OPERATIONAL DOCUMENTS

SGA Elections Rules and Regulations

Updated March 2011

Article I: Names, Abbreviations, and Definitions

1. UVM refers to the University of Vermont.

2. The SGA is defined as those who comprise the University of Vermont Student Government Association.

3. The Senate is defined as those who comprise the University of Vermont Student Government Association Senate.

4. The Members of the Student Body is defined as any undergraduate degree students of UVM, paying the Student Government Association Fee.
   a. Any undergraduate degree student taking four (4) or more credits has automatically paid the Student Government Association Fee.
   b. Any undergraduate non-degree students may join the student body by paying the Student Government Association Fee.

5. Candidate is defined as anyone running for elected office. A candidate is not "on the ballot" until their platform and petition have been turned in and verified. All candidates must abide by the elections rules specified in the following sections.
   a. A candidate’s ability to be elected is dependent on abiding by the following rules and regulations.

6. Campaigning is defined as any statement promoting a candidate or declaring a person as a candidate.
   a. Examples include posters, handouts, banners, buttons, t-shirts, Facebook groups and events, and any other item or circumstance that labels a person as a candidate.
Article II: Rules and Regulations

Section A: Requirements for Candidacy

1. In order to be eligible to run for the positions of SGA President, Vice President, or a Senator, a candidate must be a full time matriculated student at the time of the elections, and remain in good academic standing through the elections.

   a. Each candidate running for the position of SGA President or Vice President must have at least one full academic year remaining at UVM.

   b. Each candidate running for the position of a Senator must have a minimum of one semester of study remaining at UVM.

2. To be considered an official candidate, the student must sign an SGA Elections Waiver and sign out an Elections Packet. These will be located in the SGA Office at a time determined by the Elections Committee.

   a. Once a candidate has signed the SGA Elections Waiver, they will be officially considered a candidate for that election and allowed to campaign.

   b. The Elections Committee will be responsible for publicizing the time frame for signing the SGA Elections Waiver and signing out an Elections Packet.

3. Platforms and Petitions must be returned to the SGA office and emailed to uvmsga@uvm.edu by a date determined by the Elections Committee.

   a. A picture of the candidate may also be included.

   b. As soon as a petition and platform are turned in and verified, the candidate will officially be on the ballot provided they follow the SGA Elections Rules and Regulations.

4. Write-ins are legitimate candidates for all SGA Elections as long as they meet the requirements for candidacy (Section D, Subsection 1).

Section B: Elections Materials

1. A petition is defined as the document given out to the candidate to be signed and completed.

2. A platform is defined as the document to be completed by the candidate, including personal information and any responses the candidate chooses to provide to the questions asked.
a. Each candidate must write an individual platform to be submitted with their petition.

3. The Elections Packet is the document given to candidates containing a timeline of the election, the SGA Elections Rules and Regulations, a blank platform sheet, and a petition.

4. The SGA Elections Waiver is the document candidates must sign prior to receiving their Elections Packet. By signing the SGA Elections Waiver, a student is considered to be an official candidate.

Section C: Expenditures and Endorsements

1. A limit on campaign expenditures is placed on all candidates and is specified for each election in the following sections. The limit on campaign expenditures includes all contributions of funds and services to the candidate and personal expenditures by the candidate.

2. The SGA does not reimburse candidates, however receipts documenting all campaign expenditures must be turned into the Elections Committee in the SGA office or via e-mail daily.

3. SGA Organizations and members of the student body may endorse Senatorial, Presidential, or Vice Presidential candidates.

4. SGA Organizations and student body members may not financially contribute to candidates.

Section D: Campaigning

1. Members of the student body may sign more than one petition.

   a. A candidate may sign his/her own petition.

   b. When signing a petition, students must fill out their full name and their on or off-campus residence address.

2. Candidates must adhere to all university policies as well as any other departmental posting and solicitation guidelines, which will be distributed to candidates by the Elections Committee.

3. All candidates must remove all campaign materials from any and all university structures/sites within 24 hours of the last day of elections.

4. Candidates may campaign in groups, however, the official election ballot will list candidates only as individuals.
Section E: Elections and Voting

1. Candidates are considered under two groupings depending upon their residential status: "on-campus" or "off-campus."

   a. The number of seats available in each grouping will determine the amount of votes each voter can cast. (E.g. If there are five off-campus seats, a voter has the ability to cast five off-campus votes).

2. The number of available seats for each grouping may vary depending upon the election and seats will be awarded to the candidates that receive the most votes.

3. Elections will be held using an online ballot system on the Lynx (www.uvm.edu/clubs), the online home for SGA clubs and organizations.

4. In order to vote, students must be registered on the Lynx. Any UVM student is eligible to register for the Lynx.

5. Each member of the student body may cast votes only once in each election. A voter can cast votes for candidates of each grouping regardless of the voter’s year or residential status.

6. Candidates may not attempt to bias a voter’s decision in any way.

7. Election results will be tabulated by the system and will be available within twenty-four (24) hours of the polls closing.

8. Winning candidates have a twenty-four (24) hour period in which they can inform the Elections Committee if they wish to reject the position.

   a. In the event that a candidate declines the position, the position shall be awarded to the runner-up of the election.

9. In the event of a tie, a runoff election will follow. Rules and Regulations pertaining to that specific election will be stated by the Elections Committee.

Section F: Sanctions

1. Any violation of the Rules and Regulations will result in a sanction by the Elections Committee.

   a. If the Elections Committee deems it necessary to sanction a candidate, the Elections Committee will ask the candidate to come before the committee in person. After hearing
the candidate, the committee shall vote on the sanction by simple majority and alert the
candidate of the outcome immediately upon a decision being reached

   b. Once a candidate is sanctioned by the Elections Committee, the candidate can
   choose to appeal the case by appearing before the Executive Committee within twenty-
   four (24) hours of the sanction.

Article III: Individual Election Details

Section A: Presidential and Vice Presidential Elections

   1. To be placed on the ballot, candidates must obtain 500 signatures on the petition from
      members of the student body.

   2. A limit of $150.00 per candidate is placed on all campaign efforts in accordance with
      Section 2, Subsection G of this document.

   3. A debate(s) will be held for Presidential and Vice Presidential candidates during the
      campaign period. These dates will be determined by the Elections Committee. The debate
      is mandatory for all candidates.

Section B: Spring Senatorial Elections

   1. To be placed on the ballot, candidates must obtain 150 signatures on the petition from
      the student body.

   2. A limit of $50.00 per candidate is placed on all campaign efforts.

Section C: First Year Elections

   1. To be placed on the ballot, candidates must obtain 100 signatures on the petition from
      members of the student body.

