

# Policy of the Joint Finance Committee

Student Government Association

Georgia Institute of Technology

Revised 9/22/15

## Article I Preamble

10 The Student Government Association (SGA), through the Undergraduate House of Representatives (UHR) and the Graduate Student Senate (GSS), administers the allocation of Student Activity Fee (SAF) funds at the Georgia Institute of Technology. The Joint Finance Committee (JFC) shall make recommendations to the House and Senate in accordance with these policies.

## Article II Definitions

Section 1. Abbreviations.

BOR – Board of Regents

CO – Capital Outlay

FY – Fiscal Year

GLR – Graduate Legislative Reserve

GSS – Graduate Student Senate

20 JCOC – Joint Campus Organizations Committee

JFC – Joint Finance Committee

PY – Prior Year

RES - Reserve

SAC – Student Activities Committee of the Academic Senate

SAF – Student Activity Fee

SGA – Student Government Association

SOFO – Student Organizations Finance Office

UHR – Undergraduate House of Representatives

ULR – Undergraduate Legislative Reserve

30 Section 2. Words and Phrases.

Away event shall mean any event happening outside of and not hosted by Georgia Tech’s Atlanta campus.

Capital expenditure shall be any payment for durable goods with an expected life of three or more years under normal use.

Collaborative event shall mean any event open and accessible to the entire student body in which two or more student organizations, with the full support of each organization, equally share the responsibility of planning, marketing and executing the event. Events at which the previous attendance was fewer than 500 persons do not qualify as collaborative events. Events being held for the first time, with expected attendance of fewer than 500 persons, do not qualify as collaborative events.

40 Discipline shall mean a branch of an organization with a unique purpose that could sustain independent from the other disciplines. All discipline status designations shall be granted and reviewed annually by the JCOC.

Emergency capital expenditure shall mean any capital expenditure that an organization cannot reasonably anticipate needing to make during a FY. Emergency capital expenditures shall include, but not be limited to, capital expenditures required due to damage or theft beyond the control of the organization. The qualification of a capital expenditure as “emergency” shall be left to the discretion of the JFC.

50 Enactment ratio shall be defined as the sum of the percentage of yes votes in the UHR multiplied by the fraction of total SAF paid by undergraduate students and the percentage of yes votes in the GSS multiplied by the fraction of total SAF paid by graduate students.

Joint allocation shall mean any allocation that must be voted on in both legislative bodies.

Joint governing board shall mean a committee specifically designated as such by a joint resolution of the legislative bodies.

Legislative bodies shall mean both the UHR and the GSS.

Political activities shall be activities, including the development and dissemination of information, the primary purpose of which is to support the election or defeat of a public ballot initiative or candidate for public office or to provide a monetary contribution to a political party. Public ballot initiatives supported by a joint resolution of the legislative bodies are exempt from policy regarding Political Activities.

60 Recruitment activities shall be any event or publicity campaign whose sole purpose is the recruitment of new members to an organization.

Religious activities shall mean any activities that support the service or worship of a god, a supreme being or the supernatural, or the proselytizing thereof.

Retreat shall be any event held by an organization intended primarily for vacation or team-building purposes.

Speaker shall mean any person or group hired to speak or perform at an event. This includes (but is not limited to) professors, experts, public figures, celebrities, bands, and other artists, with the exception of WREK Radio.

70 Speaker fees and honoraria shall mean any costs associated with compensating or rewarding a speaker for their time and expertise, including costs related to travel and lodging. Employees of Georgia Tech are not eligible to be paid by speaker fees and honoraria per Institute policy.

## Article III Student Activity Fee

Section 1. Mission. The UHR and GSS shall have the responsibility of formulating an annual budget and for recommending changes in the amount of the SAF. In forming such a budget or recommending such changes, both legislative bodies shall consider the recommendations of the JFC.

Section 2. Budget. The legislative bodies shall determine the annual SAF budget.

80 Section 3. Account Types. There are five accounts from which the legislative bodies may allocate funding. The Undergraduate Legislative Reserve (ULR) and Graduate Legislative Reserve (GLR) accounts are to be used by the UHR and GSS, respectively, for special SGA initiatives. These accounts are not subject to JFC oversight. The Prior Year (PY) account is to be used to support general initiatives of student organizations. The Capital Outlay (CO) account is to be used to support capital expenditures for student organizations. The SAF Reserve (RES) account is to be used only in emergencies when sufficient funds aren't present in other accounts to cover legislative allocations. These three accounts are subject to JFC policy.

90 Section 4. Account Formulas. At the end of the fiscal year, any unspent funds from organizations receiving SAF funding and any unallocated PY funds shall be allocated to five accounts. First, an amount sufficient to replenish the RES account to a balance of two hundred thousand dollars (\$200,000.00) shall be allocated to said account. The next thirty thousand dollars (\$30,000.00) shall be divided between the GLR and ULR according to the fraction of SAF paid by graduate and undergraduate students, respectively. The rest of the unspent monies will be divided equally and allocated to the PY and CO accounts.

