Student Government Association

Financial Policies

FY17

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Updated: August, 2016
**Goal of the Student Government Association**

The goal of the Student Government Association is to contribute to and promote the cultural, social, educational, and recreational welfare of the student body. The Student Government Association and its recognized organizations shall not discriminate on the basis of race, sex, color, religion, creed, national origin, sexual orientation, mental or physical disability, age, class, or major. The following guidelines have been adopted and are enforced by the Student Government Association Constitution.

**SGA Finance Office Philosophy**

The philosophy of the Finance Office is to effectively and efficiently maintain the flow of the SGA accounts. The office is here to explain our financial policies and give procedural advice to organizations. Our role is to assist the organizations with all of their financial needs and help them to maintain accurate records through giving transaction histories, processing payments, and approving loans. It is not our responsibility to keep each organization’s detailed ledger. It is the organizations’ responsibility to maintain a detailed record of all expenses and deposits so that each organization knows their account balances at all times. We require all organization executives to read through this manual.
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## Financial Calendar FY17

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<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>July 1, 2016</td>
<td>Start of Fiscal Year 2017</td>
</tr>
<tr>
<td>September 11, 2016</td>
<td>Treasurers Workshop (one session MANDATORY for all Clubsigners)</td>
</tr>
<tr>
<td>December 9, 2016</td>
<td>Last day for spending during the fall semester. Clubs will not be allowed to spend during the winter session unless a written request is given to the SGA Treasurer.</td>
</tr>
<tr>
<td>December 9, 2016</td>
<td>Budget request forms for FY18 will be released. Please visit uvm.edu/sga for budget materials.</td>
</tr>
<tr>
<td>January 25 and 26, 2017</td>
<td>Budget Workshop (one session MANDATORY for all treasurers)</td>
</tr>
<tr>
<td>February 3, 2017</td>
<td>Budget Requests are due. Please follow all guidelines for submission found on uvm.edu/sga. No late submissions will be accepted.</td>
</tr>
<tr>
<td>February 4, 2017</td>
<td>Budget hearings begin. These appointments will be made by the Finance Committee with each club as it deems fit.</td>
</tr>
<tr>
<td>February 24, 2017</td>
<td>Budgets emailed to club-signers for review.</td>
</tr>
<tr>
<td>February 27, 2017</td>
<td>Appeals Process Begins</td>
</tr>
<tr>
<td>March 21, 2017</td>
<td>Budgets sent to SGA Senate for approval.</td>
</tr>
<tr>
<td>April 13, 2017</td>
<td>All summer financial paperwork due to the Finance Office.</td>
</tr>
<tr>
<td>May 5, 2017</td>
<td>Spending for School Year 2016-2017 (FY17) will close for all organizations unless a written request is given to the SGA Treasurer.</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>SGA Finance Office will close all FY17 spending.</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>End of Fiscal Year 17</td>
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</table>
Funding Policies and Procedures

**Budgeted Fund (130)**

The SGA Senate is responsible for allocating funds to organizations. These funds are acquired through the Student Government Association fee. This task is executed by the Finance Committee, a standing committee of the SGA which is charged with allocating funds to each organization and bringing their recommendations to the SGA Senate. When deliberating Annual Budget allocation decisions, the Finance Committee shall consider the following:

- The number of students involved or served by the organization’s funded activities, and the quality of the service provided.
- The degree of necessity to fund the organization in order to achieve the desired effectiveness in its activities.
- The contribution made by the organization’s activities to an environment of greater student involvement in the UVM Community.
- The organization’s record of supporting the goals of the SGA and of the University of Vermont.
- The organization’s record of performance, financial responsibility, and integrity.
- The impact as it relates to funding other student organizations, and their comparative benefits.
- The organization’s fundraising ability, and past history of fundraising.
- The budget allocation for the organization in the previous year, and the degree to which it was utilized.
- The accuracy of the budget submitted for the previous fiscal year and current fiscal year.
- Any violations of these financial policies from the previous fiscal year.

