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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, Vice-President, Treasurer, Secretary, Executive Senators, Auditor, Historian, Vice-Treasurer, one representative from each class, and others appointed by the Treasurer with voting membership not to exceed 13 members. The SGA Treasurer will serve as Chair of the SFC. The purpose of the SFC will be to allocate student activity fees to the Longwood University community in the best interest of the student body.
   2. The SFC and Audit and Oversight Committee will encourage economical and appropriate expenditure of the funds allocated to the various RSOs yearly.
   3. The SFC and Audit and Oversight Committee will require that uniform and accurate financial records be kept by all organizations, which receive allocations.
   4. The Student Senate shall interpret and enforce these bylaws. The Senate 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. CASCAB, Math Club, ACM, Poly-Sci Club, 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 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 participants in these organizations must be in good standing with Longwood University.
   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 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 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 dispersing funds to the individual Club Sports through a process that is determined by the bylaws of the SCC.
         1. Two representatives from the Student Senate will serve as voting members of the SCC Executive Committee for business items pertaining only to the allocation of funds. Representatives to the Committee will be selected by the Treasurer and voted upon by the Student Senate.
      4. SCC will give three reports per year to the Student Senate as to the actions of the Council regarding the allocation of funds.
         1. Reports to the Senate will occur during the following designated times: Post Fall Break, Second Senate Meeting of Spring Semester, Immediately following the Sports Club Council Spring Allocating Process.
      5. If a Special Circumstance arises financially with an individual club sports team then that situation will be referred to the Treasurer who will send it to the Executive Council or the SFC when deemed 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, Audit and Oversight Committee, 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.
      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.
   5. 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 the event that the total amount of the money is not used in the Fall Semester, the remainder shall be released into the SFC account for allocation to other organizations.
      4. In order for EPAA funds to be allocated, an event must be sponsored by at least 3 different RSOs.
3. Organization Funding Requirements
   1. All organizations receiving funds must be registered with the Office of the Student Union in order to be recognized by the SGA and Longwood University.
   2. A representative of a registered student organization, hereafter RSO, must attend all meetings deemed mandatory by the Student Union and the SGA. It will be the responsibility of the person calling the meeting to inform RSOs of all meeting dates a minimum of 2 weeks in advance of the meeting.
   3. A RSO must be registered with the Student Union office each semester.
   4. A RSO must have an SGA approved Constitution on file in the SGA office before submitting their budget packet.
   5. 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.
   6. A RSO must submit and maintain an active membership roster on Collegiate Link, each semester.
   7. A RSO must submit a Current Club Account Balance Form with any new allocation request, as well as with the end of the year budget packet, for the purpose of informing the SFC of its 0- account balance. This record must be submitted to and verified by the Auditor.
   8. A RSO must be in good financial standing with the Audit/Oversight Committee. Any organization deemed to be in poor financial standing will be notified by the Treasurer and must attend a special hearing of the SFC.
4. 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 operating budget.
      1. If the budget for the next fiscal year has not been determined yet, it shall be based on the amount given to the SFC for the current fiscal year.
   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 Reimbursement: The current Commonwealth of Virginia rate per mile will be given when exact mileage to and from a location is given.
      2. Publicity: $10 will be given for general publicity needs (does not apply to Tier 1 organizations).
      3. Bus Rental: The per diem used will be established by the price established by the University.
   4. The SFC will review and vote upon any RSO’s request for an expenditure change in excess of $500. Failure to request or report organizational expenditures may result in subsequent reductions by the Committee by the amount of the unauthorized expenditure. The Treasurer must approve all other request for expenditure changes.