## Article IV Types of Funding Allocations

Section 1. Equal Access. Allocations of the SAF shall be considered by the JFC in an unbiased and consistent manner.

Section 2. Joint SAF Allocations. Joint allocations shall be made primarily through the annual budget, which will be submitted and approved in the fiscal year (FY) prior to that for which the funds are to be used. Organizations may also seek funding during the FY through the submission of bills. Items considered capital expenditures will be funded from the CO account; all other items shall be funded from the PY account.

100 Section 3. Non-joint SAF Allocations. The GSS and UHR have sole authority to allocate funding from the GLR and ULR, respectively, by a simple majority vote. These allocations are not subject to JFC oversight.

Section 4. Governing Boards. The legislative bodies may defer appropriation authority of a fixed dollar amount to a Joint Governing Board. This appropriation authority must be included in the charter of the Joint Governing Board and is subject to JFC oversight. This deferment must occur through a bill passed with two-thirds approval in both legislative bodies.

Section 5. Conference Funds. The Conference Funds, administered by the Joint Vice President of Conference Funds, shall provide monies to undergraduate and graduate students attending conferences to present their research. Policy regarding the awarding and distribution of these monies are described elsewhere, and this fund is not subject to JFC oversight.

## 110 Article V Tier and Classification System

Section 1. Purpose. A tier and classification system shall be used in determining SAF allocations. Different policies may be applied to organizations based on their tier and classification status. The tier and classification system is designed to provide access to funding in such a way as to benefit the greatest number of students with the limited SAF funds.

120 Section 2. Tier Assignments. Every organization shall be assigned to a tier, determined by a two-thirds majority vote of the JFC. If an organization wishes to have its tier assignment reassessed, the organization's president shall submit a written or electronic request to the Vice President of Finance (VPF), who shall present the organization's request to the JFC for consideration. If the JFC approves the reclassification by a two-thirds majority vote, the VPF shall submit the change to the legislative bodies for approval by an enactment ratio of greater than 0.6.

Section 3. Classification Assignments. The sole authority for assigning classifications to organizations shall fall to the Joint Campus Organizations Committee (JCOC).

Section 4. Tier Descriptions. The JFC shall recognize three tiers as described below.

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- 1) Tier I organizations are the highest priority organizations and shall receive first access to SAF funds. Tier I organizations provide major services to a substantial portion of the campus, employ at least ten (10) full-time staff members, have an annual operating budget of at least five hundred thousand dollars (\$500,000.00), and operate a facility valued in excess of five million dollars (\$5,000,000.00). These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted by an enactment ratio of greater than 0.60. These organizations are required to submit detailed line item budgets, although they may be funded at a category level.
  - 2) Tier II organizations are the next priority of student organizations. Tier II organizations provide information or services that substantially impact the student body. Tier II organizations may have staff, but are primarily student driven. Joint Governing Boards as defined by the SGA By-Laws may be considered for Tier II status but are not automatically granted it. These organizations may create new, funded positions and eliminate vacant positions with the joint approval of the legislature via a joint bill adopted with an enactment ratio of greater than 0.6. Any student organization paying salary or benefits out of Student Activity Fee funds that is not classified as a

140 Tier I organization shall be a Tier II organization. These organizations may also create funded positions for students. Tier II organizations will submit detailed line item budgets.

- 3) Tier III organizations are the final priority. Tier III organizations represent groups of students that focus primarily on common interests, backgrounds and activities. Tier III organizations may pay outside personnel, but not as employees. Tier III organizations may not have funded positions for staff or students. Tier III organizations must submit a detailed line item budget.

Section 5. Classification Descriptions. Tier II and III organizations may be granted special exemptions through the assignment of classifications. Organizations may hold more than one classification. The JFC shall recognize four classifications as described below.

- 1) Competitive Organizations, such as Sports Clubs, compete with other colleges, universities or institutes. These organizations may require significant travel funding and often need to change their budgets quickly.
- 2) Multi-disciplinary Organizations have multiple distinct disciplines in one organization. These organizations need to fund separate internal entities but operate with one common goal.
- 3) Cultural Organizations focus on community and cultural education. These organizations need to fund educational events that may include decoration, cooking and performance expenses.
- 4) Community Service Organizations perform work that benefits the community around Georgia Tech. These organizations need to fund frequent local travel and supplies intended to benefit the community.

160 Section 6. Tier Review. The legislative bodies may pass a joint resolution asking the JFC to review the tier status of a Tier II or III organization. The JFC will then recommend to the legislature whether the organization's status should be changed. Such a change can be approved with an enactment ratio of greater than 0.6.

## Article VI Budgets

Section 1. Eligibility. Any pending or chartered student organization in good standing as determined by the Office of Leadership and Civic Engagement that meets the Membership Fee Requirements in Section 2 may submit a budget request.

