

## 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 an upwards of twelve [12] members and the Comptroller, as chair. Each Finance Board member holds the same voting power and the Comptroller does not vote on budgets unless there is a draw between voters in which only then the Comptroller will be permitted a vote.
- 1.1-3 The Comptroller shall have the authority to appoint one (1) Secretary and up to two (2) Associate Comptrollers to assist in the execution of the duties of the office.
  - 1.1-3.1 The Secretary shall be responsible but not limited to for the following duties:
    - 1. Recording the attendance of all members at each official meeting.
    - 2. Maintaining accurate records of all meetings, including budget submissions and decisions related to budgetary matters.
    - 3. Ensuring the timely dissemination of decisions to all relevant organizations regarding budget allocations and approvals via electronic communication.
  - 1.1-3.2 The Associate Comptrollers shall be responsible for but not limited to the following duties:
    - 1. Auditing the activities and records of all organizations under the Comptroller's jurisdiction, including but not limited to events, publications, and supply organizations.
    - 2. Issuing communications to organizations regarding any infractions or violations of regulations and ensuring that follow-up meetings are scheduled to address and resolve such infractions.
  - 1.1-3.3 The Associate Comptrollers shall be responsible for but not limited to the following duties:

1. Auditing the activities and records of all organizations under the Comptroller's jurisdiction, including but not limited to events, publications, and supply organizations.
2. Issuing communications to organizations regarding any infractions or violations of regulations and ensuring that follow-up meetings are scheduled to address and resolve such infractions.

- 1.1-4 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 Director of Internal Operations to determine if said member should be removed. Attendance of Finance Board members should be reviewed twice per semester and a minimum threshold of attended meetings should be communicated by the Comptroller to Finance Board members at the start of each academic year.

- 1.1-5 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. If the minimum threshold of Assembly members is not met on the Finance Board, this application process will be suspended until a current Finance Board member enters the Assembly or an Assembly member applies for the Finance Board.
- 1.1-6 Upon the end of the application period, all applicants will be interviewed by the Comptroller and the Board of Elections 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 whether 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 of any organization funded by the Student Activity Fee.

- 1.2-3 Finance Board members are expected to abstain from any vote involving a conflict of interest. A conflict of interest includes membership in an organization, personal advising on a budget not scheduled through formal bookings processes, or a substantial personal connection to the submitting party.

### 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, publications, supplies, and operating organizations receiving funding from the Student Activity Fee.
- 1.3-5 The Finance Board shall review the Special Programming Allocations, Advanced Allocations, and Rollover 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 Finance 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 bill.
- 1.3-7 The Finance Board shall review events receiving funding from the Student Activity Fee.
- 1.3-7.1 If the event is ticketed , the organization shall reserve four [4] tickets, three [3] for voting Finance Board members and one [1] for the Comptroller.
- 1.3-7.2 If the Comptroller is unable to attend an event, they shall delegate a voting Finance Board member to complete the evaluation.

Evaluation forms will be used as considerations for any future funding requests. Forms must be submitted no later than two weeks after the scheduled date of the event. A copy of the completed evaluation form shall be given to the hosting organization.

- 1.3-8 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. No portion of the Student Activity Fee may be allocated or designated without Assembly 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 The Review Board Committee shall consist of students and advisors and will convene within 168 hours after Advance Allocations open in the Spring Semester for the following academic year. Based on an estimate of the incoming student activity fee, the committee will review and submit a budget recommendations approval and denials base on SA set By-Laws to the Assembly for the New York Public Interest Research Group (NYPIRG), University Union (UU), Student Legal Services (SLS), and the Student Association (SA). Additionally, the committee will establish a funding cap for the Finance Board's approvals during the Advance Allocation process.
- 1.2-3 The committee shall be composed of the Comptroller as the lead to the Review Board Committee, the Associate Comptroller, the Finance Board Secretary, the Speaker of the Assembly, the Speaker Pro Tempore of the Assembly, and a Supreme Court Justice as a voting member. The President of the Student Association and the President of University Union, along with their respective advisors, as well as the Student Engagement Budget Manager and the Assistant Vice President of Business Operations, shall be required to attend for advisory and budget presentation purposes. NYPIRG and SLS may submit a representative upon request to the Comptroller.
- 1.2-4 All organizations with the exception of New York Public Interest Research Group [NYPIRG], University Union [UU], 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.