All organizations recognized by the Student Government Association and which are in good standing with the Club Affairs Committee are set up with a source number as part of the chartstring value that will be used to access their accounts. This number is six digits and will always start with 800XXX. This number will be used for both the Budgeted Fund (130) and the Fundraised Fund (131) which will be discussed in the next section. The budgeted fund contains all funds allocated to the organization during the Annual Budget Process and all Supplemental Funding. Organizations are required to use their budgeted money only for the items requested in their current fiscal year budget. Any purchases that are made and were not approved in the budget must be paid out of the fundraised (131) account. If an item was requested and not fully funded, the remainder of the payment must be made out of the fundraised account (131). The exception to this rule is reallocation of funds approved by the SGA Treasurer prior to accruing any expenses.

**Fundraised Fund (131)**

Fundraised funds are for the deposits of all raised money. This account is to be used at the organization’s discretion, but only for organizational business, and spending must comply with all other SGA and UVM policies and procedures. No member of an organization may use these funds for personal use or any use not benefiting the organization as a whole. All the spending of these funds needs to be processed through the SGA Finance Office, as if it were budgeted spending. Organizations are to report all funds earned under their organization’s name to the Finance Office and deposit it into their fundraised fund in a timely manner.
Violations to these policies could result in a 25% penalty charged to the organization’s fundraised or budget accounts. In extreme cases, an organization can be suspended for violations of financial policies.

Gift Fund (311)

Represents donations/ gifts from individuals or business.

This fund is overseen by the UVM Foundation which offers a variety of services through their professional staff to engage donors in fundraising effort. All clubs are required to consult the UVM Foundation when organizing a philanthropic event. The club will receive specific directions as how to handle their fund-raising event.

Donations can be made in the form of cash, checks, stocks and other forms. They can be processed online, by mail, or by phone. Any donations received by an SGA club are counted towards that organization’s fundraising requirement.

In no circumstances shall alcohol be donated to any club, or to any auctioning activity. It is absolutely imperative for any SGA organization to refuse such a donation. The UVM Foundation will not be recording donations of any alcohol product(s), since they cannot be accepted as allowable donations.

The process of recording donations is done by the UVM Foundation and this revenue will be posted in your club’s “Gift Fund (311)”. The UVM Foundation sends an official letter to the donor after receiving the donation. Each donation is subject to a 5% administration fee paid by the recipient of donation. All donations/gifts are tax deductible.

Whenever someone makes a donation to the University they have the opportunity to earmark their donation for any purpose or destination. The clubs can receive information on Gift Fund activity from the SGA Finance Office.

Gifts are usually personalized with the donor's name and address. Thank-you notes are a nice way of portraying your appreciation, and are highly recommended.

Additional information on fundraising guidelines and procedures is available on the UVM Foundation website at: www.uvmfoundation.com

Unauthorized Accounts

Outside accounts (i.e. bank accounts and crowd funding accounts) are prohibited according to University Policy. The SGA follows all University regulations, and requires that its recognized organizations do as well. Legally, as an entity within UVM, the SGA is not permitted to allow outside accounts due to tax purposes and obligation for reporting any organization’s income and expenses. Any violation of this policy will result in an immediate freeze on all accounts for the organization in violation of this policy. The offending organization must have a meeting with the SGA Treasurer and the organization will need to prove that any accounts have been closed to regain funding. This will negatively impact future allocations.

Unauthorized Spending

Spending from either fund (budgeted or fundraised) without authorization from either the SGA Treasurer, SGA Financial Assistant, or SGA Business Manager is considered unauthorized spending. All spending must be done through the University financial system. Certain circumstances do warrant emergency
spending. If this is the case, the SGA Treasurer and Business Manager will determine if the spending is warranted. If an organization has placed an order and then retroactively requested approval from the SGA Finance office, the Finance Office reserves the right to deny the use of SGA funding for the purchase and this would constitute unauthorized spending.

If any unauthorized spending occurs, both the organization and the person responsible for the spending will be penalized. The organization’s accounts (both the 130 and 131) can be penalized up to 25%. If the situation involves reimbursement of funds, the person responsible can be assessed a 10% charge. The SGA reserves the right to deny reimbursement if the spending is not authorized. There is no reimbursement for any taxes paid for any purchases made in locations where the University of Vermont is tax exempt. It is the responsibility of the organizations to indicate their tax exempt status before a transaction occurs.

**Deficit Spending**

The current system does not allow any deficit spending with the budgeted fund beyond the amount allocated. If an organization overdraws their fundraised account, they will be notified by the SGA and their accounts will be frozen until they meet with the SGA Treasurer to rectify the situation.