Section 2. Membership Fee Requirements. In order to receive a budget for the following academic year, organizations must charge dues according to the following requirements:

- 1) Tier I and Tier II organizations are not required to charge membership fees.
- 2) Tier III Competitive: minimum of \$50/semester. Non-competitive members of Tier III Competitive organizations shall be charged a minimum of \$30/semester.
- 3) Tier III Other: minimum of \$20/semester.
- 4) Non-students who are members of Tier III organizations shall be charged a membership fee of no less than two times the student rate.

Section 3. Submission Documentation. The VPF shall, prior to the end of the third week of the fall semester of each academic year, publish the required format for organizational budget requests and may designate differing formats based on tier status. At a minimum, Tier III organizations must:

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- 1) Clearly and succinctly state the primary goals of the organization;
  - 2) Clearly describe each expense for which funding is sought;
  - 3) State the current membership fee per semester and any anticipated changes to that fee for the next fiscal year; and
  - 4) State the current number of members, distinguishing between graduate student members, undergraduate student members and non-student members.

Section 4. Budget Orientation. Prior to the budget application deadline, the JFC shall hold at least three budget orientation sessions for student organizations. At least one officer of each organization must attend one session. Failure to attend may result in the denial of a budget request, which will be left to the discretion of the VPF.

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Section 5. Submission Timeline. All budget requests must be submitted via the online budget system by 11:59 P.M. EST on Friday of the tenth week of the fall semester. The VPF may, at his or her discretion, extend this deadline for a period of at most one week. After the deadline has passed, no additional budget requests or amendments to budget requests will be accepted, regardless of circumstance.

Section 6. Initial Review. No later than Tuesday of the fourteenth week of fall semester, the JFC shall present to the legislature an initial summary of the total budget requests broken down by tier status and compared to the requests of the previous fiscal year. The JFC may recommend changes to the item maximum allocations and funding formulas specified below for approval by the legislative bodies. The legislature shall consider the committee's recommendation and may establish the item maximum allocations, prohibited allocations, tier-specific budget restrictions and funding formulas to be used by the committee in preparing the budget via a Joint Resolution with an enactment ratio of greater than 0.6.

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Section 7. Detailed Review. After approval of the item maximum allocations and funding formulas, the JFC shall schedule a hearing for each organization requesting a budget to ask questions regarding the budget requests. The schedule shall be published on the SGA website and emailed to all budget applicants no later than the twelfth week of fall semester. The JFC shall determine each organization's recommended budget consistent with its tier status, budget submission (including organizational goals, reasonableness of proposed expenses and necessity of expenditures to the organization's mission), applicable item maximum allocations, prohibited allocations, tier- and classification-specific additional budget restrictions and funding formulas. If an organization fails to meet with the JFC, the organization shall not be granted a budget.

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Section 8. Legislative Approval. No later than Tuesday of the eighth week of spring semester, the JFC shall submit a full budget to the legislature for its approval in the form of a Joint Bill authored by the undergraduate and graduate SGA presidents. The adoption of this bill shall require an enactment ratio in excess of 0.6. In the event that no budget is adopted by the legislature prior to the end of spring semester, the VPF shall submit the budget as recommended by the JFC to the SAC. The legislature may then make amendments during the following fall semester as outlined in Section 10 below.

Section 9. SAC Approval. After the legislative bodies pass the budget, the VPF shall submit the budget to the SAC for final approval. If the SAC disapproves of any portion of the budget, the entire budget shall be reintroduced to the legislature in the form recommended by SAC. In the event that the spring semester has already concluded, the undergraduate and graduate SGA presidents may, at their individual discretion, submit the SAC version of the budget to a special meeting of the appropriate body as provided by the constitution and by-laws or defer action by the legislature until fall semester. Until a

220 final version of the budget has been adopted, the SAC-recommended budget shall be used in order to comply with the budget submission policies of the Board of Regents (BOR) of the University System of Georgia. The legislature may then make amendments during the following fall semester as outlined in Section 10 below.

Section 10. Fall Budget Amendments. If a budget is implemented that has not been approved by the legislature, the legislature may consider additional amendments to the budget during the first four weeks of the fall semester for which the budget is effective. Such budget amendments shall be submitted in the form of a Joint Bill that shall be subject to the policy of the fiscal year in which the budget was initially submitted. Any such budget amendments shall be subject to the same appeal and approval process as the budget.

230 Section 11. Amendment. The VPF may, at the request of the sponsoring organization, amend the description of line items of a previously passed budget if the funding from that line item has not already been spent. Only the description may be amended, allocated amounts may not be changed. The description of the line item may only be changed if, at the discretion of the VPF, the change does not affect the original intention of the funding. For example, the destination of travel may be changed as long as the goal of the trip is the same.

