

III. APPROPRIATIONS COMMITTEE

A. ADDENDUM TO THE APPROPRIATIONS COMMITTEE UNDER THE JURISDICTION OF THE COMPTROLLER

1. FINANCIAL RECORDS

All SGA funded organizations are required to maintain financial records which are subject to audit by the Internal Review and Control Board (IRCB). All organizations have a maximum of seventy two (72) hours after receiving written or verbal notice that they will be audited to contact the IRCB or the Comptroller. Failure of the organization to produce its financial records at that time will result in that organization's budget being frozen. The budget will be unfrozen immediately upon receipt of the financial records by the IRCB.

2. CHECK REQUISITIONS AND PURCHASE ORDERS

- a. All Check Requisitions and Purchase orders (P.O.'s) will be honored only if there is sufficient money in the club or organization's budget to accommodate that purchase. No club will be allowed to have a negative (red) balance **in** its budget.
- b. Check Requisitions and Purchase Orders are available in the SGA office or from the SGA Bookkeeper, **in the office of Student Leadership and Activities, in the Student Center.**
- c. All forms must be completed correctly or they will not be honored. All forms must be submitted two (2) weeks in advance of the event. Forms submitted less than two (2) weeks in advance may result in denial or mismanagement of funds. No "walking through" or "push purchases" will be permitted.

3. FUNDING FORMS

SGA will require that all organizations, fill out a funding form to **access their budget**. The funding forms must contain the following information: Organization's name, requester, budget #, description of event, date submitted, date of event, total amount requested, description of service/product, quantity, unit price as well as supporting documentation. Attached to this form must be three (3) bids of purchasing items from a specific vendor exceeding **\$300.00** or the current University policy as directed by the purchasing department. A funding form must accompany every purchase.

4. OVERSPENDING

The SGA will deduct the amount of over expenditures by each individual SGA-funded organization from the following year's budget of that organization (if overspent in 2008-2009, deduct from 2009- 2010).

5. DEFUNCT CLUBS

All defunct clubs and organizations' budgets shall be returned to the SGA club contingency.

a. The income of defunct clubs shall be absorbed into the SGA contingency if the club does not become reactivated within two months of becoming defunct.

6. FROZEN BUDGETS

All funds in the clubs **and organizations' accounts** are held and no financial business is allowed.

7. CASH ADVANCES/REIMBURSEMENTS

All **clubs and organizations** requiring a cash advance may obtain a cash advance pending approval by the Comptroller prior to **an event**. There will be no cash advances, except in the case of petty cash with prior approval of the Comptroller. **Clubs and organizations** must use vendors who will accept P.O.'s and check requisitions.

B. APPROPRIATIONS COMMITTEE

1. GENERAL POLICIES

- a. Meetings will take place every week during the fall and spring semesters, including partial weeks when school is in session. The location and time will be posted on the SGA office door.
- b. An agenda of clubs will be posted for each meeting. All requests must be made in writing.
- c. Once the agenda is filled, clubs will be taken on a first come, first serve basis, and will only be considered **pending the approval of the Appropriations Committee**.
- d. The Appropriations Committee Chairperson reserves the right to limit the number of clubs on its agenda for any meeting. If a club reserves a spot on the Appropriations roster and fails to appear, the club will not be able to reserve a spot on the roster for the next meeting.
- e. All financial business does not become official until it passes the SGA Senate.
- f. Appropriations Committee members—president and treasurer of any club or organization may not serve on the Appropriations Committee as a voting member. Any other full-time undergraduate may be a member.
- g. Contracts—when scheduling entertainment for a function, the following must be completed and signed by an SGA advisor within the periods listed below:

Single Engagement: 10 Business Days

Musician/Accompanist Contract: 10 Business Days

Guest Lecturer Contract: 10 Business Days

Artist Contract (with accompanied HU rider and certificate of Liability Insurance): 28 Business Days

Lackmann Food Services: 5 Business Days

If funding for these items is requested after the specified time period, funding will not be granted, unless it is unanimously agreed upon by the Appropriations Committee.

- h. The SGA, the Comptroller and Hofstra University cannot guarantee payment of any financial transactions where all documents are not filled out completely and correctly at least two (2) weeks in advance.
- i. SGA equipment, whether purchased by the SGA itself or with SGA funds by recognized clubs or organizations, may not be used by anyone outside the jurisdiction of the SGA. Exceptions may only be granted by the Appropriations Committee Chairperson and the SGA Comptroller, or the SGA President, and the waiver must be granted in writing. Exceptions will only be granted after consultation with the club or organization whose budget was used to purchase the item.
- j. The SGA does not fund clubs to provide scholarships.

