

Relevant Sections of the SGA Budgetary Policy for Student Organizations

Student Organization Funds

Funds that SGA allocates to SGA-recognized organizations must be used within the fiscal year they have been allocated for and shall be accounted for separate of funds received from sources other than the SGA. Any funds received from sources other than the SGA shall be called Carryover Funds. Carryover funds may be spent at the individual organization's discretion provided they are not used for purchasing alcoholic beverages, but must be expended according to the usual SGA procedures. Organizations must deposit revenue funds, including departmental contributions, into their carryover account according to the procedures established by the SGA Treasurer and the Business Center. Each individual organization is responsible for ensuring that it does not overspend its accounts. No organization may spend more SGA-allocated funds than have been allocated in a given fiscal year. Any overspending of SGA-allocated funds found during the process of fiscal year-end reconciling shall be deducted from the organization's carryover account. Whenever an organization overspends its carryover account, the student organizations would have to fundraise to cover the deficit. Organizations that overspend can have their assets frozen or suspended at the discretion of the SGA Treasurer.

External Bank Accounts

No SGA-funded organization may have an external bank account (any account not under control of the University System of Maryland) unless required by the organization's national charter. The SGA and Business Center must be made aware of any such requirements. SGA funds may not be placed in external bank accounts.

Finance Board Allocations

The Finance Board shall approve allocations to student organizations from the funds within its control throughout the fiscal year. Additionally, the Finance Board may use the funds within its control for programs beneficial to student organizations.

Student Organization Reallocations

Student organizations, including Charter Organizations, may reallocate funds within their SGA budgets throughout the fiscal year. Reallocations must be approved by the chief financial or executive officer of the requesting organization, and then forwarded to the SGA Treasurer, who shall grant or deny final approval. Reallocation requests should be more readily approved, provided that the budget after reallocation stays within the guidelines set by the Finance Board. Reallocations do not need to occur if the organization is retaining money for the same event, only appending it towards a different part of that event; the SGA Treasurer shall have discretion over execution of this clause. All reallocations must comply with the Finance Board Budgetary Statutes.

Charter Organization Expenditures

All Charter Organizations shall have a designated chief executive officer and chief financial officer. These individuals shall be responsible for approving expenditures of their Charter

Organization in accordance with their organization's budgetary policy and the SGA Treasurer/ Business Center procedures.

Expenditure Procedures

The SGA Treasurer and the Business Center shall establish acceptable procedures for the expenditure of funds from all SGA-managed accounts. These procedures shall apply to the SGA, charter organizations, and all SGA-recognized student organizations. All requests for expenditures of SGA funds must be approved before the actual purchase takes place.

SGA-Recognized Organization Expenditures

All other SGA-recognized student organizations shall have a designated chief executive officer and chief financial officer. They shall approve expenditures made by their organization in accordance with the SGA Treasurer / Business Center procedures. All expenditures they authorize shall then be forwarded to the Business Center, which shall verify that the organization has funds for the expenditure, includes signatures consistent with SGA records of organization officers, and (if an expenditure of SGA-allocated funds) has been approved by the SGA. Any expenditure requests disputed by the Business Center should be directed to the SGA Treasurer for review.

Sales Tax

Because UMBC is a state agency, the SGA and SGA-funded organizations do not pay sales taxes, but may have to pay other states taxes. Organizations may borrow a copy of the tax-exempt certificate from the Business Center before purchasing items.

Additional Regulations

The SGA Treasurer, Finance Board, and Business Center shall make additional expenditure regulations regarding expenditure procedures/timelines, reimbursements, University Contracts, the UMBC Bookstore, postage, petty cash vouchers, and travel requests. Such regulations must be made publicly available to all student organizations. Additionally, no expenditure may be approved which violates a contract, exclusive or otherwise, made by the University of Maryland, Baltimore County.