**Annual Budget Process**

Every spring, the SGA Finance Committee allocates money to each organization from the annual budget based on the needs of each organization. The Finance Committee then presents their recommendations to the SGA Senate based on the organization’s request and the guidelines in this document.

**Tiers**

Each organization will be able to select a Tier during the budget process. By allowing organizations to choose how much of our support they need, we can help to deliver the best experience possible for the student body.

Each organization, when submitting a budget, will pick a Tier for their organization to fall into. This Tier states how much each organization can request, and how much they are required to fundraise. The fundraising requirement applies to the amount requested, not allocated. Ex: If a Tier 1 organization requests $100,000, they are required to fundraise $15,000 regardless of allocation. Should an organization be unable to reach their required fundraising goal, the difference will be deducted from the next fiscal year budget allocation. The Tiers are below:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Maximum Budget Request</th>
<th>% of Requested to Fundraise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$50,000+</td>
<td>15%</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$20,000 - $49,999.99</td>
<td>10%</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$5,000 - $19,999.99</td>
<td>8%</td>
</tr>
<tr>
<td>Tier 4</td>
<td>Under $5,000</td>
<td>5%</td>
</tr>
<tr>
<td>Tier E</td>
<td>No Budget Request</td>
<td>100%</td>
</tr>
</tbody>
</table>

1) Maximum Budget Request – This is the maximum amount an organization can request from the SGA. For example, a Tier 3 organization can request no more than $19,999.99 in their budget.
2) % of Requested to Fundraise – With each Tier, organizations will be required to fundraise a percentage of their requested money. For example, if an organization requests $26,000, they must fundraise $2,600.

**Budget Submissions**

Each organization must submit their budget according to the guidelines below:

1) All budgets are to be emailed to the SGA Finance Email (SGA.Finance@uvm.edu). All budgets must be emailed by 12pm on the day they are due, and no late submissions will be accepted. Certain documents are required to be signed and submitted in person. These documents will be clearly designated in the Budget Packets when they are handed out.

2) All organizations requesting $20,000 or more must set up a budget hearing with the Finance Committee, however any organization can meet with the Finance Committee for a budget hearing if the organization wishes to elaborate their needs verbally. Hearings are encouraged for club’s significantly increasing their budget request, or with considerable membership growth.

3) Each organization is required to submit an updated inventory list of the organizations’ supplies and equipment. This will be submitted via e-mail and a hard copy will be submitted to the SGA Offices.

4) If the Finance Committee, while reviewing an organization’s budget realizes that they need more information or have questions, the Committee reserves the right to schedule a meeting with the organization to ask questions about their budget.

5) In the case of university budget cuts, the SGA Finance Committee reserves the right to make cuts to organization budgets.

6) The Finance Committee will release its recommended allocations to the organizations via email. At this time, if an organization feels they would like to do so, they may start the appeals process.

7) Each organization must fill out a second semester club check-in sheet, by meeting with a member of the Club Affairs Committee or online, before their budget may be considered finalized.

8) Each organization must remain in good standing with the Club Affairs Committee.

9) 10% budget deductions will be placed on organizations for failure to provide documentation failure to schedule required budget hearing

**Appeals Process**

An organization may appeal their Supplemental or Budgeted funding recommendation through our appeals process. If an organization feels that the Finance Committee did not follow the SGA Financial Policies, misinterpreted a financial request, or feel as though the allocation was unjust in any way, the organization has the right to an appeal. This is done by sending a formal appeals letter to the Finance Committee Chair, who will schedule a second hearing to review the allocation in question. The Finance Committee will issue a decision regarding the budget appeal. If the organization is unsatisfied with the first appeal they can request a hearing by the Appeals Committee. This committee is comprised of the chairs from all of the SGA committees and the Executive Branch. A minimum of 2/3 of the SGA Senate Committee Chairs and 2/3 of the Executive Branch must be in attendance at this meeting. The Appeals Committee will hear remarks from both the organization, and the Finance Committee. The decision made by the Appeals Committee will be the final decision of the SGA. The Committee will vote on their decision and must have an approval of 2/3 of the Appeals Committee.