   2. A limit of $50.00 per candidate is placed on all campaign efforts.

Section D: Mid-Term Elections
1. To be placed on the ballot, candidates must obtain 150 signatures on the petition from the student body.

2. A limit of $50.00 per candidate is placed on all campaign efforts.

**SGA Elections Process**

Updated April 2010

**General Guidelines**

1. All elections shall be held for two (2) consecutive days.

2. All winning candidates shall be determined by plurality.

3. Results of each election shall be made public within twenty-four (24) hours of the polls closing.

4. In the event of a tie, a runoff election shall take place.
   
   a. The Elections Committee shall make the announcement of a runoff election within twenty-four (24) hours of this decision.
   
   b. The runoff election must take place no later than one (1) week after the initial election.

5. A winning candidate must formally accept or decline their position within twenty-four (24) hours of the end of the election; decisions shall be made known to the Chair of the Elections Committee.

6. In the event in which a winning candidate formally declines the position the position shall go to the runner-up.
   
   a. The Elections Committee shall alert the runner-up immediately upon receiving the declination of the original winner.

**The Elections Committee**
1. Shall oversee all SGA Elections in accordance with Article IV, Section F Subsection 4 of the SGA Constitution.

2. Shall be responsible for deciding and publicizing all dates for signature, campaign, and voting periods, and providing each candidate with a timeline of these events.

3. The Elections Committee shall provide any member of the student body seeking office with the appropriate sections of the SGA Election Rules and Regulations and the appropriate timeline of the election.

4. Shall be responsible for scheduling a meeting of all candidates to discuss the SGA Election Rules and Regulations and any other pertinent information.

5. Shall consist of five (5) Senators, as outlined in Article IV, Section F Subsection 4 of the SGA Constitution.

   a. One (1) of the five (5) members shall be the Chair of the committee, whom is determined and appointed by the President and Vice President.

   i. One (1) of the five (5) members shall be appointed from the PR committee by the Chair.

   ii. The President and Vice President shall appoint the other three (3) members.

Procedural Details for Individual Elections

Section A: Presidential and Vice Presidential Elections

1. Presidential and Vice Presidential Elections shall be held no later than five (5) weeks before the conclusion of the spring semester classes.

2. The President-Elect and Vice President-Elect shall seal their commitment to the SGA-Elect, members of the student body, and UVM, in the form of an Oath of Office.

   a. Each oath shall be administered at the last meeting of the previous term.

   b. The outgoing President shall administer the Oath of Office for the President of the Student Government Association for the President-Elect.

   c. The outgoing Vice President shall administer Oath of Office for the Vice President of the Student Government Association for Vice President-Elect.
Section B: First Year Elections

1. This election shall fill the five (5) on-campus seats of the Senate reserved for first year students.

2. The First Year Elections shall take place within the first two (2) weeks of the fall semester.

3. Those elected shall seal their commitment to the SGA in the form of Oath of Office for Senators of the Student Government Association at the SGA Meeting following the election, administered by the Speaker of the Senate.

Section C: Spring Senatorial Elections

1. Spring Senatorial Elections shall be held no later than four (4) weeks before the conclusion of the spring semester classes.

2. Those elected shall seal their commitment to the SGA in the form of the Oath of Office for Senators of the Student Government Association at the first meeting of the new SGA term, administered by the Speaker of the Senate.

Section D: Mid-Term Elections

1. Mid-Term Elections shall only occur in the event that there are three (3) or more vacant seats in the Senate two (2) weeks prior to the first meeting of the spring semester.

   a. If there are fewer than three (3) vacant seats in the Senate two weeks prior to the first meeting of the spring semester, the seats will be filled in accordance with the SGA Appointment Process.

2. Mid-Term Elections shall take place within the first week of the spring semester.

3. Senators elected by the Mid-Term Election shall serve until the Senate-Elect takes the Oath of Office for Senators of the Student Government Association.

4. Those elected shall seal their commitment to the SGA in the form of Oath of Office for Senators of the Student Government Association, at the SGA meeting following the election, administered by the Speaker of the Senate.

Section E: Emergency Presidential and Vice Presidential Elections
1. This election may only be called in the case that the President and the Vice President resign and/or are removed simultaneously.

2. In this situation the Elections Committee shall call an Emergency Presidential and Vice Presidential Election.

3. This election shall be publicized within twenty-four (24) hours of the President and Vice President resigning and/or being removed.

4. The election shall then take place no later than two (2) weeks from the announcement of the Emergency Presidential and Vice Presidential Elections; the election shall take place in accordance with Article VI of this Constitution and the SGA Elections Rules and Regulations.

5. The President-Elect and Vice President-Elect shall seal their commitment to the SGA-Elect, members of the student body, and UVM, in the forms of the Oath of Office for the President of the Student Government Association and the Oath of Office for the Vice President of the Student Government Association.

6. Each Oath of Office shall be administered by the Speaker of the Senate at the meeting immediately following the conclusion of the election.

7. The newly elected President and Vice President shall serve the remainder of the Presidential and Vice Presidential terms.

**Section F: Referenda Voting**

1. Referenda will be conducted in accordance to Section B of Article XII of this Constitution.

2. The decision of legitimate referenda are removed from being overturned by Presidential veto.

**Process for Recognizing SGA Organizations**

Updated April 2010

**Section A: Eligibility and Recognition of SGA Organizations**

1. In order to be eligible for recognition as an SGA Organization, an organization:
a. Shall contribute to the cultural, social, political, educational or recreational welfare of its membership and support the purpose of the SGA as set forth by the Preamble of this Constitution.

b. Shall not allow those who are not members of the student body to participate in their organization and activities.

  i. Should a student organization wish to justify a temporary non-student role they may petition to the Student Activities Committee for approval.

c. Shall exercise direction and control over any and all of its programming.

d. Shall select a full or part time faculty or staff member of UVM as its advisor.

e. Shall fulfill reasonable administrative and informative responsibilities imposed by the SGA.

f. Shall provide the Finance Committee with information concerning all financial policies in writing upon request of the Finance Committee.

g. Shall remain active.

  a. Any suspicion of inactivity will be investigated and determined by the Student Activities Committee.

h. Shall abide by all UVM policies.

i. Shall consistently abide by the SGA Code of Conduct.

j. Shall hold officer elections for the following fall semester by April 1st.

k. Shall remain in close contact with the Student Activities Committee.

l. Shall have fulfilled the requirements outlined Recognition Requirements for SGA Organizations.

