

CHAPTER VII: FINANCE AND THE STUDENT ACTIVITY FEE

TITLE II: THE FINANCE CODE

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 Syracuse University tuition increases, not to exceed four percent (4%) annually. No portion of the Student Activity Fee may be allocated or designated without the approval of the Assembly.

1.1.2. The Comptroller may approve the reimbursement of the Student Activity Fee upon demonstrated proof that a student is not benefiting from its associated services. Eligible students include, but are not limited to, online students and students studying abroad.

1.2. The SGA Accounting System

1.2.1. All Student Activity Fee funds collected from undergraduate students attending Syracuse University and SUNY-ESF during the regular academic year (August–May) shall be deposited into the SGA Accounting System. All Student Activity Fee funds collected during summer sessions shall be directed to the Division of Continuing Education and Summer Sessions.

1.2.2. All organizations, except for Core Organizations, shall be required to keep allocated operating funds within the SGA Accounting System. All designated programming funds shall be kept within the SGA Accounting System.

1.2.3. Organizations may deposit funds into a miscellaneous account established for their group within the SGA Accounting System.

1.3. Funding Priorities and Principles

1.3.1. SGA shall emphasize the indirect funding of organizations to maximize the provision of high-quality services and events for the broadest possible student population. Priority shall be given to funding programs that cannot be sustained through alternative sources of revenue.

1.3.2. Under no circumstances shall SGA allocate funds to University departments for initiatives or events, unless explicitly provided for elsewhere in these Bylaws and in the case of rollover initiatives.

1.3.3. All organizations seeking funding from SGA shall submit their applications exclusively through the designated funding channel as established by the Finance Board.

1.3.4. All Finance Board funding recommendations must align with the Assembly's vision, each organization's mission on file with Student Engagement, and all applicable SGA financial

statutes. Both written submissions and hearing presentations shall be considered in the evaluation.

1.3.5. The Finance Board shall not create a deficit in the SGA Accounting System. If the annual Student Activity Fee budget is depleted, up to forty percent (40%) of the Rollover total may be used for the remainder of that fiscal year.

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 undergraduate students.

1.4.2. All requests for funds must sufficiently explain why the organization is requesting the money with respect to its purpose, and said funding must be used for the same purpose for which it was approved.

1.4.3. If these guidelines are not met, organizations are subject to the infractions stated in these Bylaws.

1.5. Eligibility and Funding Procedures

1.5.1. To be eligible for funding, all organizations must be registered and in good standing with Student Engagement. Additionally:

Religious organizations must be registered and in good standing with the Office of the Dean of Hendricks Chapel.

Social Greek letter organizations must be registered and in good standing with the Greek Life Office.

1.5.2. All organizations must satisfy the following requirements before submitting a funding request:

Be registered and have an updated CuseActivities page;

Completion of Student Engagement programming checklist and event submission form;

Submission of a Budget Request Form completed to the satisfaction of the Comptroller;

Written cost estimates obtained through consultation with relevant campus partners and vendors, in accordance with standards articulated by Student Engagement and the Comptroller at the start of each academic year;

Proof of cost for all requested items;

All budget submissions must include proof of space. Acceptable forms include a confirmed 25Live reservation or written correspondence deemed sufficient by the Finance Board;

For any campus space that incurs a rental fee (including, but not limited to, Goldstein Auditorium, Schine Underground, and Skybarn), a written ETS/Facilities estimate must be submitted with the budget request.

1.5.3. Each organization shall designate no fewer than one (1) and no more than two (2) Fiscal Agents, who shall be responsible for ensuring organizational compliance with all SGA financial policies and maintaining accurate, complete, and current financial records. All fiscal records, including audits, shall be made available to the Comptroller, Finance Board, or Assembly upon request.

1.5.4. Organizations shall demonstrate active campus participation and a good-faith effort to pursue outside revenue sources. Organizations shall be evaluated on the viability of their structure, proposed activities, governing constitution, and membership.

Section 2: Organization Classification System

2.1. Core Organizations

2.1.1. Core Organizations shall be defined as those having a full-time University employee as an advisor whose responsibilities, per their University contract, include serving in said advisory capacity. Core Organizations are considered integral to the student experience and shall receive priority consideration by the Finance Board in all funding evaluations, to the extent that the Finance Board's budget can accommodate, provided that the organization has met all fiscal standards and submitted all required budget documentation in accordance with Finance Board guidelines. Failure to meet said fiscal requirements shall result in the forfeiture of priority consideration status until compliance is restored.

2.1.2. Core Organization status is not subject to annual reconsideration, unless a supermajority of two-thirds (2/3) of Assembly members formally request a review, at which point the organization in question shall be subject to a reconsideration process.

2.1.3. The following organizations are designated as Core Organizations with full-year operating budget authority, with no SGA Accounting System oversight:

- Student Government Association (SGA)
- University Union (UU)
- Syracuse University Ambulance
- Greek Council
- Hendricks Chapel Council

2.1.4. Core Organizations must submit the Standard Evaluation Form (SEF) for the past calendar year no later than the Friday preceding Spring Break.