   5. The following shall not be appropriated from the SFC fund:
      1. Funding of Scholarship
      2. Work Study Programs
      3. Gifts over $25
      4. Alcoholic Beverages
      5. Awards
      6. Organizations with four or less members
      7. 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
      8. Activities which are considered to be part of a student’s normal expenses for attaining credit towards a degree
      9. Expenditures which should normal be funded by state appropriated tax dollars
      10. Travel where academic credit is given
      11. If an organization has already made a commitment before funds are allocated.
      12. T-Shirts by any means other than a uniform (see Section VI)
      13. Late fees due to lack of judgment on the organization
      14. Decorations for booths at both Oktoberfest and Spring Weekend.
      15. Professor Involvement: Unless they are presenting or speaking at an event.
      16. DJ’s outside of WMLU unless they cannot accommodate the organization’s needs.
          1. An organization must contact WMLU before they attend SFC when asking for DJ funds.
   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. RSO should seek competitive hotel and travel rates. Under no circumstances shall the SGA allocate more than the state per diem for travel or hotels. Conference funding shall not exceed $7,000 per conference.
      3. Except in unusual situations, RSOs will be considered for conference funding only once during the fiscal year (July 1 – June 30).
      4. 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 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 council will not receive conference funding but instead a total of $7000 will be evenly distributed amongst the NPHC organizations to use for conference funding. All SGA policies still apply.
      5. 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.
      6. Conference funding cannot be used for participants who wish to attend a conference as part of their job search or to undertake job interviews.
      7. If you have received funding from another source or if you intend to apply to other sources for funding to cover any portion of travel or participation in this conference it must be documented in your request.
         1. For those events involving 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 may be required.
      8. Conference funding cannot be used for food unless meals are included in the conference registration fee and is inseparable.
   7. Any RSOs requiring uniforms may only be allocated funds for such items once every three years. It will be left to the discretion of the SFC if apparel requests constitute a uniform. Exceptions may be given to Lancer Productions, Longwood Ambassadors, the Student Government Association (including both the Judicial and Honor Boards), Student Educators for Active Leadership (SEAL), and WMLU Remotes (excluding the rest of the station).
   8. All printed materials (flyers, posters, etc.) must be printed with the SGA logo. This logo can be obtained from the SGA Secretary.
5. Funding Request Process
   1. Annual Requests
      1. Budget Packet Guidelines
         1. Budgets are due by the date and time set by the SGA Treasurer. The date and time shall be determined before the conclusion of the fall semester.
         2. Meetings are at the Treasurer’s discretion and fall under the Freedom of Information Act.
         3. The Treasurer will inform the RSO on the final approval, Senate approval, and Presidential Veto.
         4. The budget packet must be submitted in the format requested by Treasurer. Budget packets not submitted in the correct format will be processed at the Treasurer’s discretion.
         5. Late budgets will be subject to a 10% deduction at the discretion of the Treasurer.
         6. Only RSOs may submit budgets.
      2. Allocations Process
         1. Hearings will begin after the Budget Packet deadline set by the Treasurer has passed.
         2. Either the RSO President or Treasurer will be required to make personal presentations of the budget. The meetings may not exceed five minutes and the representatives must answer all questions posed by the SFC.
            1. This meeting is mandatory for all SFC members to attend.
         3. After all budgets have been heard, the Student Finance Committee will prepare a budget allocation recommendation report for the Student Senate.
         4. SFC will notify each organization of its final approval.
         5. 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. The SFC shall then reconvene, act on recommendation for the change, and resubmit the budget for approval.
      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 organization in good standing is allowed to make a request for additional funds throughout 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 Treasurer..
      3. This request should include the following::
         1. A copy of the completed SFC General Request Form with specific amounts.
         2. Current copy of the RSO’s allocated funds for the year.
         3. Current copy of the RSO’s 0- balance sheet and any additional funds the RSO may have.
         4. All supporting documents (receipts, price estimates, etc.).
      4. The request and all information must be sent to the SGA Treasurer and is highly recommended to be copied to the Vice-Treasurer as well.
      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 Committee will vote on the requested amounts with a majority required to send the request to the Senate for approval.
         1. If the request is denied by the SFC the RSO may submit an appeal following the process outlined in Appeals Process of these bylaws.
         2. If the Committee approves the request it will be passed onto the SGA Senate for final approval at its next meeting.
      7. If the SGA Senate approves the request for additional funds, only then will it be credited to the RSO’s account.
      8. If the request is denied by the Senate the RSO may submit an appeal following the process outlined in the Appeals Process of these bylaws.