2. To be recognized, an organization must:

  a. Submit to the Student Activities Committee: a completed Recognition Packet described in Recognition Requirements for SGA Organizations, a letter from the adviser, and a membership roster.

  b. Meet the guidelines outlined in Section A.
c. Comply with requests for other information made by the Student Activities Committee.

d. Come before the Senate in the form of a bill.

   i. Any organization that comes forward before the Senate shall be upon the recommendation from the Student Activities Committee.

   ii. Must be voted on and approved by a simple majority of Senate present and voting.

Section B: Maintaining Status

1. In order to maintain status as an SGA Organization:

   a. Must submit an official update report each academic year.

      i. The report must be signed by the organization’s president.

      ii. The report shall include information about meetings, membership, projects from the past semester, and upcoming projects.

      iii. Failure to hand in report forms may constitute censures outlined in Section C.

   b. Shall participate in an annual review by the Student Activities Committee.

      ii. Shall communicate with assigned liaison from the SGA Liaison Program.

      iii. Shall communicate openly and honestly with the assigned liaison. The liaison reserves the right to determine a club’s status.

2. Shall continue to uphold responsibilities outlined in Article VII, Section A of the SGA Constitution.

   a. Failure to uphold responsibilities may constitute in an organization’s de-recognition or a censure.

3. Shall update organization's constitution as necessary.

Section C: Censures, Sanctions, and De-recognitions

1. Censures:
a. The Student Activities Committee shall use censures to monitor the willingness of SGA organizations to comply with SGA administrative practices.

b. A censure shall be recorded when an SGA Organization has committed an infraction deemed minor by the Student Activities Committee.

c. Senate approval shall not be required for the Student Activities Committee to issue a censure.

2. Sanctions:

a. The Student Activities Committee shall have the sole authority to recommend any sanctions, in the form of a bill, as deemed necessary, if an SGA Organization is found to be in violation of SGA Code of Conduct and Article VII of this Constitution.

b. All sanction bills shall require a simple majority vote of Senators present and voting.

3. De-recognition:

a. Failure to comply with the SGA Code of Conduct and Article VII, Sections A of this Constitution, may constitute de-recognition under the discretion of the Student Activities Committee.

b. The Student Activities Committee shall have the sole authority to bring forth any club for de-recognition, in the form of a bill, as deemed necessary.

c. All de-recognition bills shall require a simple majority vote of Senators present and voting.

4. In the event that a student is excluded from a SGA recognized organization:

a. Any student may appeal to the Student Activities Committee within one (1) week of rejection.

b. The Student Activities Committee will investigate the rejection to determine if the rejection is justified.

c. If the Student Activities Committee finds the organization’s discrimination unjustified it shall notify the organization that it must allow the rejected student to participate.

d. The Student Activities Committee shall issue censures or recommend sanctions for such discrimination.

e. If the Student Activities Committee deems the issue to be out of the scope of the SGA it shall defer the issue to UVM officials.
Recognition Requirements for SGA Clubs

Updated April 2010

Recognition Packet

1. Create a mission statement and purpose statement for your organization. The mission statement should be 1 to 3 sentences on the main focus of the organization. The purpose statement should be 4 to 8 sentences on what you plan to do as an SGA recognized organization.

2. Create a membership list that includes all members of your organization. The membership list should include the names, class year, and e-mail addresses of all members of the organization. To be considered for recognition each organization must have 8 members in addition to a president and treasurer. Holding interest meetings is a great way to recruit members for your upcoming organization.

3. Create a constitution for your organization. The constitution will be the backbone of your organization, and should include information on how the organization will run, the duties of the officers, and more. It should be a document that is longlasting (and therefore should not include information about upcoming events, etc. but should be more of an outline on how the organization will run now and into the future). *See end of this document for more specific instructions.

4. Create an officer’s list that names and explains each of the officer positions and who currently holds each of them. This is important because different organizations may have different officers. Although all organizations are required to have a president and a treasurer, additional officer positions are often created to suite the special needs of specific organizations.

5. Create a schedule of events, activities, and meetings. This list should be tentative, but it should give the Student Activities Committee a sense of what you are planning to do.

6. Your packet should also include a letter from your advisor saying that they accept the responsibilities associated with being an organization advisor. This should be signed by the advisor and turned in with the rest of your packet.

7. All UVM Codes of Conduct will be followed by student groups. See: http://www.uvm.edu/~uvmppg/ppg/student/studentcode.pdf
Complete Risk Assessment

1. All organizations must complete an online Risk Assessment Form that automatically gets submitted to the UVM Department of Risk Management. The online Risk Assessment Form can be found at https://www.surveymonkey.com/s/3M73W8M. Once a club has submitted the Risk Assessment Form the club should send a notification to the current chair of the Student Activities Committee.

2. Organizations will not be able to be brought forth for recognition without the approval of their activities by Risk Management.

Student Activities Committee Interview

3. Once your packet is complete you will need to contact the chair of the Student Activities Committee to set up an interview with the committee (up to 9 people) so that they can discuss recognition with you and answer any questions that you may have. Recognition is often an ongoing process and this meeting will likely be one of many until it is agreed that your organization should be brought forth in front of Senate for recognition.

*Club sports must also contact Leon Lifschutz at Leon.Lifschutz@uvm.edu, Club Sports Coordinator, to set up a meeting to discuss issues that only pertain to club sports.

Being Brought Forth in Front of Senate for Recognition

1. To become an SGA-recognized organization, a simple majority of the Senate has to vote in favor of your recognition. When it is decided that your organization is ready to be brought forth in front of Senate, you will be presented with the backing of the committee.

2. You will be asked to come to an SGA Meeting and present your case (preferably by means of a PowerPoint presentation).

   a. Your presentation should include (but not be limited to):

      i. Whether your organization will be requiring any funding (when you do become eligible for funds after your first year as an organization) and how you plan on fundraising.

      ii. Events and activities in which your organization will take the lead or participate.

      iii. How your organization plans on making itself accessible to students of all majors and backgrounds.
iv. How your group is meeting the mission of the University to have sustainable practices in all of their activities.

Organization Constitution Guidelines

Article 1: Name of Organization

Article 2: Purpose and Goals:

a. Section 1. The Purpose of your organization is…

b. Section 2. The major goals of your organization are…

Article 3: Expectations of members. In this article, you should include any obligations with which your members must comply, e.g.–dues, events, meetings, safety regulations, etc.

Article 4: Officers Section. Each officer position should be a separate section in Article 4 to detail the job description and duties of each officer. SGA requires at least a President and Treasurer for each organization Section 2. The Election of Officers–SGA requires that elections take place before April 1st for following year.