2.1.5. Legal Services for students are to be viewed as a Core Organization; Council is to be determined by the end of the spring semester by the Student Engagement Office and the Student

Government Association; the finance board holds jurisdiction to determine an amount of funds to set aside for student legal cases.

2.1.6. University Union Stipends. The University Union may compensate individuals holding positions approved through its internal bylaws process via stipend. The following conditions apply:

- Stipend amounts shall not exceed \$2,000 per position per semester;
- The University Union retains full discretion over its approval process for stipend-eligible positions; and
- All stipends shall be drawn exclusively from the University Union's revenue budget, with no charge to SGA appropriations.

2.1.7. Greek Council Stipends. The Greek Council President and Fiscal Agent shall each be eligible to receive a stipend under the following conditions:

- Stipend amounts shall not exceed \$1,200 per position per semester;
- Stipends are subject to approval by the SGA Finance Board; and
- All restrictions applicable to SGA stipends under Chapter 3, Title 3 of these Bylaws shall apply.

2.2. Operating Organizations

2.2.1. Operating Organizations are those that receive a yearly operating budget in a single comprehensive budget request. These organizations are characterized by their continuous, year-round programming and operational needs, whose proven functionality depends on a sustained, predictable funding structure. An organization may be designated as an Operating Organization by recommendation of the Finance Board, with approval of the Assembly.

To qualify for Operating Organization status, an organization must satisfy the following requirements and submit a complete application package to the Comptroller no later than the Friday preceding Spring Break:

A minimum average of seventy (70) registered members in good standing;

A letter of recommendation from the RSO Consultant;

A letter of intent from the organization's President detailing the organization's history, campus impact, and a record of successful programming, events, or initiatives of the last four (4) years.

2.2.2. Operating Organizations receive annual operating budgets and include, but are not limited to:

Citrus TV; WERW Radio; WJPZ Radio; First Year Players; Dance Council; A Cappella Council; and any other organization or council that represents multiple Recognized Student Organizations (RSOs).

2.2.3. Operating Organizations have historical, long-standing operational responsibilities that extend beyond the traditional tiered recognition or funding system. These organizations are designated based on institutional need and historical precedent, and their status is granted at the discretion of the appropriate University governing bodies, including but not limited to Student Engagement, the Student Government Association, or other designated oversight entities.

2.2.4. Operating Organizations shall submit a single, comprehensive budget request during the Spring semester's Advanced Allocations process to cover all operational needs for the entirety of the subsequent academic year, inclusive of both the Fall and Spring semesters. No additional budget requests shall be accepted outside of this submission window, except as otherwise provided by the Finance Board.

2.2.5. Operating Organizations must submit the Standard Evaluation Form (SEF) for the past calendar year no later than the Friday preceding Spring Break.

2.2.6. Operating Organizations shall conduct all Executive Board elections through a University-approved platform, such as CuseActivities.

2.3. Engagement Tier Organizations

Organizations are classified into Engagement Tiers based on membership and event attendance tracked on CuseActivities.

2.3.1. Orange Engagement Tier — Orange Organizations shall be eligible for a maximum annual allocation of fifty thousand dollars (\$50,000). To qualify, an organization must meet all the following criteria:

A minimum of fifty (50) registered members in CuseActivities;

An average attendance or viewership of no fewer than fifty (50) students per event, meeting, or activity, as reflected in CuseActivities attendance records;

A functioning Executive Board comprising, at a minimum, four executive board positions.

2.3.2. Blue Engagement Tier — Blue Organizations shall be eligible for a maximum annual allocation of twenty-five thousand dollars (\$25,000). To qualify, an organization must meet all the following criteria:

A minimum of twenty (20) registered members in CuseActivities;

An average attendance or viewership of no fewer than twenty (20) students per event, meeting, or activity, as reflected in CuseActivities attendance records;

A functioning Executive Board comprising, at a minimum, four executive board positions.

2.3.3. White Engagement Tier — White Organizations shall be eligible for a maximum annual allocation of fifteen thousand dollars (\$15,000). To qualify, an organization must meet all the following criteria:

A minimum of eight (8) registered members in CuseActivities;

An average attendance or viewership of no fewer than eight (8) students per event, meeting, or activity, as reflected in CuseActivities attendance records;

A functioning Executive Board comprising, at a minimum, four executive board positions.

2.3.4. Organizations shall apply during the Fall semester's Advanced Allocations process to utilize funds in the Spring semester, and during the Spring semester's Advanced Allocations process to utilize funds throughout the following Fall.

2.3.5. Organizations must submit the Standard Evaluation Form (SEF) for the past semester no later than the Friday after Fall or Spring Break.

2.3.6. Engagement Tier placement is determined annually by the Finance Board, in consultation with Student Engagement, based on the SEF. The Finance Board shall make a recommendation on the organization's placement to the Assembly for approval based on: event attendance records reported in CuseActivities; membership reported in CuseActivities; viewership data (for media organizations); and supply needs by event, meeting, or activity.

