

Webster University SGA Budget Committee Bylaws

Article I Organization

Section 1: The Budget Committee of the Webster University Student Government Association shall perform all duties as assigned to it by the Webster University Student Government Constitution and the SGA voting body.

Section 2: The Budget Committee shall consist of the SGA Comptroller and at least 4 other members of the SGA as appointed by the SGA President pursuant to Article V, Section 1 of the SGA Constitution. The members of the Budget Committee shall not also serve as treasurers of any funded Student Organizations.

Section 3: The SGA Comptroller shall chair meetings pursuant to Article V, Section 3 of the SGA Constitution.

Section 4: The SGA Comptroller shall appoint a Budget Committee member to serve in his/her absence.

Section 5: The Budget Committee shall name one of its members as Secretary to double-check all reports made by the Comptroller and fulfill any needed duties of the Budget Committee as assigned by the Comptroller.

Section 6: The Budget Committee shall hold regular bi-monthly meetings and others as necessary during fall and spring semesters.

Section 7: The Budget Committee shall consult with and be advised by the Webster University Administration and other members of the SGA.

Article II Duties and Responsibilities

Section 1: The Budget Committee shall have duties as set forth in the following:

1. Shall make recommendations to the SGA voting body on how to allocate the money assigned to the Student Bank.
2. Shall hold all funding requests to the criteria established in the SGA Constitution, the Budget Bylaws, and precedent opinion.
3. Shall make decisions only when a quorum is present at Budget meetings. A quorum shall consist of half the Committee members plus one.
4. Shall extend the option to each Student Organization that is requesting funds to meet prior to making a recommendation to the SGA voting body.
5. Shall review each Student Organization's Semester Budget Request and make recommendations to the SGA voting body.
6. Shall remind the Presidents, Advisors, and Treasurers of all SGA-financed Student Organizations of deadlines related to the budgeting process. The Student Organizations should be reminded one week prior to the deadline and again on the day of the deadline.
7. Shall confirm receipt of all documents related to the Budgeting Process with all Student Organizations.
8. Shall penalize all Student Organizations who turn in late Monthly reports by 25% of their remaining budget.
9. Shall penalize Student Organizations who spend their money outside of the approved Allocation Request without prior approval by the Budget Committee, as specified in Article II, Section 3, Line 2.
10. Shall hear appeals from Student Organizations on decisions made by the Budget Committee.
11. Shall inform all Student Organizations of decisions made and the criteria for decisions used by the Committee and SGA related to each Student Organization's Budget.
12. Shall hold Student Organizations with allocated budgets accountable for the use of Student Bank Money.
13. Shall provide information for all Students and Student Organizations on additional financial avenues that they may pursue.
14. Shall provide information for all Students and Student Organizations on Fundraising.

Section 2: Student Organizations requesting funds shall have duties as set forth in the following:

1. Shall adhere to deadlines and guidelines as set forth in the SGA Constitution and these bylaws.
2. Shall submit requests for Semester Budgets no later than 5:00pm on the Wednesday of the third week of the semester.
3. Shall submit Allocation Fund requests a recommended minimum of two weeks prior to the use of such funds.

Section 3: Student Organizations receiving funds shall have duties as set forth in the following:

1. Shall submit monthly Budget Reports to the Budget Committee. The reports shall include records of all business transactions, pink slips, and receipts.

- a. Each month's report is due on the fifth day of the following month. If the fifth falls on a weekend, the report is due on the following Monday.
 - b. Reports do not need to be submitted for August or January; the September and February Reports should include expenditures for the previous month.
 - c. The November and April Reports should include an estimation of the next month's expenditures.
 - d. A final Fall Semester Report shall be due on the first Friday of the Undergraduate Spring Semester, and a final Spring Semester Report shall be due on the last Friday before Spring Graduation.
 - e. The Budget Committee recommends that organizations include with their final Semester Reports an explanation of any unused funds. These explanations will be taken into consideration when determining future budget allocations, pursuant to Article III, Section 4, Line 4, Item a.
2. Shall receive the Budget Committee's permission prior to spending allocated money in a manner that is not outlined in the Semester Budget Request.
 3. Shall be held liable for improper use of funds through any means available to the Budget Committee including, but not limited to: penalties, account restrictions, and loss of current and/or future funding.

Article III

Budget Guidelines

Section 1: Student Bank Money shall be divided into the following accounts: Student Organization Accounts, Student Grant Fund, Programming Pool, Election Fund, Recycling Fund, Readership Fund, and Allocation Fund. Additional accounts may be created as needed.

Section 2: Funds may be transferred to and from the Allocation Fund as needed.

Section 3: All Student Organizations may hold a Fundraising account through the Student Bank. These accounts are unrestricted in nature; however, the Allocation Fund will reclaim the money for future use after one year of inactivity.