Article 5: Meeting and Quorum Section 1. Frequency of meetings–this section should include when your organization meets, where your organization meets, and how often your organization meets. Section 2. Percentage of members needed to conduct business to have quorum. A quorum is two-thirds (2/3) of members for all SGA-recognized organizations.

Article 6: General Provisions–you should include anything that specifically applies to your organization that does not fit in another article, such as standing committees, etc.

Article 7: Amendments–you should specify how amendments to your constitution are to be made.

Article 8: Removal of Officers. There may be a time when your organization officers are not acting in the best interest of the organization, so by a two-thirds (2/3) vote of your members, you may remove him/her from the position and replace them with another organization member by election.

Article 9: The by-Laws for this constitution should include the specific details which your group decided will be standard procedure.

1. The constitution must conclude with the month and year in which it was completed.
**Things to Keep in Mind**

1. The Student Activities Committee can be a useful tool in the recognition process and can meet with you at anytime during the process to facilitate and help you get through the recognition packet.

2. All SGA-recognized organization must contribute to the cultural, social, educational, or recreational welfare of its membership and support purpose of the Student Government as set forth in this Constitution.

3. All members of SGA-recognized organizations must be full-time UVM undergraduate students.

4. All SGA-recognized organizations must abide by the SGA Code of Conduct.

5. All SGA-recognized organizations shall hold officer elections for the following fall semester by April 1.

6. All SGA-recognized organizations must understand that the SGA holds the right to sanction organizations that do not abide by the SGA constitution and code of conduct.

**SGA Appointment Process**

Updated August 2010

**Statement of Purpose**

The Student Government Association Appointment Process is intended to provide the SGA with a formal procedure by which undergraduate students of the University of Vermont may be appointed to the Senate. The Vice President's nomination reflects their belief that any student brought before the Senate for appointment will serve in the highest possible capacity as both an undergraduate student representative, standing committee member, and community member.

**Membership of the Appointment Committee**

1. Shall be made up of one (1) representative appointed by the Vice President from each of the seven standing committees and one (1) representative from the Executive Committee in accordance with Article IV, Section F, Subsection 2 of the SGA Constitution.
2. The total membership of the Appointment Committee shall be nine (9), including the Vice President and all committee members.

3. The Vice President of the SGA shall act as Chair of the Appointment Committee in accordance with Article III Section C subsection 7 of the SGA Constitution.

Procedure

1. At any time during which an appointment applicant is being discussed, Executive Session shall automatically take place.

2. The Appointment Process shall begin immediately after a Senate vacancy is announced to the SGA by the Vice President. This process shall begin during all times of the academic year, with exception to University holidays and semester breaks, and the month following the election of the new SGA.

   a. Upon consultation with the Vice President, the Public Relations Committee is responsible for publicizing any vacant positions within the Senate to the student body.

   i. Upon further consultation with the Vice President, this shall take place no later than one (1) week after the vacancy has been confirmed.

   b. In the case that no vacant positions within Senate exist, the Appointment Process shall not take place.

3. The appointment period is defined as the moment vacant positions are announced until the confirmation of one (1) or more new members of the Senate.

4. Applications for appointment may be turned in at all times during the year, however, shall only be considered for one appointment period at a time.

   a. Applications will not carry over from one application period to another. An unsuccessful candidate must resubmit their application in whole to be considered again for appointment.

   b. If a candidate has submitted applications for multiple appointment periods, only the most recent application may be considered.

5. After vacant positions has been publicized by the Public Relations Committee, the acceptance period for applications shall be no longer than one (1) week, or as deemed otherwise by the Vice President.

6. The Vice President is responsible for distributing a copy of each submitted application to all members of the SGA for review.
7. The Appointment Committee, after considering all applications, shall select any number of remarkable applicants for an interview to determine which applicants will be brought before the Senate for confirmation.

8. All decisions will be made by a majority vote of the Appointment Committee.
   
   a. In the event that there is a tie between one or more applicants, both applicants shall automatically be selected for an interview.

9. The Vice President shall then notify each selected applicant that they have been selected by the Appointment Committee for an interview, and shall be responsible for scheduling an interview with each applicant within one (1) week, or as deemed otherwise necessary by the Vice President.

10. Applicant interviews are to be overseen by the Vice President.
   
   a. One member from each SGA standing committee and one member of the Executive Committee are required to attend all applicant interviews.
   
   b. Those present at the interviews may concurrently be the members of the Appointment Committee. All members of the Senate are encouraged to attend, and time for questions shall be equally distributed between those present.
   
   c. Upon conclusion of the applicant interviews, a formal nomination for who is to be brought for confirmation before the Senate shall be made by the Vice President after consultation with the Appointment Committee, the President, those present at candidate interviews, and the larger membership of the Senate.

11. Upon making the nomination, the Vice President shall notify the SGA of the applicants to be brought before the Senate.
   
   a. No applicant who did not partake in the interview process may be brought before the Senate for confirmation.
   
   b. The nomination may not include more applicants to be brought before the Senate than there are vacant positions.

12. At the following SGA Meeting, nominated applicants shall be brought before the Senate for confirmation.

13. Appointment of any applicant(s) to the Senate shall be introduced as New Business, and shall be presented in the form of a bill, in accordance with the Student Government Association Bill of Appointment Template.
   
   a. The appointment of any student to the Senate must be confirmed by a 2/3 vote of the Senate in support of the bill in which the appointment is presented.
b. In the instance that a student does not receive confirmation from the Senate, the Appointment Process shall begin again.

c. All appointment applicants brought before the Senate shall be notified of their confirmation status immediately following the vote by the Senate. The Vice President shall be responsible for this notification, unless deemed otherwise by the Vice President.

i. Immediately following confirmation of any applicant(s) to the SGA Senate, the Speaker of the Senate shall administer the Oath of Office for Senators of the Student Government Association.

ii. The Vice President shall then delegate newly appointed Senators to one (1) of the seven (7) standing SGA committees in accordance with Article III Section C, Subsection 5 of the Student Government Association Constitution.

14. Immediately following the appointment of one or more applicants to the SGA Senate, all additional applications for appointment may no longer be considered within the same appointment period.

a. There is no limit to the number of times that an applicant may submit an application for appointment.

15. Upon confirmation to the SGA Senate, the Vice President shall act in accordance with Article III, Section C, Subsection 10 of the Student Government Association Constitution.


Updated April 2010

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 financial policy and give procedural advice to organizations. Among the duties of the office is to maintain account balances. Due to billing and transfer lag time, the balances kept within the office are not updated daily. Therefore, it is the responsibility of the individual organizations to maintain a detailed organization ledger. The office is able to give transaction histories in order to confirm individual ledgers. (Proper documentation within the ledger will enable an organization to maintain sound financial standing.) We require all organization executives to read through this manual.
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Financial Calendar
July 1, 2009 – Start of Fiscal Year ‘10
**September 8, 9, 15 2009** – All organization accounts opened with attendance at one of the SGA Treasurer’s three workshops.