Section 3: Funding Request Procedures

3.1. Advanced Allocations

3.1.1. The following organizations must apply through Advanced Allocations only:

Core Organizations (for the full academic year, Not SGA); Operating Organizations.

3.1.2. Advanced Allocations open once per semester for funding requests for the following semester.

3.1.3. Any event request with a cost of over twenty thousand dollars (\$20,000), or any major contract for an event involving a paid speaker, artist, DJ, or performer costing more than one thousand dollars (\$1,000), must be requested through Advanced Allocations.

3.1.4. All Supply-based Organizations must submit their initial requests through Advanced Allocations; the only exception is new Supply-based Organizations. No mid-semester Supply-based Organization requests will be reviewed. Supply-based Organizations may not submit for event funding.

3.1.5. Hearings are required for all Advanced Allocations requests and are optional for Special Programming Allocations requests. Fiscal Agents seeking to participate in early Special Programming Allocations deliberations must notify the Comptroller no later than forty-eight (48) hours before the application period closes.

3.1.6. During the hearing, Fiscal Agent(s) shall present their budget, introduce their organization, and address any questions from the Finance Board.

3.1.7. Organizations that fail to provide representation at their scheduled hearing shall be automatically disqualified from the first round of deliberations and may only be reconsidered during Advanced Allocations appeals if remaining funds are available.

3.1.8. Advanced Allocations Appeals shall be reviewed in the following order:

1. Full Denials and/or Registered Student Organizations that request once a year
2. Partially Approved budgets
3. Registered Student Organizations that did not attend a Finance Board Hearing

3.2. Special Programming Allocations

3.2.1. Only organizations in Orange, Blue, or White Engagement Tiers may apply for Special Programming Allocations.

3.2.2. Special Programming Allocations are available for mid-semester events not covered by Advanced Allocations.

3.2.3. Core and Operating Organizations may not use Special Programming Allocations.

3.2.4. Organizations with previously funded events through Advanced Allocations cannot apply for additional funding for that same event through Special Programming Allocations. Special Programming Allocations funds shall be reserved for smaller and/or new events and programs that SGA has not already funded.

3.3. Contingency Requests

3.3.1. All organizations experiencing unexpected changes before approved events may submit Contingency Requests at the Comptroller's discretion. Contingency funding shall only be granted for unforeseen circumstances beyond the organization's control, such as unexpected increases in the cost of existing operational expenses. Contingency requests shall not be used to enhance, expand, or supplement programming, services, or materials beyond what was outlined in the original budget submission.

Section 4: Council-Based Funding

4.1. Council Structure and Requirements

4.1.1. Organizations operating under the jurisdiction of an established Council must apply to SGA for funding through that Council. Examples include:

Individual fraternities, sororities, or councils (e.g., IFC) under the Greek Council;

Individual dance groups under the Dance Council;

Individual a cappella groups under the A Cappella Council;

Individual religious groups under the Hendricks Chapel Assembly.

4.1.2. SGA shall not directly fund individual organizations operating within a Council structure. The Council shall serve as the sole intermediary between SGA and its member organizations for all funding matters.

4.1.3. Each Council shall conduct Executive Board elections through a Student Engagement-approved and supervised platform and must ensure representation of all member organizations.

4.2. Council Fiscal Role and Responsibilities

4.2.1. The Council shall collect individual budget requests and needs from each of its member organizations and consolidate them into a single comprehensive operating budget to be submitted to the Finance Board during Advanced Allocations. The Council must ensure that all budgets are in order before submission.

4.2.2. Under no circumstances shall a Council serve as a judging body or exercise approval authority over funding decisions, as such authority is exclusively delegated to the Finance Board and Assembly. Rather, the Council shall serve as a collective analyst, acting as a liaison and fiscal agent between its member organizations and SGA, while advising member organizations on best practices and fiscally responsible decision-making.

4.2.3. The Finance Board retains the authority to deny individual line items and events within any submitted Council operating budget.

4.2.4. The Council President or designated advisor shall have the right to submit a letter of concern to the Finance Board, or to address areas of disagreement within the Council's budget application, under the following circumstances:

The individual organization's request is deemed fiscally irresponsible;

The request substantially duplicates the programming of another member organization, where an opportunity for collaboration exists;

The organization has engaged in hostile interactions or actions toward the Council or its member organizations;

The request intentionally violates any provision of these Bylaws.

The Finance Board shall give due consideration to all submitted letters of concern in its funding deliberations.

4.3. Council Funding Limitations

4.3.1. SGA shall only fund individual Greek organizations for philanthropic, interorganizational social collaborations, cultural, historically significant, or educational events.

4.3.2. Each organization within a Council shall be placed into an engagement tier outlined in these bylaws, including Councils within Councils, such as NALFO or MGC.

4.3.3. SGA shall recognize the Hendricks Chapel Assembly as the sole Council representing religious organizations. SGA shall only fund individual member organizations of the Assembly that are fully registered as Recognized Student Organizations, are entirely student-led, and whose programming serves undergraduate students as its primary audience.