Reclamation of Funds

The SGA shall have the power to reclaim funds in any student organization's account before they have been spent through proper legislation and/or Supreme Court action. Funds reclaimed shall be placed into the Student Organization Allocation Fund. This power shall only be applied to transferring carryover funds as directed by the Abandoned Funds section. Reasons for reclaiming funds may include, but are not limited to:

- Deliberate Falsification of any information provided affecting SGA budgetary decision-making
- Failure to maintain contract or co-sponsorship agreement obligations
- Failure to hold the event for which funds were allocated
- Failure to comply with any other orders mandated in passed Finance Board legislation

Freezing of Funds

The SGA Treasurer shall have the power to freeze funds of SGA-funded organizations for any of the following reasons:

- Any of the reasons listed above as reason for reclaiming funds
- Violations of this *SGA Budgetary Policy*
- Failure to attend any budgetary training declared mandatory by the SGA Treasurer
- The organization being placed on probation, with loss of funding privileges

Notification

The SGA Treasurer will keep a record of all contact made with an organization to try and rectify any suspensions of funds. Within two university days of the suspension, the SGA Treasurer shall email a formal memorandum to the organization's president and treasurer with a copy to the offending organization's advisor; Manager of Business Center; Director of Student Life and designees thereof; University Contract designee; SGA President, Vice President, Supreme Court Justices, Speakers of the legislative bodies, and Vice-President of Student Organizations. All memorandums will have a detailed listing of said violations, list of contacts made to the organization, and a detailed explanation of what sanctions are or will be made. The SGA can use the accumulation of violations as a reason for sanctioning an organization even if violations are separate.

Resolution

For all violations of the *SGA Budgetary Policy*, a contract, a co-sponsorship agreement, and/or SGA legislation, the Treasurer shall immediately initiate SGA Supreme Court action. Any other time funds are frozen, the Finance Board shall be informed to address the issue. In either case, the body may lift the suspension or reclaim funds. The SGA Treasurer may lift the suspension provided before any the Supreme Court and/or Finance Board act. Organizations are ineligible for Student Organization Allocations or reallocations, and may not access their account while their funds are frozen.

Failure to Attend Training

The SGA Treasurer shall be responsible for holding mandatory budgetary training for student organizations before each fiscal year. No organization may access funds until their chief financial officer has attended this mandatory training or an appropriate substitute, as deemed by the SGA Treasurer and SGA Advisor.

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Abandoned Carryover Funds

Carryover funds of organizations that lose SGA recognition for any reason shall be maintained for a period of two years. If the organization receives recognition again within that time period, these carry-over funds may be available to the newly recognized organization with the approval of the Finance Board. If the organization is not restarted, the carry-over funds shall be transferred to the GL account. The Business Center shall be responsible for maintaining a listing of any accounts in an abandoned state and shall furnish a listing of all accounts and affected amounts with any financial statements filed in accordance with this policy.

SGA-Recognized Organizations

Co-sponsorship and Co-sponsored events shall be actively encouraged and shall be given funding priority within the SGA Finance Board. A completed Student Organization Co-sponsored Event Agreement, which must stipulate the date of the event, must be filled out by each of the Student Organizations involved and forwarded to the SGA Treasurer before an event shall be an official cosponsored event. Funds allocated to a co-sponsorship may only be reallocated to an event cosponsored by all the same organizations. Whenever an organization withdraws from or violates the terms of a Co-Sponsored Event Agreement, the SGA Treasurer may freeze a portion of the funds allocated for the event and shall notify the Finance Board. If a co-sponsored event does not occur, the SGA Treasurer will freeze all funds allocated for the event on the day after the stipulated date of the event. The SGA Treasurer holds discretion over these cases.

Contracts

Only the Vice President of Student Affairs of UMBC or a designee thereof, shall have the authority to enter into a contract between the SGA, any charter organization(s), and/or any SGA-recognized organization(s) and any off-campus entity. If any contracts or legal agreements are negotiated and entered into by any unauthorized person, the SGA will not accept legal responsibility for these contracts or agreements. In these cases, student organizations and/or individuals may incur personal liability. Student organizations would have to either fundraise or use carryover funds. Organizations need to submit a contract worksheet form and all other necessary information to a Student Life Advisor with their RESGAF or Event Request Form in accordance with procedures determined by the SGA Treasurer and Office of Student Life.

Budgetary Statutes:

Purpose and Scope

The SGA funds student organizations for the purpose of promoting of students' interests and enhancing student involvement to ensure an engaged and active student life. SGA shall only fund student organizations granted funding privileges through SGA recognition. These statutes shall govern the funding of student organizations and all other Finance Board allocations. These statutes are superseded by the SGA Constitution, Bylaws, and Budgetary Policy.

Organization Funding Guidelines

The following budgeting guidelines apply to the SGA-allocated funds of all SGA-funded organizations.