**Unlawful Budget Inflation**

The unlawful act of strategically over-calculating a budget request in an attempt to receive additional funding is strictly against SGA polices. If during the budgeting process or during the course of the year,
the SGA Finance Office, Finance Committee, or Senate feels that an organization has overinflated their budget, they reserve the right to ask the Club Affairs Committee to investigate the matter. Should an organization find that they are being investigated, they are required to answer any questions by the Club Affairs Committee. Organizations found guilty of unlawful budget inflation will be subject to sanction. Sanctions include, but are not limited to; fines, and in some cases SGA de-recognition. Sanctions are to be determined by the Executive Committee and passed by the Senate with a majority vote.

**Supplemental Funding**

The SGA understands that organizations are not always able to plan every expense and there are sometimes unforeseen expenses that organizations incur. Furthermore, clubs must be SGA recognized for at least one year in order to request a budget. For those reasons, SGA reserves money each year for organizations’ unforeseen/unbudgeted expenses, which are stated below. Any money requested through the *General Supplemental Funding* will also affect the amount needed through fundraising in the Tiers mentioned above. All supplemental funding request forms can be found on the Finance Committee page on the Lynx (uvm.edu/clubs). All supplemental funding requests over $5,000 must be accompanied by acknowledgement and consent of the request by the organization’s faculty advisor.

**General Supplemental Funding**

Supplemental Funding is designed to be for organizations that have an unforeseen expense and need funding from the SGA to help them. This is designed to supplement their budget, and organizations should never count on this funding during the annual budget process. Supplemental requests are only allowed with items that were not in the annual budget or in cases where the Finance Committee specifically states that budgeted items should be funded through the supplemental funding process. If an item is in the organization’s budget and was not granted funding, it will not get allocated through this fund. Though rare, sometimes there are extreme circumstances which would warrant a second look. This can be done by talking to the SGA Finance Office or the Finance Committee. This money comes with the following stipulations:

a. Supplemental Funding is to be spent ONLY for what it is specifically allocated for. The money (with exceptions for new organizations) will be returned automatically to the supplemental funds account if not spent for what it is allocated.

b. Any organization that failed to submit an Annual Budget needs to be aware of the limitation of the account when requesting a full budget from supplemental funds. (Full budgets are considered during Annual Budget Allocations only)

c. Supplemental spending MUST abide by all SGA financial policies, and all allocations will abide by SGA Budgeting Policies.

d. Any allocation of $2,000 or more must be approved by the Senate.

e. SGA Treasurer and President must approve allocations above $2,000 if the Senate is not in session. Any allocations under $2,000 can be approved by the Finance Committee Chair when Senate is not in session.

f. Any money requested through the General supplemental process will be added to the organization’s total Fiscal Year request and will be held to the same fundraising requirements. Ex: A Tier 1 organization that requests $100,000 during the budgeting season and $5,000 in supplemental funding will be required to fundraise 15% of $105,000. Any Tier E clubs requesting funding through the General Supplemental Funding will be required to fundraise 5% of all requested funds.
**Gas Supplemental Funding**
Gas will not be allocated for during the budget process as gas prices fluctuate regularly. As such, a supplemental fund exists for organizations to utilize for the purchase of gas when traveling to and from an organization’s event. This account will be handled the same way that the supplemental fund operates and this account is only created to cover a portion of an organization’s total expenditure of gas. Please note that funding for tolls should be requested through the *General Supplemental Funding*. Requesting funds for tolls does not entail a hearing, although the organization will be subject to the fundraise requirement.

**Uniforms Supplemental Funding**
This fund is to be used as an aid for organizations to fund uniforms, not to fully fund for their purchase. Once an organization has utilized this fund, they will not be permitted to receive access to it again within a three-year period. Organizations must show evidence or intention of fundraising for the purpose of buying uniforms as well as presenting a detailed plan of how they intend to monitor the distribution of the uniforms to ensure that none are lost or stolen.

**Nationals Supplemental Funding**
This fund is used for qualifying national events, not regional, that organizations gain the ability to participate in or attend. The purpose of this fund is to aid those organizations who qualify for events in the midst of the current fiscal year as no money will be allocated for the qualifying events in an organization’s budget. To be eligible to access this fund, the group or organization must qualify for the event and the event cannot be open to all groups.

**Capital Projects Supplemental Funding**
The SGA Treasurer is charged with establishing and maintaining a long-term capital projects fund for tangible items that will last at least five years. All requests made by organizations for allocations from this fund must be written and addressed to the Finance Committee.