4.3.4. In accordance with the principle of separation of church and state, SGA shall not fund worship activities, the promotion of any faith, or materials used for such purposes, including but not limited to Bibles, Qur'ans, or devotional materials. SGA funding for religious organizations shall be limited exclusively to food at open events, room reservations, and general event support.

4.3.5. All organizations operating under a Council structure shall be classified and evaluated as Event-Based Organizations and shall remain subject to all applicable funding limitations and restrictions established within these Bylaws.

Section 5: Standard Evaluation Form (SEF)

5.1. Submission Requirements

All Student Activity Fee-funded organizations must submit a Standard Evaluation Form (SEF) to the Comptroller, including:

5.1.1. A complete list of all events, activities, and initiatives held during the year;

5.1.2. A full budget breakdown of expenses for each event and overall organizational operations;

5.1.3. Event attendance figures and membership data, broken down by undergraduate vs. non-undergraduate attendees;

5.1.4. Viewership data (for media organizations);

5.1.5. A written explanation of accomplishments, challenges, and justification for continued funding.

5.2. Tier Determination

5.2.1. The Comptroller and Finance Board shall review all SEF reports to determine Engagement Tier placement for the following year.

5.2.2. Organizations in Orange, Blue, and White Tiers may be moved up or down based on their SEF evaluation.

5.2.3. Tier determinations shall be communicated to organizations before the next Advanced Allocations cycle.

5.2.4. 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 this tier system shall be assessed based on their attendance and ticket sales with respect to expected attendance, in addition to general student body feedback regarding satisfaction with the event or program. All decisions on an organization's tier status and funding eligibility will be left to the discretion of the Finance Board.

Section 6: Funding Restrictions and Guidelines

6.1. Event Location Requirements

6.1.1. All events funded by the Student Activity Fee shall be held on-campus or at a University-affiliated location. Approved off-campus locations include:

Syracuse University Warehouse; Drumlins Country Club and Banquet Facilities; Chabad House; International Living Center; LGBT Resource Center; Barner-McDuffie House; 113 Euclid Native Student Program House; Student Legal Services; Comstock Art Facility; Islamic Mosque; Alibrandi Catholic Center; Syracuse Stage; The Community Folk Art Center; The Westcott Theater; Walnut Park and Thornden Park; Off-Campus Student Services; La Casita Cultural Center; and The InnComplete at Skytop.

6.1.2. Additional locations may be approved by a three-fourths (3/4) vote of the Finance Board.

6.1.3. All events held outside the boundaries of North Campus and South Campus must provide transportation accessible to all Syracuse University students, whether funded through the budgeting process or other means. Off-campus events shall not be permitted without such transportation.

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.

6.1.4. All event requests require proof of space, whether the event is on or off campus. This can be a quote from the managing company, 25Live reservation, ETS, SCPS quote, Barnes Center reservation, or via email when the previously stated methods are unattainable. All space quotes must also include the space capacities either within the quote or stated in the description of the budget.

6.1.4.1. All vendor quotes submitted via email must include verifiable contact information for a designated representative, including at a minimum a phone number or email address.

6.2. Eligibility and Restrictions

6.2.1. All events funded by the Student Activity Fee shall be open to any undergraduate student of Syracuse University and SUNY-ESF. All events must be registered and tracked in CuseActivities. The breadth of participation and community benefit shall be considered in all funding evaluations.

6.2.2. Should a ticketed event impose a set charge, the Finance Board reserves the right to limit the number of complimentary tickets allocated.

6.2.3. The following shall not be eligible for SGA funding:

Events for which multiple organizations submit simultaneous funding requests; no Recognized Student Organization may use its allocated funds to support the programming of another organization;

Services or events already available through existing Student Activity Fee-funded organizations or the University;

Non-RSO political organizations, political candidates, or any non-RSO political or social demonstration/protest. An event or demonstration sanctioned by an RSO, including cases in which a non-RSO entity is a guest, may still be eligible at the discretion of the Finance Board.

Personal, recreational, or social expenses — including clothing, equipment, or closed events — that do not provide a demonstrable benefit to the broader University community;

Payment of any kind (including scholarships, stipends, or payments for services) to any matriculated student of Syracuse University or SUNY-ESF, except for stipend positions appropriated and/or approved by the Assembly and these Bylaws.

6.3. Conference and Competition Funding

6.3.1. The Finance Board shall evaluate all conference and competition funding requests based on the following criteria:

The opportunity's capacity to provide professional development and experiential learning not otherwise available to students;

The relevance of the conference or competition to the organization's core competencies and stated mission;

The breadth of student benefit, prioritizing opportunities accessible to the greatest number of students.

6.3.2. Conference and competition funding shall not cover individual student travel or personal expenses. All travel arrangements must be approved by the Finance Board before commitment.

6.3.3. Organizations requesting conference funding must demonstrate that attendance cannot be funded through alternative revenue sources prior to submitting a request to the Finance Board.