**December 16, 2009** – Notify the Finance Office (in writing) if an organization will be spending during the Winter Break period.

**December 16, 2009-January 28, 2010 – Budget Process Begins:** The necessary materials need to be picked up from the SGA Office and organizations should begin to prepare their requests. (Materials will be ready for pick-up during Fall Semester Exams Week if organizations would like to get a head start over the Holiday break.)

**January 29, 2010 – Budget Requests are DUE:** All of the necessary material needs to be submitter to the SGA Office before closing, and a hearing should be scheduled. ANY ORGANIZATION SUBMITTING MATERIALS LATE WILL RECEIVE A 10% CUT OF THEIR FINAL ALLOCATION.

**February 1, 2010 – Budget Hearings begin:** A date and time will be set up for organizations to meet with Finance Committee and/or Personal Liaison to discuss their request. THIS SHOULD BE DONE UPON SUBMISSION OF YOUR BUDGET, IN PERSON AT THE SGA FRONT DESK.

**February 24, 2010 – Budget Hearings end:** All hearings will have ceased by this date.

**February 26, 2010**-Budgets posted for organizations’ review.

**February 26, 2010-March 5, 2010– Budget Appeals:** The Finance Committee will hear any appeals to the budget allocation. Organizations need to contact the Finance Committee Chair as soon as they recognize there is a problem. A hierarchal appeals process allows unsatisfied organizations with legitimate concerns to further their appeal to the Executive Committee, and continuing upwards, it may be brought before the Senate. These dates are subject to change if hearings should run better than planned.

**March 16, 2010-March 30, 2010 – Senate Approval:** During these two Senate meetings the SGA Budget allocations will be discussed and moved for Senate approval. These dates are also subject to change pending the fluidity of the process.

**May 4, 2010 – Spending for School Year 2009-2010 (FY10) will CLOSE for all organizations unless a written extension is addressed to the SGA Treasurer.**

**June 14, 2009** – The SGA Finance Office will close for FY ‘10 and all spending will cease on this day, unless a written extension is addressed to the SGA Treasurer and accepted.

**June 30, 2010 – Fiscal Year ‘10 will close.**
**Financial Operations Protocol**

**Funding Policies and Procedures**

**NOTE: An organization may NOT open an account outside the University**

**Budgeted Fund Allocations**

An important function of the SGA Senate is the allocation of funds to organizations. This is accomplished through the Finance Committee, a standing committee of the SGA Senate, that hears recognized organizations funding requests and makes recommendations and/or reports to the SGA Senate.

1. When deliberating spring budget allocation decisions, the Finance Committee shall consider the following (not in order of importance).
   a. The number of students involved in or served by the organization’s funded activities, and the quality of the service provided.
   b. The degree of necessity to fund the organization in order to achieve the desired effectiveness in its activities.
   c. The contributions made by the organization’s activities to an environment of greater student involvement in the UVM community.
   d. The organization’s record of supporting the goals of the SGA, and of the University Community.
   e. The organization’s record of performance, financial responsibility, and integrity.
   f. The impact as it relates to funding other student organizations, and their comparative benefits.
   g. The organization’s fundraising ability and past history of fund raising.
   h. The budget allocation for organization in the previous year, and the degree to which it was utilized.

2. All organizations that are allocated SGA funds will be set up with a source number represented by the number 800XXX. This number will be used for both an organization budgeted (130) and fundraised fund (131) (to be discussed later). The budgeted fund is identified by the number 130 and will contain all funds allocated to an organization during the Spring Budget Process, or through additional funding. Use of these funds is restricted to conform to the policies and procedures of the SGA & UVM and must adhere to the budget allocation. Organizations are required to use the funds for the SPECIFIED criteria within their budget request.

3. The budgeted fund cannot be used for the following:
   a. Food for organization. (see exceptions on page 12)
   b. Any gifts, prizes, rewards, and/or donations.
   c. Airfare transportation for more than 2 people (per year) to attend a conference/outside event.
d. Wages or stipends. (see exceptions on page 15)

4. We expect all organizations to fundraise for other needed money. The budgeted fun is to assist the organization, not fully fund.

**Fundraised Fund**

Outside accounts are not allowed due to University policy. The SGA follows all university regulations, and requires that its recognized organizations do as well. Legally, the SGA is not permitted to allow outside accounts due to tax purposes and obligation for reporting any organization income and expense. Fundraised funds are for the deposits of all raised monies and donations. This account is to be used at the organization’s discretion but only for organizational business, and it complies with all other SGA 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 spending of these funds needs to be processed through the SGA Finance Office, as if it were budget spending. Let it be known that organizations are to report all funds earned under their organization’s name to the Finance Office and deposited into the fundraised fund. Any violation of these policies will result in a 25% penalty charged to the organization.

**Unauthorized Spending**

Spending from either fund (budgeted or fundraised) without authorization from either the SGA Treasurer or the SGA Financial Assistant is considered unauthorized. All spending must be done through the university financial system. Certain circumstances do warrant emergency spending. The SGA Treasurer and the Financial Assistant will determine if spending is warranted during an extenuating circumstance.

If any unauthorized spending takes place, both the organization and the person responsible for the spending will be penalized. The organization account can be penalized up to 25%. If the situation involves reimbursement of funds the person responsible can be assessed a 10% charge. There is No reimbursement for any taxes paid, whether authorized or not.

**Deficit Spending**

The current system does not allow any deficit spending within the budgeted fund beyond the amount allocated. If an organization overdraws their fundraised fund, it is under the discretion of the SGA Treasurer to notify the organization in order to correct the situation. A meeting will be scheduled between the organization’s treasurer and the SGA Treasurer to set up any payback format.

**Spring Budget Process**
The SGA coordinates a budget every spring to allocate the annual budgets to all recognized organizations. The Finance Committee presents their recommendation to the SGA Senate based on the organization’s request and the guidelines previously stated. The Spring Budgeting procedure is as follows:

1. The format in which the budgets are submitted is by e-mail to the SGA Finance E-mail (SGA.Finance@uvm.edu). All budgets must be submitted in this way with a hard copy printed. (The Finance Committee will take into account whether the information is supplied properly and weigh this in their decision.)

2. The organization is required to submit an updated inventory list of the organizations’ supplies and equipment. This will also be submitted via e-mail as well as hard copy.