## Article VII Bills

240 Section 1. Eligibility. Any pending or chartered student organization in good standing as determined by the Office of Leadership and Civic Engagement may submit a request for a bill. Students seeking funding that are not affiliated with any pending or chartered student organization may petition SGA to submit a bill, however only chartered student organizations may request funding for capital expenditures.

Section 2. Submission Documentation. The VPF shall, prior to the first day of fall semester, publish the required format for eligible organizations to request funding for that FY through a bill. Any such request must:

- 1) Identify a member of the UHR and a member of the GSS who have agreed to serve as authors of the bill;
- 2) Clearly and succinctly state the primary goals of the organization;
- 3) Clearly explain how the funding will aid the organization in accomplishing its goals;
- 4) Clearly describe each expense for which funding is sought;
- 250 5) For Tier II and Tier III organizations, show that the organization has sought or plans to seek other funding support;
- 6) For Tier III organizations, state the current membership fee per semester;
- 7) For Tier III organizations, state the current number of members;
- 8) Disclose any amount of funding for the items requested that is currently being provided through an existing SAF allocation; and
- 9) If travel is requested, show that travel is necessary in order to attain one of the primary goals of the organization.

260 Section 3. Submission Timeline. Unless impossible due to events beyond the control of the organization, requests for bills must be submitted via the online bill system with both a UHR and GSS author having

accepted by the bill submission deadline<sup>1</sup> at least two legislative meetings prior to the need for funding to be available. In cases where this deadline cannot be met, the request shall be submitted as soon as is practical. A bill shall not be deemed submitted until all required information is received. Competitive organizations that are classified as “Sport Clubs” by the Joint Campus Organization Committee shall be expected to consult with the CRC Sport Club Coordinator beforehand in the case of purchased goods, to ensure coordination of receiving and availability of storage for said goods.

270 Section 4. Review. The JFC shall review each request submitted under this article and determine the appropriate level of funding under this policy. The JFC shall schedule a meeting with at least one officer from the requesting organization before the request appears in old business. In the case that no organizational representatives are able to attend the scheduled JFC meeting, the VPF may sufficiently correspond through email with no fewer than two officers, recommend zero funding or recommend that the legislative bodies postpone the bill for another week to allow for a rescheduled meeting. The VPF shall provide a written report of the JFC’s recommendation to the legislature, including the relevant discussion or passage from JFC policy used to make the recommendation.

280 Section 5. Legislative Consideration and Approval. The legislative bodies and undergraduate and graduate SGA presidents shall consider any Joint Bill submitted under this article following the established process for Joint Bills. Bills allocating SAF funds that conform to this policy shall be adopted by an enactment ratio greater than 0.6. Bills allocating SAF funds that do not conform to this policy shall not be adopted except by an enactment ratio greater than 0.6, with a minimum of one-quarter affirmative votes in each chamber.

Section 6. Re-encumbering of funds. Six weeks after any bill receives final approval, the VPF may, at his or her discretion, author a Joint Bill to re-encumber any unspent funds. The VPF must contact any parties affected before submitting such a bill. The VPF may also author a bill at any time to re-encumber funds due to inappropriate use of allocation or substantial deviations from the details initially submitted to SGA.

290 Section 7. Restrictions. The disposal of any item purchased as a capital expenditure must have the conditions of its disposal approved by the JFC. All supplies, materials and equipment, regardless of value, purchased through the Institute are the property of the state. As such, they cannot be sold, surplused or transferred from Georgia Tech without the prior written approval of the Institute Surplus Property Officer.

Section 8. Amendment. The VPF may, at the request of the sponsoring organization and both authors of the bill, amend the description of line items of a previously passed bill. Only the description may be amended, allocated amounts may not be changed. The description of the line item may only be changed if, at the discretion of the VPF, the change does not affect the original intention of the funding. For example, the destination of travel may be changed as long as the goal of the trip is the same.

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<sup>1</sup> The bill submission deadline is 8am Monday morning.