6.3.4. Conference registration funding shall be available to all categories of Recognized Student Organizations, subject to the following limitations:

Up to four (4) students, where the registration fee is two hundred fifty dollars (\$250.00) or less per student; or

Up to eight (8) students, where the registration fee is one hundred fifty dollars (\$150.00) or less per student.

6.3.5. Conference travel funding shall be available for documented traveling expenditures to and from the conference, subject to the following conditions:

Funding shall not exceed one hundred dollars (\$100.00) per student for up to eight (8) student attendees;

Organizations must submit estimated travel costs from no fewer than two (2) carriers, which may utilize different modes of transportation including, but not limited to, taxis, buses, trains, and planes;

Travel must originate within two hundred fifty (250) miles of the Syracuse University campus (200 University Avenue). Any travel beyond this radius shall not be eligible for Student Activity Fee funding;

Conference travel funding must be requested through Special Programming or Advanced Allocations.

6.4. Supply-Based Organizations

6.4.1. Supply-based Organizations shall be classified within the appropriate Engagement Tier and evaluated by the Finance Board pursuant to the same criteria applicable to all organizations. Such organizations shall be afforded the opportunity to meet with the Finance Board to justify their budget requests, explain their operational needs, and articulate any challenges relevant to their funding proposal.

6.4.2. Supply-based Organizations may apply for funding through Advanced Allocations for supplies essential to their organization's stated purpose, as documented in their application and supporting materials. Newly recognized organizations shall be permitted to submit one (1) initial budget request through Special Programming Allocations.

6.4.3. All budget submissions shall include quotes and/or itemized links, where applicable, for all requested items, organized to clearly display quantity, total cost, and justification for each request.

6.4.4. Supply-based Organizations may designate up to forty percent (40%) of their approved budget as an emergency fund, subject to the following conditions:

If an organization has expended more than sixty percent (60%) of its Advanced Allocations budget, only the remaining balance may be designated as an emergency fund;

Regardless of expenditure, the emergency fund designation shall not exceed forty percent (40%) of the total approved budget.

6.5. Event-Based Organizations

6.5.1. Event-based Organizations shall be classified within the appropriate Engagement Tier and evaluated by the Finance Board pursuant to the same criteria applicable to all organizations.

6.5.2. 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 and reservation fees, ticket request fees, artist, talent, or DJ fees, attraction fees, and grounds fees. The line items requested in Advanced or Special Programming Allocations are typically deemed critical to the success of programming.

6.5.3. All Advanced and Special Programming Allocations requests are subject to a cost-per-student cap of fifty dollars (\$50.00), meaning the request cannot exceed the total number of estimated attendees multiplied by fifty dollars (\$50.00).

6.5.4. All event and programming tracking, reservations, registrations, and evaluations shall be conducted exclusively through CuseActivities.

6.6. Merchandise, Giveaways, and Promotional Items

6.6.1. Funding for organizational merchandise — including apparel, promotional items, and branded materials — shall only be granted to Core Organizations for organizational merchandise — including apparel, promotional items, and branded materials — shall only be granted to Core Organizations Organizations, provided that such requests do not exceed two percent (2%) of the organization's total submitted budget. Promotional merchandise must serve a clear organizational or programmatic purpose beyond a single event. All other organizations shall not be eligible for organizational merchandise funding.

6.6.2. Funding for event-specific clothing and costumes shall be permitted for organizations whose programming is dependent on performance attire, including but not limited to: dance organizations and councils; a cappella organizations and councils; theatre and performing arts organizations; and any organization requiring uniforms. Such funding shall be strictly limited to attire directly tied to the specific event or performance for which it is requested and shall not be used for general organizational apparel.

6.6.3. SGA shall not fund any giveaway, raffle, award, or prize-based distribution of any kind.

6.7. Subscriptions and Media Rights

6.7.1. SGA shall not fund the purchase of books, magazine subscriptions, or similar items, except as otherwise provided in these Bylaws and at the discretion of the Finance Board.

6.7.2. Subscription funding shall be available exclusively to Operating, Core, and Supply-Based Organizations, subject to the following conditions:

The requested subscription must directly align with the organization's stated purpose and core functions;

Subscriptions intended solely for promotional purposes shall not be eligible for funding;

The subscription must not be available through University channels.

6.7.3. All organizations are eligible to apply for media rights funding for events. Any event at which media content is performed, displayed, or broadcast must secure the appropriate media rights for all types of media utilized. Organizations are responsible for obtaining and documenting such rights prior to the event.

6.8. Food and Catering Restrictions

6.8.1. Food and catering expenses may not exceed twenty-five percent (25%) of an organization's total approved budget.

6.8.2. Food costs for on-campus events must provide a Campus Catering quote, while off-campus events require an outside catering quote and are considered an outside contract.

6.8.3. All catering requests must be fulfilled through University Campus Catering services. Exceptions may only be granted by Campus Catering directly, through a written agreement permitting the use of an outside vendor. The Finance Board shall not approve funding for outside catering in the absence of such written authorization from Campus Catering.