- 1.2-5 The Student Association (SA), University Union (UU), Student Legal Services (SLS), and NYPIRG shall be required to submit a financial report to the Comptroller within the first two weeks and the last two weeks of each semester. This report must include the balance of all accounts and a detailed breakdown of line-item expenditures.
- 1.2-6 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 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.
- 1.3-2 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. These are the following types of budgets required to be submitted in Advanced Allocations:
    - a. Any event request with a maximum of \$20,000 dollars or any contract for an event a paid speaker, artist, DJ, or performer, more than \$1000 must be requested through Advanced Allocations
    - b. All Supply-based Organizations must submit their initial requests through Advanced Allocations. Mid-semester supply based organizations requests will only be reviewed if an Advanced Allocations submission was submitted the semester prior
    - c. All Operating Organizations are required to submit a Spring Advanced Allocations submission for their operations for the next year.
  - 2. The Special Programming Allocation application will be available with a pre-determined weekly deadline to be used for events and publication requests that will occur during that semester.
  - 3. The Non-RSO Form will be available to all unofficial organizations who are not Recognized Student Organizations with pre-determined and stated guidelines and limitations for funding.
    - a. To apply using the Non-RSO Form, the requestor must show that their organization is going through the new RSO process
  - 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 The receipt of funds must align with the organization's purpose and be open to all Syracuse University and SUNY-ESF students that could be potentially interested in attending
- 1.4-2 All requests for funds must explain sufficiently as to why they are requesting this money respective to their organization's purpose and must use said funding for the same purpose it was approved for.
- 1.4-3 If these guidelines are not met, organizations are subject to the infractions stated in 1.14 Violations.

#### 1.5 Responsibilities of Organizations

- 1.5-1 All religious organizations must be registered and in good standing with the Office of 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 Activities. The following procedures must be followed in order to receive funding:
  - 1. Organizations must have completed the Office of Student Activities 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 Activities.
  - 3. Prior to submitting requests to fund events, the organization must have consulted with campus partners and vendor to obtain a written estimate from that office. The specifications as to what standards are necessary for quotes must be articulated by Student Engagement and the Comptroller at the start of each school year.
  - 4. Prior to submitting requests to fund publications, the organization must have consulted with at least three different University recognized publishers/vendors and submit their estimates.
  - 5. All proofs of cost for any requested item are required.
- 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. 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.
2. 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. Syracuse University Warehouse
2. Drumlins Country Club and Banquet Facilities
3. Chabad House
4. International Living Center
5. LGBT Resource Center
6. Barner-McDuffie House
7. 113 Euclid Native Student Program House
8. Student Legal Services
9. Comstock Art Facility
10. Islamic Mosque
11. Alibrandi Catholic Center

12. Syracuse Stage
13. The Community Folk Art Center
14. The Westcott Theater
15. Walnut and Thornden Park
16. Off-Campus Student Services
17. La Casita Cultural Center
18. The InnComplete at Skytop
19. Other locations as determined by a 3/4th vote of the Finance Board.

- 1.6-2 All off-campus requests outside of the campus boundaries of North Campus and South Campus require provided transportation, whether that is requested through budgeting processes or funded through other means. Off-campus events are not permitted without transportation that is open to all Syracuse University students to attend.
- 1.6-3 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.
- 1.6-4 Should there be a set charge for tickets to a program/event, the Finance Board shall reserve the right to limit complementary tickets.
- 1.6-5 Multiple organizations cannot apply for funding from the same events. Recognized Student Organizations cannot use funds allocated to help other organizations conduct their programming.
- 1.6-6 There shall be no funding of services or events currently available among existing Student Activity Fee funded organizations or from the University.
- 1.6-7 There shall be no funding of services, programs, events etc. which violate "separation of church and state."
- 1.6-8 There shall be no funding of any non-campus political organizations or candidates.
- 1.6-9 There shall not be approved allocations for more than three (3) events of the same name, likeness, or purpose.
- 1.6-10 There shall be no funding for personal, recreational or social expenses (i.e. clothing, equipment, close event) that do not benefit the University community:
  1. Catering requests are capped at \$60,000 per Semester through both Semester and Advanced Allocations combined, distributed on a first-come, first-served basis. Individual Recognized Student Organizations are capped as follows per Semester:
    - a. Tier 1: \$1,500

