

Chapter 4: Finances and the Student Activity Fee

Title I: The Finance Board

Section 1: Establishment and Jurisdiction

1.1 Establishment

1.1-1 There shall be a Finance Board as defined in Article IV, Section 4 of the Constitution, to be overseen and chaired by the Comptroller of the Student Association.

1.1-2 The Finance Board shall be made up of twelve [12] members and the Comptroller, as chair.

1.1-3: The Comptroller has the right to remove Finance Board members given members have violated one of the following offenses.

1.1-3.1: A Finance Board member has demonstrated repeated bias that is overly favorable or unfavorable for a specific organization, group of organizations, or demographic of students. If said bias is exhibited, further review with the involvement of Student Engagement and the Code of Conduct's bias procedures.

1.1-3.2: A Finance Board member exhibits low attendance with no prior excuse for said absence. An informal hearing would occur between the Comptroller and Historian to determine if said member should be removed. Attendance of Finance Board members should be reviewed twice per semester and minimum threshold of attended meetings should be communicated by the Comptroller to Finance board members at the start of each academic year.

1.1-4 Upon the declaration of any vacancies on the Finance Board, the Board of Elections shall publicize and make available applications to the student body. The application period shall continue on a rolling basis until all 12 seats are filled.

1.1-5 Upon the end of the application period, all applicants will be interviewed by the Comptroller and the ROOF Committee, and put up for election by the Assembly.

1.2 Conflict of Interest

- 1.2-1 Members of the Finance Board may be members of Registered Student Organizations but must declare through a written statement submitted to the Comptroller and Chief Justice of the Supreme Court all affiliations and involvement they have on campus with RSOs, both extensive and limited. This must include, if applicable, any official titles held by the member and what responsibilities those titles entail, as well as if they have voting power within the RSO.
- 1.2-2 Voting members of the Finance Board are not allowed to serve as the fiscal agent any organization funded by the Student Activity Fee.
- 1.2-3 Members are expected to abstain from any vote involving a conflict of interest.

1.3 Jurisdiction

- 1.3-1 The Finance Board shall be responsible to the Assembly and to the Financial Vision of the Association.
- 1.3-2 The Finance Board shall make recommendations to the Assembly on questions of financial policy and the financial codes.
- 1.3-3 The Finance Board shall have the authority to review and audit the finances of any account receiving Student Activity Fee funding each academic year
- 1.3-4 The Finance Board has the authority to review all events receiving funding from the Student Activity Fee.
- 1.3-5 The Finance Board shall review the funding requests submitted to the Comptroller and shall make recommendations to the Assembly on the allocation and designation of the Student Activity Fee by a majority vote of the Board.
- 1.3-6 The Comptroller shall subsequently introduce bills to the Assembly with each recommendation to be approved by a majority vote of the Assembly. The Speaker or Speaker Pro Tempore shall automatically be the sponsor on any such bills.
- 1.3-7 Upon introduction to the Assembly, the Assembly may:
 - 1. Add any non-monetary statement/requirement to the bill by a majority vote.
 - 2. Revise or delete any non-monetary statement/requirement on the bill by a two-thirds [2/3] vote.
 - 3. Refer any portion of the bill back to the Finance Board for further review and reconsideration by a two-thirds [2/3] vote. An Assembly rationale shall accompany any motion to refer. The Assembly Representative who makes the motion to refer shall present this rationale to the Finance Board.
 - 4. Approve the bill at any time by a majority vote.

Title II: The Student Activity Fee and the Financial Codes

Section 1: The Student Activity Fee

1.1 Regulation of the Student Activity Fee

1.1-1 The Undergraduate Student Activity Fee shall increase concurrently with SU tuition not to exceed four [4] percent annually. The Fee may also be altered after receiving a majority of those voting in referendum, in which at least ten [10] percent of the student body participates. No portion of the Student Activity Fee may be allocated or designated without Assembly and/or Finance Board approval.

1.2 The SA Accounting System

1.2-1 All Student Activity Fee money collected from undergraduate students attending SU and SUNY-ESF for the regular school year (August-May) shall be placed in the SA Accounting System. All Student Activity Fee money collected for the summer sessions shall be directed to the Division of Continuing Education and Summer Sessions.