**Diversity Enhancement Fund**
The purpose of this fund is for events of a cultural or religious nature in order to enhance diversity and benefit the campus as a whole (ex: holiday events, speakers, etc.). The event must be an on-campus event that is open to the campus and community. Any food for the event would be budgeted as per the guidelines set out in the Social Function/Food Policies section of this document.

**Wellness and Engagement Fund**
This fund is intended to promote healthy activities on weekends determined to be “high risk” for alcohol and other drug misuse and abuse as determined by the President’s Committee on Alcohol and Other Drugs. Weekends deemed “high risk” for the Fall semester are Move-in, Labor Day weekend, Fall Break, and the last week of classes. Spring Semester weekends include Move-in, President’s Day weekend, Spring Break, and the last week of classes. Dates not listed above will be considered upon formal request. This fund can be utilized for events promoting and contributing to positive mental health. While there are no specific dates, the date of the event must be approved by the Chair of the Finance Committee.

**Student Professional Development Fund**
This fund is available to UVM Students who have achieved significant recognition for their work/services in their field of study and that have been presented with opportunities that will help them to further enhance their knowledge through conferences, seminars, etc. The use of this fund is not limited to members of an SGA recognized organization. A detailed proposal is to be submitted to the SGA Treasurer for review and allocation. It will be necessary for the individual making the request to make a
presentation on their behalf and also provide letters of recommendation. This fund is not designed to be a stipend for an internship, but to further a student’s personal and professional development and help them to advance their future career aspirations.

**Supplemental Hearings**

All requests for supplemental funding (with the exception of gas and tolls) will require a supplemental hearing. Upon completing request forms on the Finance Committee page on the Lynx (uvm.edu/clubs), please select at least three time slots to meet with the Finance Committee. The Finance Committee Chair or Office Coordinator will reach out to schedule a hearing. Clubs must be considered in good standing by the Club Affairs Committee in order to be considered for supplemental funding.

**Travel Accommodations**

The SGA recognizes the magnitude of different experiences, cultures, circumstances and comfort zones that may impact travel accommodations. Funding is available to accommodate the needs of students requiring additional amenities during travel. Grounds for such funding include, but are not limited to, members with disabilities and/or medical conditions, cultural differences, religious practices and mental health. A club-signer, or the member in need of accommodations, can utilize the General Supplemental Fund. A hearing will not be necessary, but the Finance Chair and/or SGA Treasurer may ask for clarification or additional information. Any funds requested for travel accommodations of this kind will not affect the club’s fundraising requirement.

**Loans**

A loan may be requested in the event that any SGA organization needs an advance for an event, activity, or capital purchase. All loans are conditional upon the organization’s ability to repay the entire amount of the loan in a timely fashion.

An organization seeking a loan must complete a Loan Request Form (available at the SGA office) with exact breakdowns of costs and submit this form to the SGA Treasurer at least two weeks in advance of the date the funds are needed. A detailed plan for raising the funds to repay the loan will be needed for the SGA Treasurer to make an informed and accurate decision.

It is important for the Treasurer of the organization to consider the financial position of their organization, the ability of their organization to make an informed and accurate decision.

**Loan Repayment**

1) When the total revenue is realized, the repayment of the loan will be due on the first business day following the event.

2) For long term events or gradual repayment, the repayment schedule will be determined according to the duration of the event.

**Defaulting on a Loan**

Should an organization default on a loan:

1) All the organization’s budgeted money will be frozen.

2) The organization’s funds in both the revenue and the budgeted fund may be reclaimed. If the money in the fundraised account is not sufficient to cover the amount defaulted, the members of the organization that signed the loan may be held responsible for the money owed.
The Student Government Association reserves the right to derecognize any organization failing to repay a loan agreement.

Contracts

Any contractual agreement between a SGA sponsored organization and any University Office or Department, or any outside vendor of products or services, must be reviewed and approved by the SGA Finance Office and the Director of Student Life. There is a standard University base contract that is available, which can be obtained in the SGA Office. All contracts need to be brought into the SGA Office for review by the Finance Office and will be copied and sent to the Director of Student Life in order to be reviewed and signed. At no time is a member of an organization allowed or authorized to sign a contract on behalf of the University of Vermont. An individual will not be reimbursed for a payment made personally to a speaker, instructor, coach, or contracted employee. An individual member of an organization is held directly responsible and liable for all financial and legal agreements if he/she makes contracts without the consent of the SGA.