- b. Tier 2: \$3,000
  - c. Tier 3: \$4,500
  - d. Tier 4: \$6,000
- 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 the 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 individual student travel or transportation expenses, with the exception of funding for transportation for events or programs that are accessible to the whole student body, conference travel funding, and/or Operating Media Organizations' coverage. All travel must be deemed appropriate by the Finance Board.
- 5. Competitions and Conferences will be evaluated by the Finance Board on the basis of their ability to provide professional development and experiential learning opportunities that would not otherwise be available to students and their relevancy to the organization's core competencies.
- 6. There shall be no funding for the purchase of books, magazine subscriptions, or similar items at the discretion of the Finance Board.
- 7. Events may be designated as community service functions and may not be held to the aforementioned guidelines at the discretion of the Finance Board.
- 8. There will be no funding of giveaways or promotional items that are beyond or can be perceived to be beyond a specific event usage.
- 9. There will be no funding of promotional giveaways or promotional items that are beyond or can be perceived to be beyond a specific event usage. However, the Student Association (SA), University Union (UU), Student Legal Services (SLS), and NYPIRG may request funding for giveaways or promotional items, provided that such requests do not exceed 2% of the overall operational or event budget.
- 10. Subscriptions are only allowed to be applied for by Operating and Supply-Based Organizations. Requested subscriptions cannot be for purely promotional purposes and must align with the organization's purpose.

1.6-11 Conference registration funding is open to all categories of Recognized Student Organizations. Conference registration 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.

- 1.6-12 Conference travel funding shall be available for quotable traveling expenditures to and from said conference in the amount of one hundred dollars [\$100] or less per student, for eight [8] or less student attendees, organizations must have estimated travel costs from at least two different carriers. These carriers can utilize different modes of transportation not limited to pre-quoted taxi fares, buses, trains, planes etc. The distance of travel must be within 250 miles of Syracuse campus (200 University Avenue). Any travel beyond this radius cannot be funded through the Student Activity Fee. Conference travel funding must come from Semester or Advanced Allocations.

#### 1.7 Publications/Advertising Funded by the Student Activity 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 Syracuse University community.
- 1.7-3 All publications funded by the Student Activity 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 can be funded to host one online publication website. The renewal fees for the website can be requested using annual proof of costs through the Semester or 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 be funded for up to two [2] prints per academic year
- 1.7-7 Publications can include one [1] event for the launch of that semester’s publication in their submissions. This submission can go through either the Special Programming Allocations or Advanced Allocations processes
- 1.7-8 At least one [1] copy of all publications funded by the Student Activity Fee 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 Student Association's Finance Board shall review and approve budget requests in the order they are submitted until allocated funds are exhausted. As funding nears depletion, the Finance Board may prioritize requests that are not based on submission time to maximize the number of approvals within available resources.
- 1.8-3 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.
- 1.8-4 All organizations desiring programming funds shall prepare semester funding proposals which shall be Designated to the following categories:
  - 1. Events:
    - a. Event-based Organizations are organizations that create a broad range of events and may apply for funding through Advanced and Special Programming Allocations for space allocation/reservation fees, ticket request fees, artist, talent, or DJ, attraction fees, and grounds fees. The line items requested in Advanced or Semester Allocations are typically deemed critical to the success of programming.
      - i. All Advanced and Special Programming Allocations requests are subject to a cost per student of \$50 in which the request cannot match or exceed the total number of estimated attendees multiplied by \$50.
    - b. All event requests require proof of space; whether the event is on or off campus. This can be a quote from the managing company, 25 Live reservation, SCPS quote, Barnes Center reservation, or via email when the previously stated methods are unobtainable. All space quotes must also include the space capacities either within the quote or stated in the description of the budget.