6.9. Publications and Advertising

6.9.1. Prior to submitting a funding request for publications, organizations must consult with no fewer than three (3) publishers or vendors and submit their written estimates to the Finance Board.

6.9.2. All publications funded by the Student Activity Fee must be distributed in areas generally accessible to all undergraduate students, including but not limited to the Schine Student Center and residence halls.

6.9.3. Publications shall be funded for a maximum of two (2) prints per academic year, subject to the following tier-based copy limitations:

White Engagement Organizations shall be eligible for a maximum of one hundred (100) copies;

Blue Engagement Organizations shall be eligible for a maximum of one hundred fifty (150) copies;

Orange Engagement Organizations shall be eligible for up to two hundred (200) copies.

6.9.4. Each organization may include one (1) publication launch event per semester in their funding submission, to be submitted through either the Special Programming Allocations or Advanced Allocations process.

6.9.5. All Student Activity Fee-funded publications and advertising shall comply with the following disclosure requirements, subject to disciplinary action at the discretion of the Finance Board for non-compliance:

All print and digital publications must display the phrase "Published with Your Student Fee" in a minimum of fourteen (14) point font on the front or back of the publication;

All advertising funded by or promoting a Student Activity Fee-funded program must display the phrase "Your Student Activity Fee" within the advertisement, in a minimum of fourteen (14) point font for any advertisement sized 8.5" × 11" or larger;

Such advertising shall be limited to student publications and media whose primary audience is the Syracuse University community.

6.9.6. At least one (1) copy of every Student Activity Fee-funded publication shall be submitted to the Comptroller for archival purposes and filed in the Comptroller's Office.

6.10. Non-RSO Organizations and Independent Students

6.10.1. Non-RSO organizations and independent students are not eligible to receive Student Activity Fee funding. All requests submitted under this section are subject to alternative funding sources at the discretion of the Finance Board.

6.11. Partnerships

6.11.1. All events that are collaborative in nature must sign a partnership agreement with Student Engagement that outlines the responsibilities of each organization in the event of conflict.

6.11.2. Student Activity Fee funds allocated through Special Programming or Advanced Allocations shall not be combined with SGA Advancement or Operating Budget funds. Events denied through Semester or Advanced Allocations shall not be funded through Advancement or Operating Budget funds without prior written approval of the Comptroller.

Section 7: Expenditure of Non-Allocated Funds, Fundraising, and Donations

7.1. Organization Expenditures and Income

7.1.1. Any organization shall have access to funds generated through ticket sales from SGA-funded events.

7.1.2. All expenditure requests must be submitted to the Comptroller for approval prior to any commitment, verbal or written, being made. The Comptroller may deny any expenditure request, which may be overturned by a majority vote of the Finance Board.

7.1.3. All expenditures shall be debited to the appropriate budget line item. Requests to transfer funds between existing budget lines must be submitted in writing to the Comptroller, whose decision may likewise be overturned by a majority vote of the Finance Board.

7.1.4. Organizations retain full discretion over the expenditure of their funds, subject to the guidelines established in these Bylaws.

7.2. Fundraising

7.2.1. Organizations shall have the opportunity to conduct fundraising activities and collect funds independently. Funds raised through independent fundraising activities are not required to be tracked within the SGA Accounting System.

7.2.2. All fundraising initiatives shall comply with University fundraising policies and must be conducted through University-approved platforms.

7.3. Charitable Donations

7.3.1. Charitable donations are permitted exclusively from miscellaneous accounts and must follow the procedure below:

Organizations must state their intent to donate proceeds or gifts in their initial budget request, specifying the percentage of proceeds or number of gifts and the designated charitable organization(s);

Upon budget approval, the Comptroller shall earmark the stated percentage of ticket revenue for donation, which shall be automatically deposited into the organization's fundraising account and remitted to the designated charitable organization(s);

Proof of acceptance from the charitable organization(s) — including contact information for verification — must be submitted either with the budget request or no later than two (2) weeks prior to the event. Failure to provide such documentation will result in all revenue being deposited into the organization's miscellaneous account and rendered ineligible for donation;

All gifts shall be donated in a timely manner and accompanied by an official letter of acknowledgment from the receiving organization.

Section 8: The SGA Calendar Year

8.1. General Programming Timeline

8.1.1. All funded events, conferences, and programming must fall within the Syracuse University Academic Calendar. No funding shall be approved for programming occurring between the last day of Spring classes and the first day of Fall classes of the following year, except as otherwise provided in these Bylaws. The Comptroller shall determine and publish the submission windows for all allocation processes at the start of each academic year.

8.2. Submission Deadlines by Organization Type

8.2.1. Core Organizations shall submit the following to the Comptroller:

The Standard Evaluation Form (SEF) covering the past calendar year, no later than the Friday after Spring Break;

The Advanced Allocations Form with the organization's Operating Budget for the following academic year, before the deadline given by the Comptroller.