Petty Cash

Petty Cash is money that can be used to make cash transactions. It can be used for small costs an organization may incur when on a trip such as gas, tolls, etc. Petty Cash can be withdrawn from the organization’s budgeted or fundraised funds for a business expense only. Only one petty cash transaction may be open at a time for an organization. A contract must be signed identifying a date for the petty cash to be closed out. A penalty of 25% of the withdrawal amount may be assessed from the fundraised fund for a breach of contract. If petty cash is not returned on time, all the organizations accounts will be frozen until it is returned and closed out. SGA reserves the right to deny Petty Cash requests if they feel that the organization cannot be responsible with the money.

Reimbursements

It is the policy of the Student Government Association that they will not reimburse organizations unless it is an extenuating circumstance. Organization members who spend their own money without prior approval from the SGA Finance Office do so knowing that they will not receive reimbursement from UVM. The only exception to this policy is in times of emergency when safety is at risk. In those extreme circumstances, a meeting should be set up with the SGA Finance Office immediately upon return.

The SGA will also not reimburse for events that the organization had already authorized the spending. If an organization schedules an event and sets up payment arrangements, they are not allowed to retroactively seek supplemental funding to help pay for this event. Furthermore, the SGA will not provide additional funding for an event that happened in the past. All requests for supplemental funding must be made on the timeline listed in the Supplemental Funding section of these policies.

Organizational Policies

Opening Accounts for the Year

An organization must complete certain requirements in order to gain access to their accounts each year and maintain that access. For an organization to open their accounts for the year, they must submit the following information and complete all requirements to the satisfaction of SGA Finance Office:
1) List of current officers in the organization with their current phone numbers and email addresses
2) Advisor’s name, department address, email address, and departmental phone number
3) Clubsigners must attend the Treasurers Workshop and sign the Clubsigner Book.
4) Two members of each organization attend the Fall Clubs Workshop

Until all information is submitted, complete, and accurate, the organization’s budget will remain closed and all accounts frozen. Failure to attend the Treasurer’s Workshop without prior approval from the SGA Treasurer will result in an automatic 10% cut in the current fiscal year’s budgeted fund.

Summer spending can occur with approval from the SGA Treasurer if there is a valid reason for organizations to be spending during these months. If this is the case, the accounts will close at the end of the summer and remain closed until the above criteria have been met. All account open and close dates can be found in the financial calendar.

**Organization Treasurers**

Organization Treasurers should keep in mind that they are the financial managers of their organization and act as a liaison between it and the SGA Financial Office. Only two members of any organization can have the authority to access funds. Their duties are:

1) Maintaining the organization’s financial ledger which provides a transaction history and a current daily balance.
2) Checking the organization’s mailbox located in the SGA Galaxy Space. This should be checked twice a week for messages, mail, and/or questions from the SGA Finance Office.
3) Handling funding requests for the organization (checks, purchase orders, special events, budget requests, emergency funding, supplemental funding, loans, etc.) and making deposits in a timely manner.
4) Reconciling the organization’s books promptly with the Finance Office.
5) Responding to any and all questions from the Finance Office in a respectful and timely manner.

**Advisors**

The SGA believes that organizations are to be run by the students. The advisor is a person who is advising the organization with their experience and expert knowledge in the field that is related to the represented organization. The advisor has no purchasing authorization or decision making power. They are not allowed to incur expenses or make decisions on behalf of the organization or its members. If an advisor is found to be violating this, they will no longer be allowed to work with their organization until they have a meeting with the SGA Administration to discuss the issue. If the SGA feels the advisor is overstepping their role, the SGA reserves the right to investigate the matter and put a freeze on all organization accounts and activities. If any organization feels that their advisor is overstepping their role, they are encouraged to set up a meeting with the Club Affairs Committee Chair.

**Coaches**

A coach is defined by SGA as a person who trains and instructs an organization and its members towards achieving its goals. Coaching duties include coaching on a regular basis during practices and competitions, guiding and advising members toward a strategy that propels the organization, and any other administrative issues that may arise as stated in an individual coach’s contract. SGA will fund a part of the coach’s salary, by the discretion of the SGA Finance Committee, and the approval of the SGA Finance Office. The balance of the coach’s salary needs to be funded through the fundraised fund.
Organizations should not expect to get their coaching expenses fully funded. They are expected to
fundraise a portion of all incurred salaries.