1.2-2 All organizations with the exception of New York Public Interest Research Group [NYPIRG], Student Legal Services [SLS], and SA shall be required to keep allocated operating funds within the SA Accounting System. All designated programming funds shall be kept within the SA Accounting System.

1.2-3 Organizations may deposit funds into a miscellaneous account established for their group within the SA accounting system. Income generated through Section 1.10 of this Title shall be deposited into this account.

1.3 Guidelines for the Application of funds

1.3-1 All organizations who are applying for funding must utilize the designated channel for funding as follows:

1. The Advanced Allocation application will open once a semester and is designated to be used for events that will occur in the following semester.

2. The Semester Allocation application will be available with a pre-determined weekly deadline to be used for events that will occur during that semester.

3. The Non-RSO form will be available to all students and organizations who are not registered student organizations with pre-determined and stated guidelines and limitations for funding.

4. The Contingency Request Form will be available to organizations who have been approved for funding and are experiencing unexpected changes before their event with the approval at the discretion of the Comptroller.

1.4 Guidelines for the Receipt of Funds

1.4-1 There shall be an emphasis on indirect funding of organizations to provide more high-quality services and events for a larger number of students. There shall be an emphasis on funding programs which cannot be funded through other sources of revenue.

1.5 Responsibilities of Organizations

1.5-1 All religious organizations must be registered and in good standing with the Dean of Hendrick's Chapel. All social Greek letter organizations must be registered and in good standing with the Office of Fraternity and Sorority Affairs. All organizations must be registered and in good standing with the Office of Student Engagement. The following procedures must be followed in order to receive funding:

1. Organizations must have completed the Office of Student Engagement programming checklist.

2. Budget Request Forms shall be completed to the satisfaction of the Comptroller prior to submission. All organizations must be registered and in good standing with the Office of Student Engagement.

3. Prior to submitting requests for funding, the organization must have consulted with campus partners and vendors to obtain a written estimate from that office.

1.5-2 All organizations shall have a minimum of one [1] and no more than two [2] Fiscal Agents. It is the Fiscal Agents responsibility to familiarize themselves with SA financial policies. The Fiscal Agent shall also oversee the organization's compliance in following SA financial policies.

1.5-3 Organizations shall keep accurate, complete, and current financial records. All pertinent fiscal information, including audits shall be made available for review by the Comptroller, Finance Board or Assembly and shall submit them upon request.

1.5-4 Organizations shall be required to demonstrate commitment and effort toward promoting the validity of their purpose through active campus participation and pursuit of additional outside revenues to fund requests/proposals. Organizations shall be evaluated on the viability of their structure, proposed activities, constitution and membership.

1.5-5 Student Legal Services shall establish and maintain a board of directors to reflect the campus community as well as the organization itself. The organization's board of director's shall maintain the organization's Constitution and bylaws and all such management policies with the following stipulations:

1. The board shall have one [1] seat for the Association President, one [1] for the Comptroller, one [1] for a member of the Supreme Court chosen by the Chief Justice, and Cabinet shall elect two [2] at-large members.

2. Board members shall be notified forty-eight [48] hours prior to any meeting. The board chair shall make available a typed agenda to all board members within twenty-four [24] hours of the scheduled meeting time. A majority vote of the board shall be required to amend the agenda.

- 1.5-6 All organizations are required to send their President or Fiscal Agent to one [1] Fiscal Agent Training Seminar before submitting a budget proposal.
- 1.5-7 Fiscal Agent Training Seminars shall be held at least four [4] times prior to any given budgeting season, the first of which shall occur no later than four [4] weeks prior to the budget deadline.
- 1.5-8 One [1] Fiscal Agent Training Seminar must be held on a Saturday or Sunday to accommodate a variety of student's schedule.