## Article VIII Allocation Limits and Restrictions

### Section 1. Prohibited Allocations.

- 300 1) General Restrictions. No budget or bill shall allocate any funding for:
- a) Any resources that are available through equivalent campus facilities or could have been available if requested within an appropriate amount of time
  - b) Religious activities
  - c) Political activities
  - d) Loans
  - e) Any items given out to individuals or organizations, including awards, gifts, and giveaways with the exception of low-cost printed publicity items such as fliers and stickers.
  - f) Any food or beverage intended for human consumption
  - 310 g) Any food-related items, unless for an event involving at least 500 attendees, in which case the total allocation for food-related items for a single event may not exceed \$1000
  - h) Any alcoholic beverages or tobacco products
  - i) Any lodging
  - j) Any travel expense for a non-student
  - k) Any event intended as a fundraiser for the organization or an outside party or organization
  - l) Recruitment activities
  - m) Any expenditure occurring in the past, unless consideration by SGA is delayed through no fault of the organization
  - n) Costs associated with hosting intercollegiate competitions and tournaments
  - 320 o) Costs associated with hosting conferences in which more than 25% of attendees are not students of the Institute at the time of the event
  - p) Costs associated with any event for which an organization has not yet qualified
  - q) Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the organization
  - r) Costs associated with professional development activities or conferences for non-student personnel
  - s) Costs associated with freight, shipping, or processing of any items
  - t) Costs associated with retreats, unless open to non-members
  - u) Clothing that does not remain with the organization
  - v) Items unrelated to the purpose of the organization, as determined by the JFC
  - 330 w) Parking permits, fees and validations for road vehicles
  - x) Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team
  - y) Any activities which violate the laws of the United States of America, the State of Georgia, the City of Atlanta, or the regulations of the Georgia Institute of Technology
- 2) Budget Restrictions. No budget shall allocate any funding for:
- a) Any first-time event
  - b) Any event not open to the entire campus
  - c) Capital expenditures, except for regularly purchased items or installment plan purchases
  - d) Benefits for part-time employees working less than twenty (20) hours per week
  - 340 e) Phone directory entries
  - f) Off-season competitions

- g) FASET materials
- h) Speaker fees or honoraria
- i) Postage
- j) Tier III Additional Restrictions
  - i) Personnel
  - ii) Non-liability insurance
  - iii) Office supplies
  - iv) Personal items, including, but not limited to, nametags, photo albums, scrapbooks and business cards

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3) Section 2. Item Maximum Allocations.

1) General Restrictions. No budget or bill shall allocate any funding in excess of:

- i) Decorations: \$50 if the expected attendance is less than 500 Georgia Tech students; \$100 if the expected attendance is 500 or more Georgia Tech students

2) Budget Restrictions. No budget shall allocate any funding in excess of:

- i) Periodical Subscriptions: \$50 and must be stored at the Georgia Tech Library
- ii) Hourly Rates of Hired Student Staff. The classification of staff into these categories shall be recommended by JFC.
  - (1) Office Assistant: \$8.25 per hour
  - (2) Skilled Assistant: \$9.00 per hour
  - (3) Managers: \$9.75 per hour

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iii) Tier I and Tier II Additional Restrictions

- (1) Only a total of two conferences shall be funded per year.
- (2) Non-event-specific publicity shall not exceed a total of \$200.

iv) Tier II Additional Restrictions

- (1) General office supplies shall not exceed a total of \$2500.

v) Tier III Additional Restrictions

- (1) Liability insurance shall not exceed a total of \$2000.
- (2) No more than two half-page Technique advertisements or other equivalently priced Technique advertisement(s), at the current student organization rate shall be funded.
- (3) Non-Technique publicity, including copying expenses, shall not exceed a total of \$200.
- (4) No more than two away events at a maximum of \$1000 each, excluding travel.
- (5) No more than two non-away events shall be funded in a budget. For each event, the following limitations are imposed:
  - (a) WREK Radio shall not be funded in excess of \$90.
  - (b) Sound equipment shall not be funded in excess of \$50.
  - (c) Projection equipment shall not be funded in excess of \$30.
  - (d) Lighting equipment shall not be funded in excess of \$100.

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3) Non-Capital Expenditures. No bill or budget shall allocate any funding for non-capital expenditures in excess of:

- i) Conferences: \$1000 per conference, excluding travel, not to exceed \$150 per individual
- ii) Tournaments: \$1000 per tournament, excluding travel, not to exceed \$150 per individual
- iii) Speaker Fees and Honoraria:
  - (1) \$500 per event if the expected attendance is fewer than 100 Georgia Tech students
  - (2) \$2,500 per event if the expected attendance is fewer than 500 Georgia Tech students
  - (3) \$5,000 per event if the expected attendance is fewer than 1000 Georgia Tech students

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(4) \$10,000 per event if the expected attendance is 1000 or more Georgia Tech students

iv) Publicity:

(1) Copies, programs and fliers shall be funded at the current black and white rates of the Office of Leadership and Civic Engagement.

(2) Fliers shall not be provided in excess of one-third of current campus enrollment rounded to the nearest thousand.

(3) Programs shall not be funded in excess of the event venue capacity.

(4) Banners shall not be funded in excess of \$120 per event. Banners will be funded at the current rate offered by Paper and Clay.

(5) Posters shall not be funded in excess of \$60 per event. Posters will be funded at the current rate offered by Paper and Clay.

(6) No more than one half-page Technique advertisement or equivalently priced Technique advertisement(s), at the current student organization rate, shall be funded for one event.