3. Those organizations submitting a budget request over $15,000 will be required to send no more than four representatives to meet with the Treasurer of SGA and the Finance Committee. This meeting should be set up when the budget request is turned in. Those organizations submitting a budget request under $15,000 will be contacted by a member of the Finance Committee to review their budget if the organization deems it necessary or requests a hearing.

4. If the Finance Committee allocates over 107% of the projected annual budget, the committee will be required to evaluate allocations and make further cuts. This will be done so that an across the board cut will not exceed 7%. The Finance Office recognizes the financial strain that organizations will experience from a larger across the board cut.

5. The Finance Committee will release its recommended allocations to the organizations through an alphabetized list in the SGA office. At this time, if the organization is unsatisfied with the amount that has been recommended, it may appeal the recommendation. The appeals process has steps that need to be completed in a timely manner, so promptness is required.

**Appeals Process**

1. First, the organization should set up an appointment to appear before the Finance Committee for an appeal. This is to evaluate the discrepancies that the organization sees. The Finance Committee will reevaluate the allocation and inform the organization of any increases or decreases to their budget allocation. If the organization is still not satisfied with their allocation, they can proceed in the process.

2. Next, the organization should set up a hearing with the Appeals Committee. This committee is comprised of the SGA President, Vice President, Treasurer and the chairs of each SGA Senate Committee. 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 recommendation to the SGA Senate.

3. After appeals are heard, the Senate must approve or reject the recommended budgets.

4. Organizations must engage in each step of the appeals process in the appropriate order. If an organization intends to appeal, they must first appeal to the Finance Committee before appealing to the Appeals Committee, and then to the Senate body as a whole if necessary. Appeals must be made in a timely manner, and failure to comply with any one of these steps will result in the inability of the organization to make an appeal.

5. If an organization is suspected of grossly overestimating the amount of money required for the next fiscal year, a special hearing of the Finance Committee shall be convened with the SGA Treasurer in attendance, as a non-voting advisor. The hearing will be held no later than one week from the accusation. If the committee finds that the organization
has purposely overestimated its request then the matter shall be taken to the full senate, where a majority vote of senators present and voting will reaffirm or reject the Finance Committee’s recommendation. If the organization is affirmed guilty, a flat 25% penalty will be deducted from their allocated budget. The purpose of this policy is to curb the abuses of organizations that regularly distort their budgets. It should not, however, be used lightly or without careful consideration as to the intent of the organization.

**Supplemental Funding**

Funds are available after the SGA Fiscal Year budget has been approved for the following:

1. Newly reorganized organization requesting budgets for the current fiscal year.

2. SGA recognized organizations requesting funds for emergency circumstances or new events that arise for which there was no allocation.

3. SGA recognized organizations that were unable to meet the deadline for the spring budget process, but not without penalty.

Organizations desiring such funds must obtain the appropriate forms from the SGA Finance Office and submit them to the Finance Committee and SGA Treasurer for review. A requesting organization will meet with the Finance Committee to discuss the request. An exact breakdown of costs must be submitted to the Finance Committee for review.

- If the amounts requested are not adequately documented, the Finance Committee reserves the right to table the request until a sufficient breakdown is submitted.

- Supplemental funding will not be considered to reimburse for an event that has already taken place. Exceptions will be made for events taking place while the Finance Committee is not in session, upon written prior approval of the SGA Treasurer.

- An organization cannot request supplemental funding for items that they were denied in the current fiscal year’s budget.

- Subsequently, any recommendation of the Finance Committee over $2000 is presented to the SGA Senate, which makes final approval of all such Supplemental Funding. All recommendations of $2000 or less must be reported to the Senate but a Senate vote is not required.
SUPPLEMENTAL FUNDING IS AVAILABLE TO ANY ORGANIZATION AS LONG AS MONEY EXISTS IN THE FUND AND THE PROPER PROCEDURES HAVE BEEN FOLLOWED BY THE ORGANIZATION. IF NECESSARY, ANY DECISION MADE BY THE FINANCE COMMITTEE CONCERNING SUPPLEMENTAL FUNDING CAN BE APPEALED TO THE FULL SENATE.

The Finance Committee will make a recommendation to the Senate based upon the following merits:

- The organization’s current financial status.

- The amount of money available in the Supplemental Funds Account.

- The amount of detail and knowledge present in the hearing.

- The possibility of the occurrence of the event.

- The number of students involved in or served by the organization’s funded activities.

- The degree of necessity to fund the organization in order to achieve the desired effectiveness in its activities.

- The contributions made by the organization’s activities to an environment of student involvement in the UVM community.

- The organization’s record of supporting the goals of the SGA, and the university community.

- The organization’s prior and current record of performance, financial responsibility, and integrity.

- The organization’s fund raising ability, and the past history of fundraising.

Clauses Relating to Supplemental Funds

a. Supplemental Funding is to be spent ONLY on 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 on what it is allocated for.
b. Any organization that failed to submit a Spring Budget need to be aware of the limitation of the account when requesting a full budget from supplemental funds. (Full budgets are considered during Spring Budget Allocations only!)
c. Supplemental spending MUST abide by all SGA financial policies.
d. If senate is not in session, then allocation can be authorized by the SGA Treasurer and SGA Financial Assistant.

**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 organization’s to utilize for the purchase of gas when traveling to and from an organization event. This account will be handled the same way that the supplemental fund operates except that this account is only created to cover a portion of an organization’s total expenditure of gas. This fund does not require a hearing with the Finance Committee, but a MapQuest print out of the route to be taken, the number and type(s) of vehicles being used, and the number of people traveling must be provided with the request upon submission.

**Capital Projects Fund**

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, who will make an allocation. Any allocation above $2000.00 must be voted on and passed by a majority of the SGA senate.

**Nationals Fund**

This fund is used for qualifying, national events that organizations and organizations may 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 qualifying events in an organization’s budget. Full registration can be allocated through this fund and this fund alone. Other general guidelines follow the same as supplemental funding, with more flexibility in regards to the maximum amount of funding that will be allocated.

**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 (i.e. holiday events, speakers, etc.). The event must be an on campus event and likewise food can be allocated through this fund for events supporting diversity and awareness.
**Uniform Fund**

This fund is to be used as an aid for organizations to gain uniforms, not to fully fund for their purchase. Once an organization has utilized this fund, they will not be permitted to access 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.

**Student Professional Development Fund**

This is a fund 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. A detailed proposal is to be submitted to the SGA Executive Committee for review and allocation, and it will be necessary for the individual making the request to make a presentation on their own behalf. Please note, this fund is not meant to be used to provide a stipend for an internship and all supplemental funding rules and regulations apply.