- c. Event-based Organizations are also allowed to request in Semester and Advanced Allocations . This category can fund an event’s supplemental needs, not limited to food costs, transportation costs, and other supplies.
      - i. Food costs for on-campus events must provide a Campus Catering quote while off-campus events require a catering quote.
      - ii. Transportation costs require a transportation quote from the company detailing the times in which the transportation will be offered and the capacity of the vehicles.
    - d. All events that are collaborative in nature must sign a partnership agreement with Student Engagement. Outlining the responsibilities of each organization in the event of conflict.
  - 2. Operating
  - 3. Operating Organizations may apply for funding through Fall Advanced Allocations, held in the Spring Semester prior for items necessary to the operations of their organization based on their provided mission statement. These funds are to be used for the operations of the following school year.
  - Publications
    - a. Refer to 1.8-4
  - 4. Supply
    - a. Supply-based Organizations may apply for funding through Advanced Allocations for supplies essential to their organization's purpose as provided to the Finance Board in their application and supporting documents. Newly registered organizations are allowed to request one budget through Special Programming Allocations .
    - b. All budgets shall include the quotes and/or links, when applicable, to all items requested and organized in a manner that displays the quantity, total costs, and reasoning as to why these items are being requested.
    - c. Supply-based Organizations are allowed to allocate up to 40% of their budget as an emergency fund.
      - i. If an organization has purchased more than 60% of their budget in Advanced Allocations only the remaining can be allocated as an emergency fund. Even if an organization has purchased less than 60% of their budget, they can only allocate 40% of their budget to an emergency fund.
    - d. This can be used once at any point throughout the semester with the approval of the Comptroller and is contingent upon audits done at the end of the semester.
      - i. Performance-based Organizations are a subset of Event-based Organizations and can apply for funding through Advanced and Special Programming Allocations for space allocation fees, ticket request fees, costumes, set design, food, decorations and

transportation. Performance-based Organizations differ from other Event-based Organizations as they are allowed to request funding for costumes, makeup, and props for performer usage.

- 1.8-5 Hearings are required for all Advanced Allocations requests and can be requested for Special Programming Allocations requests. If a Fiscal Agent wants to take part in the early deliberations of a Special Programming Allocations budget decision, they must notify the Comptroller twenty-four [24] hours before the process' application closes.
- 1.8-6 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).
- 1.8-7 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 if funds remain after budgets from all other organizations that attended their budget hearing have been considered.
- 1.8-8 The Finance Board's recommendations for funding must respond to the Assembly's vision and comply with this Financial by-law and all other Student Association statutes. The Finance Board shall also consider the presentation of the request(s)/proposal(s) both in writing and at the hearing(s).
- 1.8-9 The Finance Board may not recommend the over-allocation/designation of funds, creating a deficit in the Student Association Accounting System. If the current year's budget for the Student Activity Fee is depleted, up to 40% of the Rollover total can then be utilized for the remainder of that fiscal year.
- 1.8-10 The Finance Board's recommendations for funding must align with the mission of each organization that has been filed with Student Engagement. No funds shall be distributed to an organization for a request that does not correspond to the organization's mission.
- 1.8-11 The Finance Board reserves the right to partially approve budgets contingent upon the availability of items within the Student Engagement supply closet. The Finance Board further reserves the right to mandate that any student activity-funded items be placed into the Student Engagement supply closet following their use. All items borrowed from the Student Engagement supply closet must be returned in the same condition in which they were initially provided. Organizations shall be subject to penalties for any items that are either missing or returned in a damaged condition, as determined by the Finance Board or Student Engagement office.
- 1.8-12 Organizations with previously funded events through Advanced Allocations cannot apply for additional funding for that same event through Special Programming

Allocations. Semester Allocation funds shall be reserved for new events and programs that the Student Association has not already funded.

- 1.8-13 Non-registered student organizations, independent students, and independent student groups may utilize the Non-RSO Form for funding at the Finance Board's discretion up to \$9,500.
1. This funding can be utilized for the purchase of food, decorations, costumes (for Performance-based Organizations), transportation companies etc. at Finance Board's discretion concerning the essential nature of the event.
  2. The Special Programming Allocations or Advanced Allocations Section 2 will be voted on by the Finance Board with votes confirmed by the Student Association Assembly.

#### 1.9 The Student Association Calendar Year

- 1.9-1 Events, conferences, and other programming must fall within 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.
- 1.9-2 The Comptroller determines the timeframe for when Special Programming Allocations, Advanced Allocations, Contingency Forms, and the Non-RSO Form will remain open for submissions.
- 1.9-3 All programming that occurs during the Fall Break, Thanksgiving Break, and Spring Break must be submitted for Finance Board consideration four (4) academic weeks before the first day of said break. Said programming is limited to cultural and religious events.
- 1.9-4 Conferences that fall during the Fall Break, Thanksgiving Break, Summer Break and Spring Break are permitted and must be submitted for Finance Board consideration four (4) academic weeks before the first day of said break.
- 1.9-5 For any funding for events or conferences that fall during Winter Break, the funding must be requested through Spring Advanced Allocations, and during the Summer Break, the funding must be requested through Fall Advanced Allocations