(7) No more than \$20 of sidewalk chalk shall be funded for one event.

v) Food not intended for human consumption: \$50

Section 3. Funding Formulas. Bills and budgets shall not allocate funding in excess of the amounts given from the following formulas:

1) General Formulas.

a) Travel shall not be funded to locations within a 150-mile radius of Georgia Tech's Atlanta campus. Mileage shall be calculated according to the website designated annually by the VPF. This website shall be linked from the SGA website and its address shall be provided on JacketPages. Round-trip mileage shall be considered when using the methodology below. International travel is subject to these restrictions as well. Travel must exceed 350 geodesic miles one-way in order for the air travel formula to be used. The VPF shall, at the beginning of every fall semester, evaluate the coefficients of each travel formula to ensure they accurately reflect the initial intentions of the formulas<sup>2</sup>.

i) Automotive Travel Formula

(1) R shall be the current IRS Business Mileage Rate.

(2) C shall be the number of students travelling.

(3) M shall be the number of round-trip miles between Georgia Tech and the destination.

(4)  $Allocation = 0.05 \times R \times C \times M$ ,  $Maximum = C \times \$75$ .

ii) Air Travel Formula

(1) S shall be the number of students travelling

(2) M shall be the number of round-trip miles between Georgia Tech and the destination

(3)  $Allocation = 0.094 \times M \times S$ ,  $Maximum = S \times \$150$

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<sup>2</sup> The '0.05' coefficient is derived from the intention to fund 64.5% of average vehicle gas costs for a vehicle of carrying four people. The average MPG of a vehicle on the road in the U.S. (20 MPG) and the average price of a gallon of unleaded gasoline (\$3.47) are taken into consideration when calculating the coefficient. The '0.094' coefficient is derived from the intention to fund 35% of the average cost of a plane ticket when flying from the Atlanta area. The average cost of a plane ticket in the U.S. purchased at a reasonable time is \$0.27 per mile and is taken into consideration when calculating the coefficient.

2) Budget Formulas.

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- a) No Tier III organization may receive more than three times its annual revenue in a budget. Revenue shall include all funds collected through fundraising, donations, sponsorships and membership fees.
  - b) Tier II organizations may fund certain student positions. The level of this funding is defined in Appendix A. The percentage of tuition shall be an amount calculated from the estimated in-state tuition and fees for undergraduates for the fall and spring semesters of the following academic year published by the Georgia Tech Office of Financial Aid. All personnel requests not governed by the table in Appendix A shall be considered individually.

3) Non-capital Expenditure Formulas.

- a) Ticket Prices. If Georgia Tech students are charged admission to an event funded through a bill, the ticket price charged to an individual who is not a Georgia Tech student must be at least the sum of the per-student allocation for the event from all bills and the cost charged to a Georgia Tech student. There shall be no ticket cost requirement imposed upon events to which Georgia Tech students are not charged admission.

4) Capital Expenditure Formulas.

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- a) For Tier III organizations, SGA may fund at most two-thirds of the total cost of each item that is part of a non-emergency capital expenditure.
  - b) For any Tier III organization, the one-year allocation from the capital outlay account shall not exceed ten (10) percent of the funds available in this account at the start of the academic year.

Section 4. Specific Exemptions.

1) Tier II

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- a) Travel within a 150-mile radius of Georgia Tech may be funded in full if the following conditions are met:
    - i) Travel involves 100 or more students,
    - ii) Travel is contracted through Georgia Tech Parking and Transportation Services,
    - iii) Travel is provided both to and from the event.

2) Tier II and III

a) Competitive

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- i) Coaching stipends may be funded in a budget at a maximum of \$1000 total.
  - ii) Up to six away events may be funded in a budget or in bills at a maximum of \$1000 each, excluding travel.
  - iii) Costs associated with funding intercollegiate competitions may be funded if the following conditions are met:
    - (1) The competition consists of only the organization and one other team,
    - (2) The organization attends an equal number of away competitions at which no registration fee is charged,
    - (3) The total fiscal year allocation for home competitions and away tournaments does not exceed \$6000.

b) Multidisciplinary Competitive

- i) Coaching stipends may be funded in a budget at a maximum of \$1000 total for each approved discipline. In order to qualify, each coach may be paid for only one discipline.
- ii) Up to six away events per approved discipline may be funded in a budget or in bills at a maximum of \$1000 each, excluding travel. In order to qualify, events must be distinct to each discipline.

- 470 c) Community Service
- i) Travel within a 150-mile radius of Georgia Tech’s Atlanta campus may be funded only if the following conditions are met:
    - (1) Travel involves four or more students
    - (2) Travel occurs at least five different times per semester (not necessarily to the same location)
    - (3) Travel does not exceed 60 miles per round trip
    - (4) The request is submitted in the budget or a single bill.
  - d) Collaborative Events
    - i) Publicity
      - 480 (1) No more than \$240 for banners
      - (2) No more than \$150 for posters
      - (3) No more than two (2) half-page print Technique advertisements at the current student organization rate
    - ii) Decorations: \$100 x (# of organizations collaborating)
    - iii) Food-related items: \$2000
- 3) Conditions for a given exemption cannot be mixed with conditions for any other exemption

## Article IX Rollover

Section 1. Eligibility. The ability of an organization to carry funds from one FY into the next (“rollover”) is determined by the organization’s tier status.

