (see SGA By-laws Article IV: Amendments) and voted by a majority vote of the Student Senate.
11. Bylaw Review
    1. The Bylaws of the Longwood University Student Government Association’s Student Finance Committee are subject to a mandatory review every two (2) years by the Student Finance Committee and SGA Senate,
    2. Any revision must be approved by a simple majority plus one vote of the SGA Senate during the spring semester of the review year.
       1. April 2015
       2. April 2017