**Honorarium**

The SGA reserves the right to fund any speaker hired by an SGA organization. The SGA will not pay any
active UVM undergraduate or graduate students an honorarium for speaking. In addition, the SGA allows
organizations to co-sponsor events with other organizations and departments, as long as that speaker is
not a student at the University and their message relates to the mission statement of the organization. A
formal payment request from the speaker, his/her agent, or the company is required to verify the funds
requested. The SGA reserves the right to deny funding if they feel that this speaker is not qualified, does
not represent the mission of the organization, or is directly offensive to members in the University. The
SGA has the right to ask any honorarium recipient to provide a CV.

**Social Function/Food Policy**

The SGA does not fund food for an organization. Though this is our policy, we do understand the need to
make a few exceptions under certain circumstances. There will be a special budget application for those
organizations that have a need for food in their budget. There are two groups that can request food
funding:

1) Organizations whose main purpose involves food.
   a. This is food for an educational purpose that directly enhances their mission. This funding
      is not designed for organizations to feed their members, but to enhance their mission and
      educate the University community.

2) Cultural Activities in which food is a central theme to the event.
   a. **Religious Holiday dinners/meals** – The SGA should get a list of all the events an
      organization plans on celebrating as a religious organization for the academic year. Each
      event should have a description about the holiday, and how the organization plans on
      celebrating it. The SGA will look at the organization’s requests and reserves the right to
      fund 70% of the total cost, up to $4,000. The remainder of the funds must come from the
      organization’s fundraising account.
   b. **Cultural education dinners/meal** – The purpose of this funding is to educate the
      organization and/or the Campus Community on the heritage of food preparation and the
      relationship between food and culture. Events such as Passover Seder, Chinese New
      Year, and Noche de Cultura are historically events that would fall into this category. The
      SGA will look at the organization’s request and reserves the right to fund a percentage of
      the total cost at a maximum of 65%, up to $4,000. The remainder of the funds must come
      from the organization’s fundraising account.

**Travel**

The following are guidelines to follow when an organization is traveling:

**Van Rental**

The SGA has twelve passenger vans for organizational use which are also available to University
departments and offices for University business only. Only UVM Students, Staff, Faculty, and UVM
affiliates may ride in a UVM or SGA van, and only those who are Risk Management certified are eligible
to drive. An organization may reserve a van up to four weeks prior to the date of the rental. If a van has
not been reserved by an organization, a department or office may make reservations 10 days in advance. A cancellation of reservations is necessary if vans are not needed. Failure to cancel the reservation 24 hours in advance of the expected rental will result in a penalty fee of half the expected rental fee added to the total amount. Failure to return the van on time will result in a penalty fee of half the daily fee added to the total amount. Failure to return a van without a full tank of gas will result in the organization being charged the fueling cost plus a $10.00 surcharge.

**Transportation**

1) Automobiles and Vans
   a. Vans are available for student use through the SGA Office. They can be rented as stated in the policy above at a current competitive price. If all of the SGA Vans are rented out, students are authorized to use one of UVM’s Preferred or Suggested Vendors to rent a vehicle. The maximum SGA allocation for all van rentals (SGA or external vendor) is $90 per day.
   b. Those individuals that choose to drive their own car to out of town functions will not be reimbursed for mileage unless pre-approved by the SGA Finance Office. Mileage is defined as the basic wear and tear on the vehicle, which the SGA does not pay for. Those individuals that chose to drive their own cars to out of town functions must do so in a carpool. These cars are expected to be fully occupied by the passengers. Gas money can be given on an allowance basis before departure only and must be pre-approved by the SGA Finance Committee through the Gas Supplemental fund.
   c. Those individuals that need a taxi or other form of transportation while away will be granted up to a $50 allowance. This must be approved in advance by the Finance Office through a Petty Cash form.
   d. Use of a personal vehicle will be solely dependent upon the individual and his/her policy.

2) Airfare/Hotels
   a. The SGA will fund no more than two individuals at a maximum cost of $500.00 per individual to fund airfare for a total of $1,000 per fiscal year. If the balance for the two travelers exceeds what SGA has allocated, the remainder must come out their fundraised account.
   b. The maximum allocation for hotels is $120 per room, per night, with four club members per room. Hotel funding is reserved for organizations traveling far distances that require overnight stay.