- 490 1) Tier I and Tier II organizations may, at the end of the FY, submit a request to roll over their unspent SAF funds. Such a request shall include a detailed explanation of why the funds were not spend in the FY for which they were allocated, the anticipated uses of the funds to be rolled over, and the expected benefit to the student body of rolling over the funds. The VPF may grant Tier I and Tier II rollover requests in whole or in part, at his/her discretion, based on the demonstrated need of the organization to roll over the funds and the anticipated benefit to the student body of rolling over the funds. All rollover requests must be received by the VPF before the deadline imposed by the Student Organization Finance Office.
- 500 2) Tier III organizations may request that unspent bill or budget allocations be rolled over to the next FY. Such requests are restricted to instances in which the organization was unable to spend the funds during the FY for which they were allocated due to circumstances beyond its control and shall include a detailed explanation of why the funds were not spent during the FY for which they were allocated. The VPF may, at his/her discretion, grant Tier III rollover requests in whole or in part based on the organization’s explanation of why it was unable to spend the funds during the FY for which they were allocated. Rolled over Tier III funds may only be used for the purpose for which they were originally allocated. All rollover requests must be received by the VPF before the deadline imposed by the Student Organization Finance Office.

Section 2. Accountability. A comprehensive summary of all rollovers approved by the VPF must be presented to both the GSS and the UHR at each of their first meetings of the fall semester.

## Article X Financial Managers

510 Section 1. Tier I organizations with financial managers will have the full sum of their budgeted funds disbursed directly to them. All other organizations will receive their funds in accordance with the policy of the SOFO. The VPF shall maintain the list of organizations with financial managers.

## Article XI Organizational Accountability

Section 1. Reimbursement Timing. Reimbursement requests must be submitted within thirty (30) days of the date on the receipt or invoice. In exceptional circumstances, the VPF may approve reimbursement requests submitted after this deadline, solely at his/her discretion.

520 Section 2. Minor Violations. In accordance with Article VI, sections 1, 3, 4, 5, and 7 of this policy, if an organization commits more than one minor violation including, but not limited to, failure to attend a budget orientation session, failure to update contact information by the appropriate date, or failure to attend scheduled budget meetings, it may be subject to penalty. This penalty can include budget limitations and, in extreme cases, the prohibition of a budget request by the organization.

Section 3. Post-Event Reports. Tier II and Tier III organizations that receive more than \$1,000 from the PY account for an event will be responsible for electronically submitting a post-event report to the VPF within four (4) weeks after the event. The report should include the event's total budget, how the funding from SGA was utilized and the number of Georgia Tech students in attendance. Failure to submit a report within the specified period and with the required information may result in penalty.

530 Section 4. Semi-annual Reports. Tier I and Tier II organizations with financial managers will have this report prepared by their financial managers. These reports are to be delivered to the VPF on or before January 31 and July 30 of each year. In addition to being turned in on the appropriate dates, these reports should clearly separate SAF funds used in the organization's budget from all other monies. Tier I and II organizations will need to be able to format these reports to show exactly where and to what their SAF allocation is going. Tier III organizations that receive an SAF budget allocation will have their reports created by SOFO. Failure to submit a report by the deadline and in the required format will result in penalty.

Section 5. Investigations. Either the undergraduate or graduate SGA president may issue an executive order forming an ad hoc committee to investigate the finances of any student organization. A review can also be formed by a joint resolution or at the request of the VPF. Such a committee shall include at least one undergraduate student, at least one graduate student, and precisely one member of JFC who is not the VPF. The VPF shall serve as a nonvoting, ex-officio member of the ad hoc committee.

540 Section 6. Sanctions. If a review finds any misuses of funds, the following steps can be taken at the discretion of the VPF and subject to review by the undergraduate and graduate SGA presidents:

- 1) For infractions involving less than \$1,000, an equal amount of funds shall be re-encumbered and an equivalent amount deducted from the organization's next budget.
  - a. For repeated infractions, the organization shall additionally be referred to JCOC for consideration of possible charter suspension or revocation, and the organization may not access its budget allocation until deemed in good standing by JCOC.

2) For infractions involving more than \$1,000, the organization shall be prohibited from using its budget for the remainder of the FY, shall be ineligible to request or receive budget funding in the following FY, and the organization shall be referred to JCOC for consideration of possible charter suspension or revocation.

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a. For repeated infractions, the organization shall additionally be ineligible to request or receive budget funding in the following four (4) FYs.

Section 7. Annual Meetings. The VPF shall hold meetings with Tier I and Tier II financial managers before classes begin in August to review the expected expenses for the upcoming year and to establish communication between SGA and the organizations.

## Article XII Appeals

Section 1. The process for appeals may be found in SGA bylaws. Persons wishing to file an appeal or seeking information concerning the appeals process shall contact the Speaker of the House and the graduate executive vice president.