2. RULES SPECIAL APPROPRIATIONS MEETINGS

- a. Fall semester— The Appropriations and Rules Committee Chairpersons will issue the rules and regulations of all SGA organizations. Any questions will be answered at this time. No other business will be transacted at this meeting (no budgets, additional allocations, or reallocations).
- b. Spring semester— Budget Request guidelines and inventory forms will be distributed during the Appropriations Club Congress to all SGA organizations. **This** meeting will occur up to two weeks before Budget Weekend. The Rules Committee Chairperson will issue the rules and regulations to all SGA organizations.
- c. The president and/or treasurer of every organization must attend **both meetings. If they can not attend, they must submit in writing a valid reason three (3) days in advance.** Should an SGA-funded organization fail to provide representation at the meetings, they **will** be fined 10% of their budget.

3. APPROPRIATIONS COMMITTEE PROCEDURES

When requesting a new budget, additional allocation or reallocation, all requests must be presented at the Appropriations Committee meeting by an executive board member of the club. The request must be in writing with at least eight (8) copies for members of the committee.

4. ADVERTISING

All SGA clubs have a certain amount of free advertising in *The Chronicle*. All club advertisements are subject to guidelines as published in *The Chronicle's* ad policy. For *The Chronicle*: All SGA clubs are allowed any combination up to one-half (1/2) page per academic year.

5. FUND-RAISERS

All organizations are strongly encouraged to sponsor fund-raisers. All money must be deposited within five business days to the SGA bookkeeper. Failure to do so will constitute mismanagement of funds. Any monies allocated for this purpose may be considered restricted income as determined by the Appropriations Committee.

6. ADDITIONAL ALLOCATIONS

When an organization necessitates additional money from the SGA, clubs/organizations must request these funds by writing a proposal and providing supporting documentation. The Appropriations Committee shall take into account the current financial status of the club/organization in rendering their decision on the request. Any additional allocation request may be tabled for further investigation until the next Appropriations Committee meeting.

7. REALLOCATIONS

Money may be allocated from a club/organization's budget to an SGA account.

8. RESTRICTED INCOME

When money is loaned to a club or organization for an event, the money is to be returned within the end of the academic year, unless granted prior approval by the Comptroller. Failure to return this money will result in a misuse of funds penalty and automatic transfer of the loaned money back to the SGA.

9. INCOME

Any money that enters a club/organization's budget other than SGA allocations.

10. PRICES

All clubs must purchase equipment at Receiving and Stores if the item is less expensive than outside vendors and agencies. All clubs must contact the Printing Department and the SGA advisor before outside printing is approved. Any items over **three hundred dollars (\$300.00)**, requires three bids motion as per the University purchasing department.

- a. An organization must present documentation upon submission of a check request.

11. FORMALS

a. For our purposes, formals will include end of semester dinners held at Hofstra USA, Hofstra University Club, and any off-campus location.

b. SGA funds cannot be used to fund formals.

12. CONFERENCES

a. A maximum number of four (4) Executive Board members may be funded by the SGA to attend a conference. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller. However, income may subsidize additional people over and above the four (4) person limit. The Appropriations Committee will only fund for a maximum of three (3) conferences per year for each organization.

b. Transportation may be funded provided that the conference falls within a 300 mile radius of New York City.

c. Three (3) bids will be mandatory before any allocations are to be disbursed for hotel and transportation costs unless the conference mandates hotel.

d. Any spending on a conference, be it from an organization's income or from a member's private finances **must** be deposited with the SGA bookkeeper prior to the conference an prior to completing purchase orders and check requisitions (for the conference) for which the deposited money is to be used.

e. No SGA allocated funds will be allocated for food.

f. Gas money will be reimbursed.

13. COMPETITIONS

In order to enable those Student Government organizations that represent Hofstra at intercollegiate competitions the Student Government shall establish separate guidelines when determining the funding for those organizations. Those guidelines shall be:

a. When requesting funding for a competition, an organization must present the Appropriations Committee with all necessary registration materials and information regarding the competition.

b. When requesting funds for Intercollegiate competition the SGA Appropriations Committee shall discretion in determining funding.

14. FILM

The SGA shall not provide funds for the purchases of cameras, photo supplies, or developing costs. The only exception to this policy shall be a club whose purpose requires such a purchase.

15. HOMECOMING

Clubs may be budgeted for float building materials up to \$350, so long as the appropriated monies do not exceed the limit set by the Office of Alumni Relations. Float building materials may be further purchased with income with monetary limit to be established by the Appropriations Committee Chairperson and the Comptroller.