#### 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. The following time on campus consecutively
  - a. Two [2] years, or four [4] semesters of programming history, supply requests, and publication requests. Encompassing all Student Association funded events for the student organization in question if wanting to move from Tier 1 to Tier 2.
  - b. Two and a half [2.5] years, or five [5] semesters of programming history, supply requests, and publication requests. Encompassing all Student Association funded events for the student organization in question if wanting to move from Tier 2 to Tier 3.
  - c. Three [3] years, or six [6] semesters, of programming history , supply requests, and publication requests. 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. Organizations classified as Tier 3 or higher may apply to become an operating organization. Applicants must complete the Finance Board's Tier upgrade application process and attend a mandatory meeting with the Comptroller before final approval. The Finance Board shall base its decision on the organization's long-standing programming and structural consistency over the years.
7. 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 Student Association 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 Student Engagement (SE), Fraternity and Sorority Affairs (FASA), 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 Student Engagement and Fraternity and Sorority Affairs consultants, as well as the Department of Public Safety.
- 1.10-11 All student organizations must be registered and in good standing with Student Engagement and/or Fraternity and Sorority Affairs on 'CUSE Activities.

- 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 40% 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 Student Engagement and Fraternity and Sorority Affairs 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
5. The transfer of funds from one organization's miscellaneous funds account to another organization's account is strictly prohibited unless there is a collaborative event that requires the splitting of event revenues. All splits of revenues must be either to a non-profit or another Recognized Student Organization and this information must be disclosed while requesting.
6. Collaboration with Student Association shall not involve combining funds allocated from Semester or Advanced Allocations with Student Association Advancement or Operating Budget funds, unless with the purpose of advancing Student Association initiatives. Events denied through Semester or Advanced Allocations processes shall not be funded through Advancement or Student Association Operating Budget, unless prior written approval/recommendation from the Comptroller.

1.11-3 As per University policy, all purchases of goods or services must come from the appropriate University auxiliary department.

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

1. A student organization that intends to donate any or all proceeds or gifts from a Student Association 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 or number of gifts and the 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. All gifts shall be donated to the designated charitable organization(s) within a reasonable and timely manner. Each gift shall be accompanied by an official letter of acknowledgment from the receiving charitable organization(s) confirming the acceptance of the gift. All documentation provided as proof of donation shall include the contact information of the charitable organization(s) receiving the gift, ensuring verifiability of the transaction.
6. Acceptable proof of the acceptance of the charitable contribution or gifts from the charitable organization(s) must be provided either at the time the budget is submitted, or at least 2 weeks 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.

#### 1.12 Violations and Repercussions for Organizations

- 1.12-1 The following shall apply to all organizations registered as an official RSO on campus and for Greek organizations in good standing on campus.
- 1.12-2 All violations relating to the Finance Board and Student Engagement will be categorized into three levels of infractions. These infractions are not mutually exclusive, and one incident can result in multiple infractions on different levels: minor (Tier 1) infraction, (Tier 2) infraction, and major (Tier 3) infraction.
- 1.12-3 A Tier 1 Infraction is the lowest severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO consultant or Fraternity and Sorority Affairs Coach. Approvals will be contingent upon meeting with RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller until the meeting occurs. Below are the situations in which you would violate a Minor Infraction:
  1. Unintentional misrepresentation of expected attendees. To violate this, the attendance would fall below 50% of the expected attendance.

- a. This does not include outside factors affecting attendance, including but not limited to, weather concerns, current events, forceful change of venue, last-minute cancellation of vendors/speakers, and other unexpected events. Organizations are responsible to account for other events both on campus and locally, the time of year, and other known factors prior to booking an event.
- 2. Advertising an event applied for by Student Activity Fees before the approval of said event.
  - a. Can be overridden, given communications with both the RSO consultant and Finance Board/Comptroller

1.12-4 A Tier 2 Infraction is the middle level of severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller, temporary suspension from the Student Activity Fee application processes, and training by Student Engagement or Fraternity and Sorority Affairs, when applicable. The suspension ends two weeks after training is completed with Student Engagement and/or Fraternity and Sorority Affairs. Below are the situations in which you would violate an Infraction:

- 1. Misrepresentation of an event approved by the Student Activity Fee to now change the original event purpose, restrict attendance to general body members, graduate/law students, alumni/outside stakeholders, or only certain groups of students
- 2. Intentional misrepresentation of attendance figures
  - A. This would include proof or reason to believe that an organization purposely expects an above average/abnormal number of attendees to receive more funds than previous events. Or intentionally misrepresents number of undergraduate students who have attended an event.
  - B. The expected number of students component of this rule is not applicable to New Recognized Student Organizations.
- 3. Intentional misrepresentation of usage of event supplies/Supply-based Organization supplies for a different usage than disclosed. Including improper storage or disposal of reusable supplies.
  - A. This rule is not applicable for reusable supplies that have served its original purpose and are now being repurposed by the organization.
- 4. Harassment or poor relations with RSO Consultants, campus partners, or other related parties in the context of a Student Activity Fee-funded event.