8.2.2. Operating Organizations shall submit the following to the Comptroller:

The Standard Evaluation Form (SEF) covering the past calendar year;

If applying, a complete application package to qualify or requalify for Operating Organization status, including a minimum of seventy (70) registered members, a letter of recommendation from the RSO Consultant, and a letter of intent from the organization's President detailing the organization's history, campus impact, and record of successful programming;

If applying, the Advanced Allocations Form with the organization's Operating Budget for the following academic year, before the deadline given by the Comptroller.

8.2.3. White, Blue, and Orange Engagement Organizations shall submit the following to the Comptroller:

The Friday after Fall Break, for the Fall semester SEF; and

The Friday after Spring Break, for the Spring semester SEF;

If applying, the Special Programming Allocations Form before the deadline given by the Comptroller.

8.3. Spring Tier Evaluation Meeting

8.3.1. The Finance Board shall convene a formal evaluation meeting no later than two (2) academic weeks following the return from Spring Break to review all submitted SEFs and application packages, assess organizational tier placements, and determine funding designations for the following academic year.

8.4. Break Period Programming

8.4.1. All events, conferences, and programming scheduled during Fall Break, Thanksgiving Break, or Spring Break must be submitted for Finance Board consideration no later than four (4) academic weeks before the first day of said break. Such programming shall be limited to cultural and religious events, with the exception of conference travel, which is permitted during all break periods under the same submission deadline.

8.4.2. Funding for programming or conferences occurring during Winter Break must be requested through Spring Advanced Allocations. Funding for programming or conferences occurring during Summer Break must be requested through Fall Advanced Allocations.

8.5. Allocation Submission Windows

8.5.1. The Comptroller shall determine and publish the open periods for the following submission processes:

Advanced Allocations; Special Programming Allocations; Contingency Forms; Standard Evaluation Forms (SEF); Core Organization submissions; Operating Organization applications.

8.6. Fiscal Agent Training

8.6.1. All organizations shall be required to send their designated Fiscal Agent to no fewer than one (1) Fiscal Agent Training Seminar before submitting their first budget proposal of the year. The organization's President may attend the training as an optional secondary submitter but is not required.

8.6.2. Fiscal Agent Training Seminars shall be held no fewer than four (4) times prior to each budgeting season, with the first seminar occurring no later than four (4) weeks before the budget submission deadline.

8.6.3. At least one (1) seminar per budgeting season shall be held on a Saturday or Sunday to accommodate varying student schedules.

Section 9: Evaluation Criteria

9.1. Membership Evaluation

9.1.1. Membership shall be verified through official CuseActivities rosters.

9.1.2. Active membership participation in organizational activities shall be considered.

9.2. Event Attendance Evaluation

9.2.1. Organizations must maintain records of attendance at all funded events.

9.2.2. Attendance shall be verified through CuseActivities, ticket sales, or other documentation approved by the Finance Board.

9.2.3. Consistent underperformance in attendance relative to expected attendance may result in tier adjustment.

9.3. Viewership Evaluation (Media Organizations)

9.3.1. Media organizations must submit viewership and listenership data for all content produced during the SEF report period.

9.3.2. Viewership shall be measured through website analytics, streaming platform statistics, social media engagement, and other relevant metrics.

Section 10: Appeals and Violations

The following shall apply to all organizations recognized as official RSOs on campus and to Greek organizations in good standing on campus.

10.1. Infractions and Violations

All violations relating to the Finance Board and Student Engagement shall be categorized into three tiers. Infractions are not mutually exclusive, and a single incident may result in multiple infractions across different tiers.

10.1.1. **Tier 1 — Minor Infraction:** Results in a mandatory meeting with the organization's RSO Consultant or Greek Life Coach. All approvals shall be contingent upon completion of said meeting. Tier 1 violations include:

Unintentional misrepresentation of expected attendance, where actual attendance falls below seventy-five percent (75%) of the projected figure, excluding circumstances beyond the organization's control, such as weather, venue changes, or last-minute cancellations;

Advertising a Student Activity Fee-funded event before its official approval, unless authorized through communications with the RSO Consultant and Finance Board. This includes on/off campus advertising and social media.

10.1.2. **Tier 2 — Moderate Infraction:** Results in a mandatory meeting with the RSO Consultant or Greek Life Coach and the Finance Board, temporary suspension from Student Activity Fee application processes, and required training by Student Engagement or Greek Life. Suspension ends two (2) weeks after training is completed. Tier 2 violations include:

Misrepresentation of an approved event's purpose, including restricting attendance to general body members, graduate or law students, alumni, or outside stakeholders;

Intentional misrepresentation of attendance figures, including inflating projected attendance to obtain excess funding, especially when denied for Advanced Allocations;

Intentional misrepresentation of the usage of event or Supply-based Organization supplies, including improper storage or disposal of reusable supplies, taking supplies home, and mistreatment of Lending Closet items;

Harassment or misconduct toward RSO Consultants, campus partners, or related parties in the context of a Student Activity Fee-funded event.