**LOANS**

A loan may be requested in the event that any SGA organization needs advance money for an event or an activity. All loans are conditional upon the organizations 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 needed. A detailed plan for raising the revenue to repay the loan will be needed for the treasurer to be able to make an informed and accurate decision.

**Note:** It is important for the Treasurer of the organization to consider the financial position of their organization, the ability of their organization to raise sufficient funds to repay the loan, and the consequences of defaulting.
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 Contract

1. All organization’s spending will be frozen.

2. The organization’s funds in both the revenue and the budgeted funds may be reclaimed. If the money in both accounts combined is not sufficient to cover the amount defaulted the members of the organization that signed the loan could be held responsible for the money owed.

Note: The Student Government Association reserves the right to derecognize any organization failing to repay a loan agreement.

Retained Earnings Account

This account has three purposes:

1. It is used to pay all prior year bills that were budgeted.

2. It is used to fund loans issued to organizations.

3. It is used for emergency situations that require funding.

This account consists of un-allocated funds, such as non-spent portions of old organization budgets, and unexpected SGA fees due to unanticipated higher enrollment. Access to this account in order to pay prior year bills is direct and performed by the SGA.
Treasurer. Access to this account in order to fund unexpected situations is via the Senate, when in session. The Treasurer will bring the request to the Senate for a majority vote. When the Senate is not in session, two signatures are required from the President, Vice-President, or Treasurer. This account must not exceed 50,000. If it goes beyond this amount the overflow must be distributed to the capital projects fund, supplemental funding, and/or the annual budget allocation at the SGA Treasurer’s discretion.

**Contracts**

Any contractual agreement made 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 needed, which can be obtained in the SGA office. All contracts need to be brought into the SGA office for review by the Finance Office as well as a copy sent to the Director of Student life (Pat Brown) in order to be reviewed and signaled. 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 etc.

An individual member of an organization is held directly responsible, and liable, for all financial and legal agreements if he/she makes contracts without consent of the SGA.

**Organizational Policy**

**Authorization for Operation**

Authorization for financial operation of an organization may be granted on an individual basis by the SGA Finance Office. An organization must submit the following information into the authorization log book and notify the SGA Finance Office before it is eligible for authorization.

1. List of current officers in the organization with the phone numbers and addresses.
2. Advisor’s name, department address, and phone number.
3. A brief mission statement of the organizations objectives.
4. Attend a Treasurer’s Workshop (at least one organization signer.)

Until all information is submitted, complete and accurate, at the beginning of the fiscal year, the organization’s budget will not be open. 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 budget.

Note: Summer spending can occur with approval of an extension from the SGA Treasurer; otherwise spending will open and close according to the dates listed on 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. The essential duties of the Organization Treasurer are:

1. Maintaining the organization’s financial ledger, which provides a transaction history, and a current daily balance.

2. Checking the organizations mailbox, located in the SGA organization space in the Davis Student Center, at least twice a week for messages, mail, and/or questions from the financial office.

3. Handling funding requests for the organization (checks, purchase orders, special events, budget requests, emergency funding, capital projects, loans, etc.) and making deposits.

4. Reconciling the organization’s books promptly with the Finance Office Assistant.
Note: The Organization’s treasurer, not the SGA, is responsible for all of their organization’s finances.

Advisers

An organization’s staff or faculty adviser is simply that, an adviser. This person has no purchasing authorization, or decision making power. This person is to advise through his/her experience and expert knowledge in a field that is related to the represented organization (refer to the advising manual).

THE ADVISER IS HELD DIRECTLY RESPONSIBLE FOR ANY SPENDING AND FOR ALL PURCHASES AND/OR LIABILITIES. SPENDING OF ORGANIZATION FUNDS THAT ARE AUTHORIZED OR COMPLETED BY AN ADVISOR WITHOUT OFFICIAL CONSENT OF THE SGA FINANCE OFFICE WILL RESULT IN THE ADVISOR BEING BILLED DIRECTLY.

Coaches

A coach is defined as a person who trains and instructs organization members towards achieving the goals of the organization. Duties include coaching on a regular basis during practice and competitions, guiding and advising members toward a strategy that propels the organization, and any other administrative issues that may arise as stated in individual coach’s contracts. SGA will fund an allowance of the coach’s salary, by the discretion of the SGA Finance Committee, and the approval of the SGA Treasurer. The balance of the coach’s salary needs to be funded through the fundraised fund by fundraising.

Honorarium

The SGA reserves the right to fund any speaker hired by an SGA organization. However, 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. A
formal payment request from the speaker or his/her agent or company is required to verify the funds requested.

What you need prior to receiving payment:

1. Formal payment request approved by the Finance Office.

2. Social Security, Permanent Address, or W-9 and Residency status of speaker

This is to secure that the organization money is properly being used to aid in the mission of the organization through a speaker or presenter.

**Petty Cash**

Petty cash is money that can be used to make cash transactions. It is to 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 budget or fundraised fund for a business expense only. Only one petty cash at a time may be open for any organization. A contract must be signed identifying a date for the petty cash to be closed out. A penalty of up to 25% of withdrawal amount may be assessed for a breach of contract.

**Phone Policy**

Each organization is responsible for their own access code, which will be released only to the qualified organization treasurer. (This access code is for organization business, if it is abused, it will be terminated.) Any misuse will be billed to the responsible person. Organizations not needing to make excessive phone calls during the year and unsure of their long distance phone use will receive a customary amount of $30 towards their long distance charges.

**Van Rental**
The SGA has six twelve passenger vans for organization use. The vans are also available to University Departments and offices for university business only. Only UVM students, staff or faculty may ride in a UVM or SGA, and only those who are Risk Management certified are eligible to drive. The organization may reserve a van up to four weeks prior to the date of 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 a van is not needed. Failure to cancel the reservation 24 hours in advance of the expected rental will result in a penalty fee of half the total expected rental fee. Failure to return the van on time will result in a penalty fee of half the rental 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 an additional 10% of the total cost. Complete van policies may be obtained through the SGA office.

Social Function/Food Policy

The SGA does not fund for food for organizational use in general. However, there are some exceptions. Any money that is to be spent on food is to be placed in the food category on the budget or supplemental forms; this includes food as a payment in kind (such as buying a guest speaker dinner). No funds may be transferred from within an organization’s budget to purchase food. An organization may, however, spend money from its fundraised fund to purchase food. The exceptions are as follows:

A. An organization whose mission statement declares the food directly enhances their goals.

1. For educational purposes that coincide with the mission of the organization, speakers who need food for supplies will be allowed to use the food as an exhibit and tasting basis.