Non-Funded Items

The SGA shall not fund any of the following for student organizations:

- Alcoholic beverages
- Sales tax – UMBC is a tax-exempt organization (see section 12.3.5, Sales Tax)
- Salaries or stipends
- Personal expenses, to include, but not limited to phone calls, room services, porter fees
- Loans- SGA shall not approve or grant loans of any kind to any organization or individual(s)
- Airfare for trips to destinations whose distance from UMBC is less than 300 miles
- Train-fare for trips to destinations whose distance from UMBC is less than 100 miles (excluding public transportation)
- Any on-campus event that is not expressly open to all undergraduate students of UMBC on the basis of race, sex, religion, ethnic background, physical or mental disability, age, veteran status or sexual orientation. Organizations should not discriminate based on economic stresses; however, they are allowed to charge admission to events.
- Expenditures deemed illegal by city, county, state, and/or national authorities.
- Hotels for destinations within 50 miles of campus.
- Athletic equipment and other competition-related costs for club sports.

Limited-Funded Items

The SGA shall not fund in excess of the following limits:

- University facilities costs – the actual cost of the facilities as established by the University
- University equipment costs – the actual cost of the use of the equipment as established by the University
- Rental Vehicles – no smaller than 8 person van, unless there exist extenuating circumstances.
- Privately owned automobile travel expenses – either the itemized cost of gas plus tolls, or the current State of Maryland travel reimbursement amount, figured per mile round-trip, with UMBC as the origin and return destination, which ever is less

- Guest (any individual or group who is not a student, faculty, or staff member at UMBC or its sub-contracted agencies, who a student organization asks to attend an event on campus for the purpose of providing entertainment, speech, or presentation) costs in excess of the following:
 - Transportation – primary mode of transportation and any costs of on-ground transportation travel in Baltimore
 - Food – as required by University rate for meals and reimbursements served during the Guest’s stay in Baltimore while attending an SGA-funded event
 - Lodging – as required per University rate during the Guest’s stay in Baltimore while attending an SGA-funded event
- Limitations set by the SGA Finance Board, as noted and presented before the Finance Board, and forwarded to Business Center. These should include, but are not limited to:
 - Funds for transportation (bus and airfare), lodging, and dues.
 - Standards for prizes giveaways and individual property requests
- Any limits set by the University, but the SGA has the ability to set stricter standards

Positive Efforts

While considering allocations, the Finance Board shall consider the following items favorable for student organizations, giving them priority in funding decisions:

- Co-sponsorships
- Fundraising efforts and proceeds
- Donations, endowments, and funding receive from other campus sources
- Community outreach
- Organization membership and growth
- Past successful performance of the organization and the proposed event
- Positive representation of UMBC outside of the campus community.

Funding Criteria and Evaluation

The Finance Board shall consider the following when evaluating organization’s requests for funding:

- The quality and quantity of student participation in the event
- The extent to which the funding of certain items is necessary for the event/program’s success
- The extent to which the organization has made effective use of previously allocated funds
- The amount of funds the organization is contributing to the event from other sources
- Past performance of the organization and the proposed event
- Positive Efforts conducted by the organization over the course of the fiscal year
- Timeliness and presentation of the request
- Other criteria deemed appropriate by the Finance Board

Student Organization Allocations

The Student Organization Allocation Fund shall be used for funding organization events and programs, budgets of newly-recognized organizations, and programs held for the benefit of student organizations. The process for Student Organization Allocations shall be as follows:

1. Student organizations should submit all Student Organization Allocation Request forms to the SGA Treasurer. If the total request for an event or purchase is for less than \$1,000, the form must be submitted at least 15 days in advance. If the total request is for \$1,000 to \$3,000, it must be submitted at least 30 days in advance. If the total request is for more than \$3,000, it must be submitted 60 days in advance.

However, in the event that an unforeseeable cost increase would imperil the success of an event for which the Finance Board already has allocated funds, the Finance Board may approve an additional allocation of funds to the event without regard to the 30- or 60-day deadlines by unanimous consent. Under no circumstances will the Finance Board grant Student Organization Allocation funds to an event in response to any request submitted fewer than 15 days in advance.

2. The SGA Treasurer shall then forward the requests to the Finance Board Chair.
3. The Finance Board shall then review the requests and approve proper legislation.
4. Once the legislation has received final approval (by the President or a veto override), the SGA Treasurer shall be notified by the SGA President. The Treasurer will inform the student organization and the SABSC so that the organization's records may be updated.