## Article XIII Ratification and Amendment

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Section 1. Ratification. This policy shall not become effective unless ratified by the legislature with an enactment ratio greater than 0.6 and a simple majority approval in each legislative body.

Section 2. Amendment. Unless specified otherwise in this policy, any amendment to this policy shall require approval of the legislature with an enactment ratio greater than 0.6 and simple majority approval in each legislative body. The item maximum allocations, prohibited allocations, tier-specific additional budget restrictions, and funding formulas in Article VIII may be amended once per fiscal year, no later than the seventh week of the fall semester. Article VII may be amended once per FY, no later than the seventh week of the fall semester. The VPF may, with unanimous approval of JFC, correct clerical errors in this policy at any time.

570 **Appendix A** Tier II Stipends

Percentage of Tuition and Fees	Positions
70%	Graduate SGA President Undergraduate SGA President
40%	Technique Editor-in-Chief WREK Chief Engineer
35%	Undergraduate SGA Vice President of Finance Student Center Programs Council President
30%	Graduate SGA Executive Vice President Student Center Programs Council Vice President of External Relations and Finance Vice President of Campus Relations and Recruitment Outdoor Recreation President Undergraduate SGA Executive Vice President WREK General Manager
25%	Graduate SGA Vice President of Conference Funds WREK Operations Manager Business Manager
20%	Graduate SGA Vice President of Health and Wellness Technique Business Manager Managing Editor Undergraduate SGA Speaker of the House
15%	Blueprint Editor-in-Chief Erato Editor-in-Chief Graduate SGA Vice President of Academic Affairs Greek Programming Board Executive Chair North Avenue Review Editor-in-Chief T-Book Editor-in-Chief Technique News Editor Opinions Editor Focus Editor Sports Editor Entertainment Editor Photography Editor Layout/Design Editor Tower Editor-in-Chief Undergraduate SGA Vice President of Campus Organizations Vice President of Academic Affairs Vice President of Campus Services Vice President of Information Technology

	<p>Vice President of Student Life  Vice President of External Affairs  Vice President of Communications  WREK  IT Director  Program Director  Assistant Chief Engineer</p>
10%	<p>Graduate SGA  Vice President of Communications  Vice President of Graduate Events  North Avenue Review Editor  Technique  Online Editor  Web Developer  Head Copy Editor  Undergraduate SGA  Vice President of Internal Affairs  Chief Justice  Chief of Staff  WREK  Publicity Director  Sports Director</p>
5%	<p>Blueprint  Copy Editor  Photography Editor  Academics Editor  Organizations Editor  Student Life Editor  Greeks Editor  Graduate SGA  Secretary  Treasurer  Vice President of Internal Affairs  Coordinating Officer  North Avenue Review Assistant Editor  T-Book Co-Editor of Design  Tower  Business Manager  Associate Editor for Submission &amp; Review  Association Editor for Production  WREK  Public Affairs Program Director  Automation Director  Webmaster  Community Relations Director  Undergraduate SGA Secretary</p>

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- 1) At the beginning of the fiscal year, the Vice President of Finance shall make “Officer Evaluation Forms” available to all Tier II organizations receiving funds for student positions.
- 2) At the end of each payment period, the administrator or faculty member who is the most familiar with each organization shall conduct a performance review of each individual for whom funding has been allocated. Any individuals in the organization under whom a student works may also serve as evaluators.
- 3) After performance reviews have been conducted, the evaluators shall submit the appropriate “Officer Evaluation Form” to the Vice President of Finance recommending the amounts of the allocated funding that should be disbursed to each individual. The Vice President of Finance shall have one week to review recommendations to ensure that any reduction in disbursement is justified and to respond to the recommendations before funds may be disbursed.
- 4) An individual who feels his/her disbursement has been inappropriately reduced may appeal in writing to the full Joint Finance Committee within one week of the disbursement. The committee may, by two-thirds majority vote, modify the disbursement amount. The decision of the Committee is final.
- 5) Any funds that are intended for a student position that are not disbursed to an individual in that position shall be returned to the Student Government Association.

590 This page is provided for informational purposes only and is not formally part of the policy.

#### Organizations with Financial Managers

- Campus Recreation Center
- Student Center
- Student Center Programs Council (SCPC)
- Student Publications
- WREK Radio
- Outdoor Recreation Georgia Tech (ORGT)

#### 600 Tier Assignments

- Tier I
  - Campus Recreation Center
  - Student Center
- Tier II
  - DramaTech
  - Graduate SGA
  - Greek Programming Board (GPB)
  - MOVE Office
  - Musicians Network
  - Outdoor Recreation Georgia Tech (ORGT)
  - Presidents' Council (PCGB)
  - Student Center Programs Council (SCPC)
  - Student Publications
  - Undergraduate SGA
  - WREK Radio
- Tier III
  - All other student organizations

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