1.6 Restrictions on the Use of Student Activity Fee Funds

- 1.6-1 All events sponsored by the fee must be held on-campus or the following Syracuse area affiliated locations:
1. The Sheraton University Hotel
 2. Drumlins Country Club and Banquet Facilities
 3. Chabad House
 4. International Living Center
 5. Student Legal Services
 6. Comstock Art Facility
 7. Islamic Mosque
 8. Alibrandi Catholic Center
 9. Syracuse Stage
 10. The Winnick Hillel Center
 11. The Community Folk Art
 12. The Westcott Theater
 13. Walnut and Thornden Park
 14. Other locations as determined by a majority vote of the Finance Board.
- 1.6-2 All events must also be open to any undergraduate student of SU and SUNY-ESF. The number of people who participate in, as well as those who benefit from an organization, service or event shall be considered.
- 1.6-3 Should there be a set charge for tickets to a program/event, the Finance Board shall reserve the right to limit complementary tickets.
- 1.6-4 Multiple organizations cannot apply for funding from the same events.
- 1.6-5 There shall be no funding of services or events currently available among existing Student Activity Fee funded organizations or from the University.
- 1.6-6 There shall be no funding of services, programs, events etc. which violate "separation of church and state."
- 1.6-7 There shall be no funding of any non-campus political organizations or candidates.
- 1.6-8 There shall be no funding for personal, recreational or social expenses (i.e. food, clothing, equipment) that do not benefit the University community:
1. Food may only be funded for extraneous events and programming by the discretion of the Finance Board.
 2. There shall be no payment (i.e. scholarships, stipends, or payments for services,

etc.) to any matriculated student of Syracuse University or SUNY College of Environmental Science and Forestry, with the exception of stipends to Association positions appropriated and/or approved by the Assembly.

3. There shall be no funding of awards, trophies, prizes or ceremonies commemorating individual or collective service.

4. There shall be no funding for student travel or transportation expenses, with the exception of funding for transportation and/or travel expenses for events or programs that are accessible to the whole student body and/or Operating Media organizations coverage.

All travel must be deemed appropriate by the Finance Board.

5. There shall be no funding for the purchase of books, magazine subscriptions, or similar items at the discretion of the Finance Board.

6. Events may be designated as community service functions and may not be held to the aforementioned guidelines at the discretion of the Finance Board.

1.6-9 Conference funding shall be limited to the registration of four [4] students if the registration fee is two hundred fifty dollars [\$250.00] per student or less; or eight [8] students if the registration fee is one hundred fifty dollars [\$150.00] per student or less.

1.7 Publications/Advertising Funded by the Fee

1.7-1 Prior to submitting requests to fund publications, the organization must have consulted with at least three different publishers/vendors and submit their estimates.

1.7-2 All Student Activity Fee funded advertising or advertising promoting a fee-funded program must blatantly display "Your Student Activity Fee" within the advertisement. This phrase for advertising 8.5" x 11" or larger must be at least in a minimum of fourteen [14] point font size. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board. Such advertising shall be limited to student publications and media whose primary audience is the University community.

1.7-3 All publications funded by the Fee must be distributed in an area generally accessible to all undergraduate students (e.g. Schine Student Center, residence halls).

1.7-4 All publications must blatantly display "Published with Your Student Fee", in a minimum of fourteen [14] point font size on the front or back of the publication. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board.

1.7-5 All publications are permitted to be funded to host one online publication website. The renewal fees for the website can be requested annually through the Advanced Allocations form. All online publications must blatantly display "Published with Your Student Fee", in a minimum of fourteen [14] point font size on the front or back of the publication. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board.

1.7-6 Publications can include 1 event for the launch of that semester's

publication in their submissions. This submission can go through either the Semester Allocations or Advanced Allocations processes.

- 1.7-7 At least one [1] copy of all Student Activity Fee funded publications shall be submitted to the Comptroller for archival purposes. These publications shall be filed in the Comptroller's Office.

1.8 Procedure for the Disbursement of Student Activity Fee Funds

- 1.8-1 The Assembly by majority vote, may direct the Finance Board to oversee and/or conduct an opinion survey to assess student interests regarding the expenditure of the Student Activity Fee.

- 1.8-2 The Comptroller shall assist organizations in preparing their budget requests/proposals for operating/programming expenses. Student Activity Fee Allocations/Designations shall be categorized as follows:

1. Student Association, Student Legal Services, SU Ambulance, Citrus TV, WERW, and Z-89 may propose yearly budget requests for Allocated Operating Expenses. These organizations shall submit such requests by a date specified by the Comptroller.