3) Buses
   a. The SGA will allocate some funding for a chartered bus if the trip is more than 200 miles round trip requiring more than two vans for those organization whose sports are categorized as “contact sports” as per UVM Risk Management.
   b. If this means of transportation is more economical then the above alternatives, the SGA will allocate funds for it accordingly.

4) Traffic Tickets
   a. No tickets will be paid for through any of the SGA accounts. All tickets are the responsibility of the organization members. We strongly encourage organizations to place the burden of payment on the organization member who caused the violation.

**Participation**

1) Conference/Convention – A learning experience that directly relates to the mission of the organization. The SGA will help fund a portion of one per semester. The participating member(s)
must be continuing classes for at least one semester past the conference so that they can bring back knowledge in order to enhance the organization in the future.

2) Event – This is defined as a learning experience that directly accomplishes or enhances the mission of the organization
   a. The SGA reserves the right to fund a percentage of the total cost. The remainder is expected to be raised through the organization’s fundraised fund.

3) Sporting Events and Competitions – The SGA reserves the right to decide how many competitions will be funded through budget allocations. The balance will be funded through the organization’s fundraised fund.

4) Retreats – The SGA will help to fund one retreat per semester. The SGA will assist with registration fees, transportation, speakers, etc. within the limits of our financial policies.

**Food**
While students are traveling, they are expected to provide their own meals. These costs will not come out of the budgeted money the organization receives. If the organization would like to buy meals, it is out of their own discretion and through use of their Fundraised Fund.

**Registration**
The SGA will fund a portion of registration fees for organizations, as long as the event is directly related to mission of organization. The SGA reserves the right to determine how much of an event to fund. All allocations for registrations must be used for the event they were allocated for.

**Attendance**
The Student Government Association reserves the right to request the names and signatures of all organization members attending any trip funded by an SGA recognized organization. This information is used to ensure that UVM students are directly benefiting from the SGA funds and functions.

**Gifts/Awards**
SGA encourages all organizations to develop internal methods to recognize outstanding service among its members. These gifts must only be funded through the fundraised fund. This would include the purchase of T-Shirts, mugs, party favors, etc. There can be select cases where exceptions to this rule can be made at the discretion of the SGA Finance Committee.

**Wages**
It is not the purpose of the SGA to be a source of revenue for students or to be an employer to students whether paid out of the budgeted or fundraised funds. Participation in an organization is designed to allow students to pursue their professional development, enhance their community, and develop leadership skills. Organizations that are affiliated with the Student Government Association are not authorized to pay its students and/or members for their participation in club activity. There are few exceptions to this policy for certain organizations whose role in the University has a larger reach beyond the organization and require compensation. Any other exceptions must first be approved by the Senate. The current exceptions include:

**Authorized payments from 130 fund:**

1) The SGA Executive Board members and its internal offices whose function is seen as departmental and not as an organization
2) The Outing Club House Managers whose role is designed to maintain the daily operations of the house and equipment for use by the school as a whole
3) Managers for the UVM Climbing Wall who oversee the safety of UVM students who utilize the facility
4) Peer Advising Program employees

Authorized payments from 131 fund only:

1) Editors, business managers and advertising representatives for The Cynic.
2) UVM Rescue
3) Horticulture Club (summer only)
4) Common Ground Student Farm (summer only)
5) Campus Kitchen (summer only, ending 6/30/2016)

*Wages or stipends beyond those listed above are not approved by the SGA and if dispersed will constitute unauthorized spending.*

**Employment**

All organizations who wish to hire a current UVM student or non-affiliated UVM employee (i.e. coaches) for any services must contact the SGA Business Manager for approval before work begins. No work can begin before the employee’s payroll paperwork is completed and approved.

**Club-signer’s Manual**

The Club-signer’s Manual is an easy to reference summary of these financial policies. The Treasurer’s Manual serves as an organization resource for understanding finance office policy and procedure and is a supplement to this document. This document is the final say in all financial policies and should be the main reference for organizations.

**Amending this Manual**

This document can be amended by the SGA Senate at any time upon recommendation to the SGA Treasurer, and a subsequent 2/3 vote of the SGA Senate. If any organization or organizations believe this manual should be amended they should make an appointment with the SGA Treasurer, or take the matter directly to the SGA Senate. This manual is to be revised during the summer of each year and the changes ratified by the SGA senate each year.