16. CHARITABLE CONTRIBUTIONS

Any organization may donate monies collected from any event of a philanthropic nature to charity, with a monetary limit and prior approval of the Appropriations Committee Chairperson and Comptroller.

17. DONATIONS

Donated money shall be considered income. However, donated money is subject to all policies pertaining to the use of funds as stated in the SGA Policy Series and must not violate University contracts. Any organization receiving donations must deposit them with the SGA Bookkeeper. Money donated by a department of Hofstra University outside of the Office of Student Leadership and Activities must be used by the 30th of June. If the money is not used by this date, it shall be returned to the department which donated it.

18. CLOTHING

- a. No clothing (shirts, jackets, etc.) **will** be funded above \$250 per academic year. If a club wishes to fund above \$250, **the club/organization must make up the difference with their income and a P.O. must be submitted.** Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller.
- b. Uniforms for sports clubs and clothing for performances for organizations will have no cap. However, all clothing purchased for these clubs and organizations must be kept in inventory and are subject to yearly inventory checks.

19. TABLE DRAPES

An organization may only spend up to two hundred dollars (**\$200**) on a table drape once while the organization is recognized by the Hofstra University. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller.

20. DECORATIONS

SGA will not fund for decorations.

21. PRIZES

Prizes are not permitted with SGA appropriated money, unless the prize is to be used in a fundraiser.

~~22. PAPER~~

~~All reams of white paper purchased must be recycled paper.~~

23. SUBSCRIPTIONS

Subscriptions must be endorsed to the name of the club and delivered to its office.

24. INVENTORIES

- a. The Appropriations Committee may require inventories at the beginning of each semester from all clubs/**organizations** to assess possessions of all SGA affiliated clubs and organizations.
- b. All items purchased by a **club/organization** with SGA funds must be kept in a designated place on campus that shall be reported to the Appropriations Committee yearly. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller

25. VENDORS LIST

The vendors list is a compilation of vendors who accept Hofstra University Purchase Orders from SGA funded clubs and who have agreed to comply with the stated guidelines. The purpose of the vendors list is to facilitate the transactions of **clubs/organizations** with outside merchants and to insure the proper procedures are followed in order to guarantee payment to the vendor and to maintain Hofstra University's reputation in the business community.

- a. Procedures for compilation
 - i. The list **will** be compiled by the Comptroller, Purchasing Department and SGA bookkeeper, and **will** be presented to the clubs at the first Joint Rules and Appropriations meeting at the beginning of the academic year.
 - ii. Any correspondence with the vendor regarding its inclusion on this list must be cosigned by the Director of Purchasing or the SGA advisor.
- b. Conditions for the Inclusion on the Vendors List

- i. Vendors shall agree to accept Hofstra P.O's from SGA funded clubs.
- ii. Vendors shall agree to mail all bills for payment directly to the SGA bookkeeper.
- iii. Vendors shall agree not to allow students to overspend without a properly authorized addendum.

c. Flexibility of Vendors List

- i. The Vendors List is flexible. The SGA is not committed to any supplier listed. If a club is able to get a lower price from another vendor, the vendor will be added to the list following the above procedures.

d. Procedures for Non-Compliance

- i. Non-Compliance shall be defined as the deliberate use of a vendor not included in the list without prior approval.
- ii. First offense—sole responsibility for payment of the bill without recourse to their allocated budget by the club.
- iii. Second offense—same as **24. dii**. Such club shall remain frozen for a period of time to be left to the discretion of the Appropriations Committee Chairperson **and the Comptroller**, but for no less than fourteen (14) days.

26. TIPPING

Organizations cannot use SGA allocated funds for tipping.

27. PAID IN ADVANCE

Throughout the Appropriations Committee Policy Series and By-laws, the phrase “paid in advance” means “deposited to the SGA bookkeeper in advance of the event”. For publications the phrase “paid in advance of the event” is defined as “before the issue goes to print”.

28. COPYING PRICES

a. Copies for all SGA funded organizations will be \$.05 each with the bulk copy rates of:

- i. 100 copies \$4.40
- ii. 200 copies \$8.80
- iii. 300 copies \$13.20
- iv. 400 copies \$17.60
- v. 500 copies \$22.00

b. Only SGA organizations may be allowed to use copy machines.

29. DJ'S

Organizations must use income to pay for DJ's should they choose not to use a campus organization which has the purpose of providing musical entertainment.