6. Power of the Line-Item Veto
   1. The Treasurer will have the authority to use a line-item veto of any budget item approved by the SFC prior to its approval by the Student Senate.
      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. A RSO may appeal the veto via the process detailed in ARTICLE IX Appeals Process of these bylaws.
7. Deficits
   1. If, at the end of an academic year, a RSO shows a deficit in their account, a mandatory audit will be conducted by the SGA Auditor. The RSO will be placed on probationary status for the next academic year and may become subject to a reduction or cancellation of future funding pending the decision of the Audit and Oversight Committee.
   2. If, during an academic year, an organization goes into debt their account will be frozen until the club establishes its financial viability as determined by the recommendation of the Audit and Oversight Committee.
8. 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 Auditor - The Auditor shall be the chair of the Auditing/Oversight Committee (AOC). The Auditor shall be responsible for the implementation of the auditing process, presentation of audit reports to the SFC and the Student Senate, up-keep of the Auditor’s Manual, utilization of the AOC and preservation of audit records. Other responsibilities may be outlined in the Auditing Manual.
      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 AOC shall maintain all audit records for a period no less than 5 years.
   4. Auditor Independence - The Auditor may not be a current/past member of a RSO being audited. If the Auditor is unable to audit a RSO he/she shall select a member of AOC who is also not a current/past member to complete the audit. (Obvious exceptions for the SGA).
   5. Process – The AOC shall follow the following process for conducting Audits.
      1. The AOC shall meet at the beginning of the fall semester to compile a list of audits and develop a timeline.
      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 AOC 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 AOC provided an audit has not been performed during that academic year.
         4. The Treasurer may send a RSO to the AOC 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 Auditor shall review the financial transaction from the prior and current fiscal year (July 1st to June 30th).The AOC with a majority vote may decide to audit a RSO up to two prior years.
         2. The Auditor shall require all supporting documents from the organization (receipts, purchase requests…), 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 Auditor should evaluate the RSO using the Auditing Rubric. A copy of the Rubric should be kept on the SGA Website.
         3. The Auditor should meet with the Treasurer or President of the RSO to complete the evaluation.
         4. The AOC shall then meet to discuss the Auditors findings and identify the necessary recommendations or sanctions.
         5. The AOC 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 Auditor.
         1. The Auditor should investigate if the RSO has addressed all the recommendations.
         2. The AOC may identify further recommendations, sanctions or additional follow-ups based on the Auditor’s findings.
   6. 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 AOC and Student Senate may administer the following sanctions following a failed Follow – Up Audit. All sanctions require a 2/3 majority vote of the AOC 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.
9. Appeals Process
   1. If a budget 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.
      3. The Appeals Form must be submitted to the SGA 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.
   2. If a budget request is approved by the SFC  but denied by the SGA Senate, the following steps can be taken:
      1. The RSO may redraft and resubmit their request to the SGA Treasurer.
      2. If the SGA Treasurer feels that there is new information or new attempts at funding have been attempted, the RSO may come back to the SFC and begin the process again.
      3. If the SGA Treasurer does not feel there is any new information or reason to rehear the request, the request is denied.
10. Vice-Treasurer
    1. A Vice-Treasurer (VT) will be appointed to the SFC by the 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 Treasurer.
       2. The VT will function as the liaison between the Treasurer and the Audit and Oversight Committee.
       3. The VT will be able to hold SFC meetings, in place of the Treasurer, in the event that the Treasurer cannot attend the meeting.
          1. The VT must obtain consent from the Treasurer in order to conduct such meetings.
       4. The VT will ensure the enforcement of these bylaws.
11. Records of the SFC
    1. All records of the SFC must be kept for a period of no less than seven (7) years.
    2. Records are open to inspection by the student body given at least 24 hours’ notice to the Treasurer, Vice-Treasurer, Auditor, or SGA President.
12. Meetings
    1. Meetings are held every Thursday at 6pm at a place designated by the SGA Treasurer.
    2. The 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.
13. 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.
    2. These bylaws are subject to a mandatory review by the Legislative Affairs Committee every two years.