1.12-5 A Tier 3 Infraction is the highest level of severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller, semester/full fiscal year suspension from the Student Activity Fee application processes depending on the severity of the infraction, and training

by Student Engagement or Fraternity and Sorority Affairs, when applicable. This level can also lead to a case with Community Standards. Below are the situations in which you would violate a Major Infraction:

1. Collusion/bribery/other actions against a Finance Board member and/or Comptroller
2. Any circumstances that would make Syracuse University financially or legally liable in the context of an event without the knowledge of an organization's respective RSO Consultant/Fraternity and Sorority Affairs Coach.
  - A. Examples of this include, but are not limited to, signing contracts or other legal documents on behalf of the organization, making financial commitments signing on behalf of Syracuse University, etc.
3. Collecting money outside of the Box Office at a Student Activity Fee-funded event.
  - A. This would only include collections at an event, not outside fundraising activities. Those activities are covered in Student Engagement's RSO Handbook and policies.
  - B. Money is being collected for event ticket fees but is being held within a student's personal accounts.
4. Any other action deemed severe misconduct by a 2/3 majority of the Finance Board and Comptroller

1.12-6 The following Student Code of Conduct violations are also punishable through the three levels of infractions for the following violations:

1. Guests/Visitors/Speakers/Outside Stakeholders conduct hate speech or other harmful acts that violate the Student Code of Conduct

a. Organizations are subject to a Level 2 Infraction

2. General Body members/Executive members of an organization conduct hate speech or other harmful acts that violate the Student Code of Conduct.

a. Organizations are subject to a Level 3 Infraction.

1.12-7 If an organization violates a level 1 or level 2 infraction more than once in a two-fiscal year period that infraction is automatically promoted to the next level.

1.12-8 If a level 3 infraction occurs twice, the organization is inactive for the entire school year.

1.13 Income Policies

- 1.13-1 Upon request, a detailed financial report shall be prepared, following the program/event generating ticket revenue, and shall be presented to the Comptroller. The report shall contain all information regarding the number of tickets sold, ticket charge, total revenue, and cash receipts deposited. The officer of the organization that submits the report described shall be responsible for the accuracy of the submitted information.
- 1.13-2 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.
- 1.13-3 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.
- 1.13-4 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.

#### 1.14 Carryover Policy

- 1.14-1 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.
- 1.14-2 With the exception of Student Association and University Union, at the end of the fiscal year, all funds remaining in miscellaneous accounts shall be transferred to the operating and programming fund.
- 1.14-3 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.
- 1.14-4 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.

#### 1.15 Rollover Policy

- 1.15-1 Rollover is the Carryover Pool for the Student Activity fee where all unused funds from the Student Activity Fee will revert to the rollover account at the end of the fiscal year. The Rollover shall be used as following:
  - 1. Supplement student organization programming if the current year's Student Activity Fee Pool has run out up to 40% of the start of that year's Rollover amount.
  - 2. If the President, Executive Vice President, and Comptroller decide unanimously for an initiative that is beneficial for all student populations on campus.

- 1.15-2 Funds in the Rollover account may be withdrawn, outside of a situation where the Student Activity Fee for that year is depleted, by a unanimous decision of the Comptroller, President, and Executive Vice President at their own discretion for the purposes of the benefit of the entire student body.
1. Rollover cannot be decided on using this process for any programming or initiative that could be funded using the traditional allotment processes for Recognized Student Organizations.
- 1.15-3 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. This report must include a full budget for the expense including proof of cost.
- 1.15-4 The President, Executive Vice President, or Comptroller must provide periodic updates on the success of the events which they have funded.
- 1.15-5 The Finance Board shall have the right to veto an expense from Rollover with a  $[\frac{2}{3}]$  majority within one week of announcement of the expenditure if the expense falls outside the guidelines of rollover.
- 1.15-6 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.
- 1.15-7 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.
- 1.16 Authority and Ethics
- 1.16-1 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.
- 1.16-2 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.
- 1.16-3 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.