2. University Union and all subsidiary divisions of University Union, as the Official Programming Board of Syracuse University, may propose an annual budget request. Such a request shall solely include programming and shall not include any operating expenses. University Union and all subsidiary divisions of University Union shall submit requests by a date specified by the Comptroller.

- 1.8-3 All organization desiring programming funds shall prepare semester funding proposals which shall be designated to the following categories:

1. Events

- a. Event based organizations may apply for funding through Advanced and Semester allocations for space allocation fees, ticket request fees, artist, talent, or DJ, etc.

2. Operating

- a. Operating organizations may apply for funding through Advanced Allocations for items necessary to the operating of their organization based on their provided mission statement.

3. Publications

- a. Refer to 1.8-4

4. Supply

- a. Supply based organizations may apply for funding through Advanced allocations for supplies essential to the purpose of their organization as provided to the Finance Board in their application and supporting documents. Newly registered organizations are allowed to request one budget through Semester allocations.

5. Performance

- a. Performance based organizations can apply for funding through Advanced and

Semester allocations for space allocation fees, ticket request fees, costumes, set design, etc.

- 1.8-4 If a fiscal agent wants to take part in the early deliberations of a budget decision, they must notify the Comptroller twenty four [24] hours before the process' application closes.
- 1.8-5 During the hearing, the Fiscal Agent(s) shall be given time to introduce their organization, present their budget(s) and pose any questions/concerns that they might have to the Finance Board. The members of the Finance Board shall be given time to ask questions of the Fiscal Agent(s).
- 1.8-6 Failure to provide representation during the time allotted for the hearing of any budget will automatically disqualify the budget from the first round of deliberations. Furthermore, the budget may then only be deliberated during Advanced allocations appeals in the event that funds remain after budgets from all other organizations that attended their budget hearing have been considered.
- 1.8-7 During deliberations, the Finance Board shall make recommendations for the allocation/designation of funds. The Finance Board shall also suggest how the respective organizations could better address student interests and respond to the Assembly's vision.
- 1.8-8 Deliberations shall be open to the public unless by four-fifths [4/5] affirmative vote of the board's voting membership.
- 1.8-9 The Finance Board's recommendations for funding must respond to the Assembly's vision and be in compliance with this Financial Bylaw and all other SA law. The Finance Board shall also consider the presentation of the request(s)/proposal(s) both in writing and at the hearing(s).
- 1.8-10 The Finance Board may not recommend the over-allocation/designation of funds, creating a deficit in the SA Accounting System.
- 1.8-11 The Finance Board's recommendations for funding must align with the mission of each organization that has been filed with the Office of Student Engagement. No fund shall be distributed to an organization for a request that does not respond to the mission of the organization.
- 1.8-12 Organizations with previously funded events can not apply for additional funding for that same event through Semester allocation. Semester allocation funds shall be reserved for new events and programs that have not already been funded by the Student Association.
- 1.8-13 Non Registered Student Organizations, independent students, and independent student groups may utilize the WAND fund for funding at the finance board's discretion up to \$9,500.
 - 1.8-13A. This funding can be utilized for the purchase of food, decorations, costumes, transportation companies etc. at Finance Board's discretion with respect to the essentialness of the event.
 - 1.8-13B. The WAND Funding will be voted on by Finance Board with votes confirmed

by the Student Association Assembly

1.9 The SA Calendar Year

1.9 Events, conferences, and other programming must fall in the Syracuse University Academic Calendar not including dates beyond the Spring term final day of classes to the first day of classes in the following year's Fall term.

1.9.1: The Comptroller determines the timeframe for when Semester Allocations, Advanced Allocations, Contingency Forms, and the Non-RSO form will remain open for submissions.

1.9.2: All programming that fall during the Thanksgiving break, Winter Break, and Spring Break must be submitted for Finance Board consideration three academic weeks before the first day of said break. Said programming is limited to cultural and religious events.

1.9.3: Conferences that fall during the Thanksgiving break, Winter Break, and Spring break are permitted and must be submitted for Finance Board consideration three academic weeks before the first day of said break.