30. NEGATIVE BUDGET LINES AND/OR MISUSAGE OF FUNDS

a. The following procedures will be established for all SGA funded organizations when a negative balance exists in a line or a misusage occurs:

- i. First offense—a warning will be given to the club in question.
- ii. Second offense—the club will be levied a 20% fine of the reallocated or misused amount to be returned to SGA club contingency. In some cases, a written warning may be issued prior to any fines.
- iii. **Third offense—the club/organizations budget is will be immediately frozen and will remain frozen pending the approval of the IRCB after an official hearing is held.**
- iv. **Fourth offense- if the IRCB unfreezes the budget any additional misusage will result in the club/organizations budget being terminated and absorbed back into the SGA contingency under no exceptions.**

****The SGA reserves the right to implement further penalties if the situation warrants.****

31. END NOTES

- a. Misusage of Funds shall be defined as violating policies or procedures of the Appropriations Committee, the SGA, or Hofstra University.
- b. It is within the power of the SGA Comptroller **and the Appropriations Chairperson** to determine what shall be considered Mismanagement of Funds or Misuse of Funds, and he/she may take appropriate actions and levy appropriate fines after consulting the IRCB.
- c. All IRCB procedures regarding the unfreezing of budgets shall be found in the appropriate section of the Policy Series and strictly adhered to. All clubs/organizations begin a new academic year with a “clean slate” with regard to violations of the Misusage Policy. This is limited to those organizations not under any specific sanctions by the IRCB.

32. INTERNAL REVIEW AND CONTROL BOARD

Any club/organization that has violated the “Negative Lines/Misusage of Funds” policy for a third time must appear before the IRCB at an official budget hearing to have the club’s/organization’s budget unfrozen if permitted by the IRCB. Below are the guidelines and procedures that the IRCB and the clubs/organizations must follow:

- a. The IRCB will notify the President/Treasurer of the organization in writing that they must schedule a hearing within ten (10) days of notification. The club/organization that must appear before the IRCB for a hearing must have forty eight (48) hours to prepare before the hearing is to commence.
- b. The club/organization must provide the IRCB with specific reasons as to why the violation of the “Negative lines/Misusage of Funds” policy occurred and offer a plan of action for ensuring that there are no future violations.
- c. The IRCB will be permitted to question the club representatives regarding the policy violation.

d. When all evidence has been presented and all questions are asked, the IRCB will notify the club/organization within two (2) days of their decision.

e. The IRCB can render any of the following decisions:

i. Unfreeze the organization's budget.

ii. Keep the organization's budget frozen for a specified time when another hearing can be held.

iii. Stipulate organizational changes as a condition of the organization's budget becoming unfrozen.

iv. Stipulate and additional administrative procedures to the organization (ex. weekly contact with Comptroller, mandatory fund raising efforts, etc.)

v. Revoke the organization's budget for a specified period of time.

vi. Terminate and absorb the club/organizations entire budget back into the contingency

33. ROAD TRIP POLICY

The SGA may allocate money for all road trips provided:

a. Seven (7) days prior to the trip, a minimum of five (5) people must be registered **the money paid and deposited** with the SGA bookkeeper.

b. If **at least five (5) people are registered and paid for, up to two (2) SGA passenger vans or one (1) SGA cargo van can be used.**

c. Four (4) days prior to the trip, if **at least** five (5) people are not registered and paid **for**, with money deposited with the SGA bookkeeper, **only** one (1) SGA passenger van **or** one (1) SGA cargo van will be used.

d. All organizations must submit an announcement of the road trip at least twenty one (21) days in advance of the trip. After the announcement is submitted to the Appropriations Committee Chairperson **and Comptroller** must approve or disapprove the trip within

seven (7) days. If the trip is not approved, the SGA and the organization involved must meet within the next seven (7) days to discuss the decision.

e. All money must be deposited with the SGA bookkeeper prior to every **road trip**.

f. Alumni, non-students, and parents are not permitted to register for the trip prior to three (3) days before the date of the trip.

g. An advisor must accompany and group using the SGA vans.

h. Under no conditions is the SGA required to fund any road trip.

i. Approval or disapproval of any road trip must be included in the Appropriations Committee minutes at the next Senate meeting following its decision.

j. SGA will not allocate funds for the use of luxury buses from **the** contingency.

34. STUDENT GOVERNMENT ASSOCIATION CLUB/ ORGANIZATION FUND:

All monetary contributions donated to the Student Government Association Club/Organization Fund, a subdivision of the Student Government Association Fund, shall only be accessible to the Appropriations Committee, which shall be permitted to appropriate such additional fund to clubs and organizations in accordance with the rules and regulations of the Student Government Association By-Laws and Policy Series. In cases where donations are made to a specific Student Government Association **club/organizations**, these monies must be transferred to said **club/organizations'** budget and designated as income money. The Fundraising Committee shall notify all clubs and organizations when they receive specific donations, as stipulated in Section 208.3 of the Student Government Association By-Laws.