B. Cultural/Religious groups as stated and approved in the budget proposal.

1. Religious holiday dinners/meals: the SGA needs a list during the budget process of all the holidays you intend to celebrate as a religious body. We also need a brief description about the holiday and what is typical in celebrating it. Taking the cost into consideration, the SGA reserves the right to fund a percentage of the total cost. The balance is to be funded through the organization’s fundraised fund.

2. Cultural education dinners/meals: the purpose of this dinner/meal is to educate the organization on heritage of food preparation, the ceremony of eating, and the overall relationship between food and culture. Taking the cost into consideration, the SGA reserves the right to fund a percentage of the total cost. The balance is to be funded through the organization’s fundraised fund.
C. Meals for Speaker

1. Two organization members could be funded to accompany the speaker to a meal in appreciation for their time and to serve as University hosts.
   a. Breakfast/ $10 a day
   b. Lunch/ $15 a day
   c. Dinner/ $20 a day

D. Meals for a Retreat

1. SGA will fund an allowance of $5 a day per member per meal. Food will only be funded for a retreat no longer than a period of 48 hours.

Travel

The following are the guidelines to follow when your organization must travel:

A. Participation

1. Conference/Convention- is defined as a learning experience about the mechanics of the organization. SGA will fund one per semester. Only one person can go to both functions. We insist that the participating members be at a junior class standing or younger (excluding requests from the Student Professional Development Fund) so that they can bring back knowledge in order to enhance the organization in the future.

2. Event- is defined as a learning experience that directly accomplishes or enhances the mission of the organization.

B. If the function must incur a substantial amount of money, the organization must decide that the event is a priority in which a large proportion of their budget will go towards funding.

3. SGA reserves the right to fund a percentage of the total cost. The balance is expected to be raised through the organization’s fundraised fund.

   a. Sporting/other competition- Depending on the schedule of competition, 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.
b. Retreat: SGA will fund one per semester.

B. Food

Everyone is expected to provide their own meals while away.

C. Transportation

1. Airfare

   a. Conference/Convention/Events: SGA will fund for two individuals at no more than $450 per ticket to participate in a conference or convention. If the balance for two people exceeds $900.00, the difference must be raised through some other manner, such as fundraising.

2. Buses

   a. Sporting or Other Competition/Retreat/Conference/Event: the SGA will fund for chartered school buses if the trip is more than 200 miles round trip requiring more than two vans for those organization sports categorized as “highly competitive.”

3. Rail

   a. If this means of transportation is more economical than other means of transportation, then the rail will be highly encouraged.

4. Automobile- This category pertains to all types of functions.

   a. 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 SGA does not pay for.

   b. Those individuals that choose to drive their own car to out of town functions must do so in a carpool. These cars are expected to be fully occupied by passengers. Gas money will be given on an allowance basis BEFORE the departure.

   c. Those individuals while away that need a taxi or other form of transportation, will be granted up to a fifty-dollar allowance, if mileage and intended means of transportation are identified and approved IN ADVANCE.

   d. Business use of personal vehicle will be solely dependent upon the individual and his/her policy.
5. Parking/Speeding Tickets

   a. No tickets will be paid with SGA funds through any account. We strongly encourage organizations to place the burden of payment on the organization member who caused the violation.

6. Registration

   a. SGA will **fund for a percentage** of registration not to exceed 75%.

   b. If it is possible to separate the cost of food from the total registration fees, SGA requires that the student participating pay for the food expenditure.

   c. If it is not possible to separate the cost of food from the total registration fees, SGA reserves the right to fund a percentage of the total cost.

7. Hotel

   a. SGA reserves the right to fund a percentage of the total cost of the accommodations during the conference/convention, event sporting competition, or retreat.

8. Attendance

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

**Gifts/Awards**

This category includes T-shirts, mugs, party favors, etc not to exceed $50 per individual.
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 and the purchase must benefit the WHOLE ORGANIZATION.

**Organization/Department Relationship**

Often organizations need to work with departments towards a common goal. The department must work with the organization with the good intention of helping the organization. When funds need to be transferred from one account to another, the organization must initiate the expenditure. If this is a direct purchase where the funds
have not been spent yet, then the organization can write a memo to the SGA Finance Office giving the department the authority to spend the organization’s money. This authorization must include the purpose for the expenditure, the time or duration for the spending, and an estimated dollar amount. If the department needs to be reimbursed for expenditure, the organization needs to deal with the paperwork of transferring funds. Under no circumstances should the department directly contact the SGA Finance Office about outstanding bills.

Wages

It is not the purpose of the SGA to be a source of revenue for students. Participation in an affiliated organization contributes to the personal development of the students involved. No organization recognized by the SGA will award monetary compensation, in any form, to students and/or members of their participation in any activity. The SGA Leadership and its internal offices are excluded from this policy as their function is viewed as departmental and not as an organization. Once money is allocated to wages and salaries, reallocation will not be possible within budgets to move more money into this category.

There are some organizational and administrative tasks, however, that require compensation. The following individuals classify as such, and are awarded compensation:

1. Outing Organization Managers
2. Advertising Representatives for any recognized SGA Publication
3. Any other person identified by the SGA Senate
4. Vermont Cynic Editor in Chief and Managing Editor (from advertising revenue)

Note: If stipends listed above are budgeted for and payment is to be taken from the budgeted fund, payment cannot exceed budgeted limit.

Summer Stipends

Certain organizations, in order to provide the best overall service to the students of the University of Vermont, may expect individual(s) to remain at UVM during the summer
recess, in order to work on the organization’s behalf. Such members, although not eligible for wages, are eligible for stipends. This money is to be granted on a weekly basis for weeks worked on the organization’s behalf. Eligibility for and amounts of any stipend are to be determined by the SGA Finance Committee during the budget process. Individuals eligible for weekly stipends are:

1. Student Government Association President, Vice President, and Treasurer
2. UVM Rescue Squad
3. Outing Organization House Managers
4. Common Ground Student Run Educ. Farm Managers, Apprentice, and Horticulture Organization
5. Any other individual identified by the SGA Senate

Paperwork for summer stipends must be approved by the Finance Office by April 19th. W-4 forms will be due at this time for all summer employees. No exceptions will be made.

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 organization believes this manual should be amended they should make an appointment with the SGA Treasurer, or take the matter directly to the SGA Senate.

Treasurer’s Manual Policies

This document provides any penalties assessed to violations of the policies within the treasurer’s manual. Violations will result in a 25% penalty as well as penalties assessed to the responsible member. The treasurer’s manual serves as an organization resource for understanding finance office policy and procedure and is a supplement to this document.