1.10 The SA Financial Tier System

1.10-1 The Finance Board will make recommendations for funding programming based on the programming capital of organization requesting funds. The amount of funding an organization is eligible to receive will be determined according to the following tier system:

1. Tier 1: Organizations with little to no programming capital should not expect to receive funding for programs which cost more than \$12,500.00.
2. Tier 2: Organizations that have put on a few successful programs but do not have extensive programming experience should not expect to receive funding for programs which cost more than \$25,000.00.
3. Tier 3: Organizations that have put on several successful programs at the preceding levels are eligible to receive funding for events costing up to \$40,000.00.
4. Tier 4: Organizations that have clearly proved themselves capable of programming by putting on multiple successful programs at each of the previous levels are eligible to request funding for events that exceed \$40,000.00.

1.10-2 Organizations can build programming capital by consistently putting on successful events and by collaborating with and learning from larger, more experienced organizations. The success of events and programs for the purpose of this tier system shall be assessed on the basis of their attendance/ticket sales with respect to the expected attendance, in addition to general student body feedback regarding their satisfaction with the event/program. All decisions on an organization's tier status and funding eligibility will be left to the discretion of the Finance Board.

1.10-3 Applications to move tiers must include:

1. Two [2] years, or four [4] semesters of programming history encompassing all Student Association funded events for the student organization in question if wanting to move from tier 1 to tier 2.
2. Two and a half [2.5] years, or five [5] semesters of programming history encompassing all Student Association funded events for the student organization in question if wanting to move from tier 2 to tier 3.
3. Three [3] years, or six [6] semesters, of programming history encompassing all Student Association funded events for the student organization in question if wanting to move from tier 3 to tier 4.
2. A letter of recommendation from the student organization's campus advisor.
3. A list of past, present, and future marketing strategies.
4. A justification for wanting to move up in the tier system.
5. A list of all collaborative experiences, and what the organization was able to learn or take away from that experience.
6. Demonstration of extensive past programming experience with a minimum of five [5] events at the current tier.
 - a. To showcase programming history, Box Office ticket reports, the associated SA funding received and a brief description/summary for all events shall be considered sufficient.

1.10-4 The point system will weigh the success of events within the past two [2] semesters more heavily than past events due to leadership turnover.

1.10-5 Additional points will be awarded to groups who have shown collaboration with higher or lower tier organizations in planning and implementing their past events. In the case of working with higher tier organizations, the Finance Board shall be interested in what the student organization learned or how the student organization benefited from this collaboration. In the other case of working with a lower tier organization, the Finance Board shall consider what the student organization provided to the lower tier organization to help build their programming capital.

1.10-6 The advice of consultants in the Office of Student Engagement (OSE), Fraternity and Sorority Affairs (FASA), Student Centers and Programming Services (SCPS), and the Department of Public Safety (DPS) will be added to all applications by the Finance Board and/or Comptroller, and will receive the appropriate points.

1.10-7 Student Association evaluation forms will be pulled by the Finance Board and/or Comptroller for any application. Positive evaluations of events listed in the student organization's application will contribute points to the organization's application, while negative evaluations will count as point deductions. If an evaluation form is not available for a given event, that shall not count for or against any application.

1.10-8 Student organizations may only move up one tier level at a time.