10.1.3. **Tier 3 — Major Infraction:** Results in a mandatory meeting with the RSO Consultant or Greek Life Coach and the Finance Board, suspension from Student Activity Fee application processes for a semester or full fiscal year depending on severity, required training, and potential referral to Community Standards. Tier 3 violations include:

Collusion, bribery, or other misconduct directed at a Finance Board member or Comptroller;

Any action that creates financial or legal liability for Syracuse University without the knowledge of the RSO Consultant or Greek Life Coach, including signing contracts or financial commitments on behalf of the University;

Collecting money outside of the Box Office at a Student Activity Fee-funded event;

Retaining ticket revenue in a student's personal account;

Any other action deemed severe misconduct by a two-thirds (2/3) majority of the Finance Board and Comptroller.

10.1.4. Student Code of Conduct Violations: The following conduct violations shall also be subject to infraction penalties:

Hate speech or harmful acts by guests, visitors, speakers, or outside stakeholders — subject to a Tier 2 Infraction;

Hate speech or harmful acts by the general body or executive members of the organization — subject to a Tier 3 Infraction.

10.1.5. A Tier 1 or Tier 2 infraction occurring more than once within a two-fiscal-year period shall automatically be elevated to the next tier. A second Tier 3 infraction shall result in full-year organizational inactivity.

10.2. Income Policies

10.2.1. Following any event generating ticket revenue, a detailed financial report shall be submitted to the Comptroller upon request, containing the number of tickets sold, ticket price, total revenue, and cash receipts deposited. The submitting officer shall be responsible for the accuracy of the report.

10.2.2. Any funds generated through the expenditure of Student Activity Fee funds must be reported to the Comptroller within two (2) weeks of receipt.

10.2.3. All revenue generated through tickets, fees, or other Student Activity Fee-funded activities shall be deposited into the organization's miscellaneous account.

10.3. Carryover Policy

10.3.1. Unused designated funds shall remain in an organization's account until the end of the semester, at which point they shall revert to the operating and programming fund.

10.3.2. At the end of the fiscal year, all remaining miscellaneous account funds shall be transferred to the operating and programming fund, except Student Government Association and University Union accounts.

10.3.3. Organizations that overspend their allocated funding shall have the excess amount debited from their budget in the following fiscal year.

10.3.4. Any specific carryover agreements shall be negotiated by the Comptroller and the concerned organization. Any agreement conflicting with these provisions shall require a two-thirds (2/3) affirmative vote of the Assembly to be valid.

10.4. Rollover Policy

10.4.1. The Rollover account shall consist of all unused Student Activity Fee funds at the end of each fiscal year. Rollover funds may be utilized exclusively in the following circumstances:

To supplement student organization programming when the current year's Student Activity Fee pool is depleted, up to forty percent (40%) of the Rollover balance at the start of that fiscal year;

For a specific initiative benefiting all student populations on campus, upon unanimous approval of the President, Executive Vice President, and Comptroller, subject to the restrictions in these Bylaws.

10.4.2. The following restrictions shall apply to all Rollover expenditures:

Rollover funds shall not be used for any programming or initiative eligible for funding through traditional RSO allocation processes;

Rollover funds shall be limited to essential and emergency expenditures, including unforeseen event cost increases;

Rollover funds shall not be used to fund galas, banquets, concerts, or similar events;

All Rollover-funded initiatives must have a fixed duration and established program end date.

10.4.3. Oversight and reporting requirements for Rollover expenditures shall be as follows:

The Comptroller, President, and Executive Vice President must report to the Assembly at the next scheduled meeting detailing how and why Rollover funds were used, including a full budget with proof of cost;

The President, Executive Vice President, and Comptroller must provide periodic updates to the Assembly on the progress of any Rollover-funded initiative;

If the Assembly determines that the President, Executive Vice President, and Comptroller are misusing Rollover discretionary privileges, the Assembly may vote by a two-thirds (2/3) majority to revoke their authority to disburse Rollover funds for the remainder of the legislative session;

Any member of the student body may request the current Rollover balance from the President, Executive Vice President, or Comptroller at any reasonable time.

10.5. Authority and Ethics

10.5.1. The Comptroller, Finance Board, and any officer involved in the allocation or authorization of Student Activity Fee funds shall not be threatened, intimidated, bribed, or coerced by any individual in connection with any funding request or proposal.

10.5.2. The Finance Board may, by a two-thirds (2/3) affirmative vote, recommend to the Assembly the retraction of funds in the form of a Bill. Upon passage by majority vote and subsequent enactment, the respective funds shall revert to the operating and programming fund. The Assembly shall retain the authority to direct the Finance Board to consider such action.

10.5.3. The Finance Board shall enforce all financial policies and procedures outlined in these Bylaws. Violations shall be subject to action by the Association as outlined in these Bylaws.

10.6. Appeals

10.6.1. **Tier Placement Appeals** — Organizations may appeal their tier placement to the Finance Board within two (2) weeks of notification. Appeals must include written justification and supporting documentation. The Finance Board shall review the appeal and issue a final decision within two (2) weeks of receipt.