Section 4: Student Organization Semester Budget Requests shall be granted according to the following guidelines:

1. Each student organization may request up to \$1500 per semester.
 - a. Of the \$1500, \$300 may be granted before the Budget Request process as start-up funds if and only if current registration has been submitted.
 - b. The remaining \$1200 can be requested from the Budget Committee through the process outlined in Article III, Section 4.
2. The time line for Chartered Organizations to request allocation from the Student Government Association's Allocation Fund is the following:
 - a. On the Wednesday of the 3rd week into the semester, Proposed Organizational Budgets are due to the SGA Comptroller by 5:00pm.
 - b. The Budget Committee will then review allocations and their recommendations will be published to SGA and the Student Organizations by no later than 5:00pm on Friday of the 3rd week into the semester.
 - c. An appeals meeting will be held on the Monday of the 4th week of the semester to hear any appeals by Student Organizations before the General SGA Meeting.
 - d. At the General Meeting of the SGA in the 4th week of the Semester the Budget Committee's recommendations will be presented and approved for allocation by the general body.
3. Budget Proposals should include the following:
 - a. Monthly Itemized break down of spending and activities
 - b. Explanation of plans for the use of any unused start-up funds
 - c. A plan for fundraising if applicable
 - d. Signature of President, Treasurer, and Advisor
 - e. A budget defense, which should include how the organization plans to spend the money, how the activities will benefit students, and what the organization has been doing over the past few semesters.
4. Budget proposals by Chartered Organizations will be subject to the following system of review:
 - a. Five items will be reviewed. Each is worth up to \$240, totaling a possible \$1200.
 - 1.) Does the budget meet the standards of by-laws in a legible and specific way?
 - 2.) Is the budget in line with the group's purpose and has group been reaching students through programming?
 - 3.) Have monthly budget reports turned in on time?
 - 4.) Have monthly budgets been filled out properly?
 - 5.) Has the money been spent effectively and appropriately for the last semester(s)?

- b. Each item receives a score from 0-20 (x\$12/point = \$240 possible for each question). All decimals will be rounded up to the nearest dollar amount.
 - c. If the budget proposal was turned in late, 15% of the Allocation will be taken off.
 - d. If the organization did not have representation at the Officers summit the past semester or make other arrangements with President or Comptroller, 10% of the Allocation will be taken off.
 - e. Each organization's score will be tallied and the above deduction factored in. Allocations will be recommended based on this tally.
5. Allocation Funds may not be used for:
 - a. Events that occur off campus, including on-campus advertising for off-campus events, unless transportation is provided for all students who wish to attend the event.
 - b. Donations to charitable organizations.
 - c. Travel and/or entry fees for events or tournaments off campus, unless special approval is granted by the Budget Committee.
 - d. Reimbursement of fuel or mileage for errands related to organizational work and activity.
 - e. Means that will profit any member of any organization.
 - f. Individual membership fees or dues for other organizations.
 6. Gifts or Prizes for events cannot exceed \$50 per semester
 7. Allocated funds may be used to pay for no more than 50% of the purchase of apparel or related items.
 8. Allocation funds for food for meetings may not exceed \$150 per semester unless special approval is given by the Budget Committee.
 9. Allocation funds may be used to fundraise, however the total amount withdrawn for this purpose must be returned to the Student Bank. Funds raised above and beyond the start up costs may be deposited into an Organization's fundraising account to be spent at their discretion.
 10. The Student Bank reclaims unused budgeted money at the end of each Semester for future allocation by the Budget Committee of the SGA.
 11. Organizations cannot spend money from their allocated account after submitting their final Spring Report until the beginning of the following school year.

Section 5: Student Grant Fund money shall be allocated according to the SGF by-laws and the SGA Constitution.

Section 6: The Programming Pool shall consist of money used for large-scale events and shall be allocated by the Programming Pool Committee.

Section 7: The Election Fund shall consist of money used for advertising for SGA elections.

Section 8: The Recycling Fund shall consist of money used for campus-wide recycling pickups.

Section 9: The Readership Fund shall consist of money used for the purchase of newspapers for the Readership Program.

Section 10: The Allocation Fund shall consist of all other Student Bank money and shall be allocated according to the following guidelines:

1. Recognized Student Organizations may request funds from the Allocation Fund.
2. Student Organizations may request money from the Allocation Fund if they have exhausted their allocated account and want funding for more events, or if they are a newly recognized organization that did not participate in the Semester Budget Proposal process as explained in Article III, Section 4.
3. Student Organizations may request no more than \$300 per academic year, unless special permission is granted by the Budget Committee.
4. All requests must consist of an itemized list of expenses.
5. Allocation Fund request must follow the guidelines set out in Article III, Section 3 of these bylaws.

Section 11: Only organizational Presidents, Treasurers, and the SGA Comptroller may request funds from the Student Bank.

Article IV Amendments

Section 1: All amendments to the by-laws must be approved by a 2/3 majority vote of the SGA voting body.

Last amended Dec. 4th, 2007