- 1.10-9 Applications to move up in the tier system may be approved by majority vote of the Finance Board and take effect the semester following the approval.
- 1.10-10 A student organization approved to move up in the tier system will be placed in the requested tier for a probationary period until two [2] programs are held at the new tier, with a maximum of one [1] program per semester at the new tier during this period to be funded by the Student Association. At the end of the probationary period, the Finance Board will assess the success of only the programs at their new tier to either remove their probationary status or move the student organization back down to their original tier. This success will be based on actual versus expected attendance, Finance Board and/or Comptroller event evaluations, and the recommendation of OSA, FASA and SCPS consultants, as well as the DPS office.
- 1.10-11 All student organizations must be registered and in good standing with OSA and/or FASA on Campus Labs.
- 1.10-12 The student organization may not apply to move up in the tier system if the Finance Board moved the organization down in the tier system within the last three [3] semesters.
- 1.10-13 The Finance Board shall annually review the point system used to assess student organization applications, and will have the sole discretion of editing and/or revising the point system to reflect the needs of the Student Association. The Assembly must confirm all changes made to the point system by the Finance Board.
- 1.10-14 All new student organizations will be automatically placed in Tier 1.
- 1.10-15 The Comptroller, upon approval of the Finance Board, has the ability to move any student organization down in the tier system based on a point system separate from that defined above, and will require the following documentation and procedures:
1. The student organization must have held programs where the actual attendance was 64% or less than the expected attendance for two [2] or more events in one year, or over two [2] semesters.
 2. The advice of consultants in the Office of Student Engagement, Fraternity and Sorority Affairs and Student Centers and Programming Services will be considered by the Finance Board and/or Comptroller, and will receive the appropriate points.
 3. The student organization must be offered the opportunity to attend a hearing before a decision is made by the Finance Board.
 4. A student organization may not be moved down more than one [1] tier in one [1] semester by the Finance Board.
- 1.10-16 Each organization's Fiscal Agent(s) shall receive a written letter or email from the Comptroller regarding the Finance Board's recommendation(s). The organization shall have two [2] class days to request a second hearing with the Finance Board for a reconsideration request. Concerns of the organization shall be submitted to the Comptroller in writing prior to this hearing.

1.11 Guidelines for the Expenditure of Allocated Funds

1.11-1 The following shall be applicable for all organizations having funds within the SA Accounting System:

1. In requesting the expenditure of allocated funds an expenditure form shall be submitted to the Comptroller for approval. The Comptroller shall have the authority to deny the expenditure of any allocated funds kept within the SA Accounting System. The Finance Board shall have the authority to overturn denied expenditure requests by majority affirmative vote.
2. No commitments, verbal or written, shall be made by any student organization until the expenditure request has been approved.
3. Expenditures shall be debited to the appropriate line(s) in the organization's budget.
4. Organizations desiring a transfer of funds between existing programs shall submit written rationale to the Comptroller. The Comptroller shall be granted authority to make such decisions, which may be overturned by majority vote of the finance board.

1.11-2 Funds in miscellaneous accounts may be used to fund items not funded by the Student Activity Fee as stipulated in Section 1.5 of this Title. Miscellaneous funds may also be donated to charitable organizations as outlined in Section 1.9-4 of this Title. However, the following restrictions apply in all cases:

1. Clothing/apparel expenditures are limited to a maximum of \$500 per semester per student organization can be made with the organization's miscellaneous funds at the discretion of the Comptroller, with the exception of expenditures on items to be disseminated to the entire student body.
2. No scholarships may be funded using miscellaneous funds.
3. No prize money may be awarded to Syracuse University or SUNY-ESF full-time or part-time students. Prize money awarded to off-campus organizations is limited to \$500.
4. All donations must follow the procedure outlined in Section 1.9-4.
5. The transfer of funds from one organization's miscellaneous funds account to another organization's account is strictly prohibited.

1.11-3 As per University policy, all purchases of goods or services must come from the appropriate University auxiliary department. The document "Protocol For An Appeal For Permission To Make Significant Purchases From External Supplies Rather Than From General Auxiliaries" can be obtained from the Office of Greek Life and Experiential Learning.

1.11-4 Charitable donations are permitted from miscellaneous accounts, only using the following procedure and guidelines:

1. A student organization that intends to donate any or all proceeds from an SA funded event must state the intent to do so in their initial budget request for Student Association funding.

2. In the budget request, the student organization must state the percentage of proceeds and charitable organization(s) to whom it intends to donate. The Finance Board may consider this information when deliberating the budget request as a whole.
3. Upon approval of the budget request, the Comptroller shall earmark the stated set percentage of the ticket revenue to be donated to the listed charitable organization(s).
4. After the ticket revenue is accounted for, the stated percentage will automatically be deposited into the student organization's fundraising account and donated to the listed charitable organization(s). All remaining revenue, if applicable, will be deposited into the student organization's miscellaneous account.
5. Acceptable proof of the acceptance of the charitable contribution from the charitable organization(s) must be provided either at the time the budget is submitted, or at least 48 hours prior to the event. Otherwise, all revenue from the program/event will be deposited into the student organization's miscellaneous account and will not be eligible for donation.

1.11-5 All new registered student organizations shall receive a credit of \$250 earmarked for their use immediately following their approval. These funds will come from the Student Advancement Fund and are intended for uses that will build organization membership. Any funds remaining after the Fall semester shall roll over to the Spring semester.

1.12 Income Policies

- 1.12-1 Upon request, a detailed financial report shall be prepared, following the program/event generating ticket revenue through the Schine Box Office.
- 1.12-2 Any money generated through the expenditure of Student Activity Fee funds must be reported to the Comptroller within two [2] weeks of receipt of funds.
- 1.12-3 Revenue obtained by charging students and/or the general public for programs/events/publications and any other fee-funded service or activity shall be deposited in the respective student organization's miscellaneous account.
- 1.12-4 Revenue generated by an organization from means other than those listed in Section 1.10 may be deposited in the SA Accounting System within the respective organization's miscellaneous account.

1.13 Carryover Policy

- 1.13-1 Unused designated funds shall remain in an organization's account until the end of the semester. At the end of the semester, all designated funds remaining in an organization's accounts shall revert to the operating and programming fund.
- 1.13-2 At the end of the fiscal year, all allocated funds remaining from that fiscal year's operating expenses shall revert to the operating and programming fund.
- 1.13-3 With the exception of SA, at the end of the fiscal year, all funds remaining in miscellaneous accounts shall be transferred to the operating and programming fund.

- 1.13-4 Any organizations that have overspent their allocated/designated funding shall have the amount overspent debited to their budget for the next fiscal year, when applicable.
- 1.13-5 Any specific agreements concerning carryover shall be negotiated by the Comptroller and the concerned organization. Any agreement that conflicts with the aforementioned requirements shall be invalid unless approved by a two-thirds [2/3] affirmative vote of the Assembly.
- 1.13-6 Funds from additional enrollment shall be placed in the operating and programming fund. The carryover funds shall be allocated in a rolling budget process, determined by the Comptroller, but similar to the semester budget allocations. The finance board must meet a minimum of once per month to hear carryover fund budget requests. The carryover allocations will comply with the following guidelines: 25% Contingency Funds, 75% Special Programming Funds. All registered undergraduate student organizations are eligible to apply for special programming funds.

1.14 Rollover Policy

- 1.14-1 Funds allocated by the finance board to RSOs but unused for the allocated event will revert to the rollover account.
- 1.14-2 Funds in the rollover account may be withdrawn by the Comptroller, President, and Vice President at their own discretion for the purposes of the benefit of the entire student body.
- 1.14-3 Whenever the Comptroller, President and Executive Vice President use the rollover funds, they must report to the Assembly how and why they used the funds at the next scheduled Assembly meeting.
- 1.14-4 The President, Executive Vice President, or Comptroller must provide periodic updates on the success of the events which they have funded.
- 1.14-5 If the Assembly determines that the President, Executive Vice President, and Comptroller are misusing their discretionary privileges, the Assembly may vote by two thirds majority to disallow the President, Executive Vice President, and Comptroller from dispersing rollover account funds at their discretion for the remainder of the legislative session.
- 1.14-6 All members of the student body have the right to request the size of the rollover pot from the president, vice president, or comptroller at any reasonable time.

1.15 Authority and Ethics

- 1.15-1 The Comptroller and/or the Finance Board in whole or in part, or any officer of the Association involved in the allocation, designation and authorization of the expenditure of Student Activity Fee funds shall not be threatened, intimidated, bribed or coerced on behalf of or from any individual and/or anyone associated with funding requests or proposals in any way shape or form.
- 1.15-2 The Finance Board shall have the authority by two-thirds [2/3] affirmative vote to recommend to the Assembly the retraction of funds in the form of a Bill. Upon

passage by majority and subsequent enactment the respective funds shall revert to the operating and programming fund. The Assembly shall have the authority to order that the Finance Board consider a recommendation for such action.

1.15-3 The Finance Board shall enforce all policy and Finance Board procedures as outlined in this article. Violations shall be subject to action by the Supreme Court of the Student Association.