

Constitution and By-Laws of the Business Affairs Committee of the Student Government Association

PURPOSE

To attend to matters pertaining to the allocation of the Student Association funds, as well as any related business matters of the student body, delegated to the committee from the SGA Association Executive Board.

COMPOSITION

Composition of the Business Affairs Committee shall be: Vice President of Business Affairs (chair), Vice President of Student Organizations, a representative from each class of the College (total of four (4)), one (1) representative of the graduate student class, and the Director of Student Activities & Campus Programs (non-voting).

CONFLICT OF INTEREST STATEMENT

Member of the Business Affairs Committee should not hold any executive leadership role (President, Vice President, Secretary, Treasurer, Coordinator, Facilitator, or other identified leadership role) on any student organization requesting funding so as to remove all inferences of conflict of interest.

BUDGET REQUEST PROCESS

Student organizations are expected to attend the annual interview with the Business Affairs Committee, held annual during the spring semester, as needed. The purpose of these interviews is to establish a budget for the entire Student Association.

Budget Request Forms must be submitted prior to the interview for consideration. The *Budget Request Form* will be distributed to all student organizations by the Vice President for Business Affairs of the SGA.

No personnel other than executive board members of the student organization presenting shall be present during the interview.

Requests for supplemental funding by a student organization for unforeseen expenses and/or new program activities are reviewed on an individual, on-going basis by the Business Affairs Committee. A copy of the student organization's *Budget Request Form-Supplemental*, plus a copy of the student organization's original *Budget Request Form*, must be submitted to the Vice President of Business Affairs of the SGA prior to the student organization's scheduled meeting with the Business Affairs Committee. The Business Affairs Committee will make a recommendation to the SGA Executive Board and the recommendation will then be presented to the Student Council for a vote.

The following procedures will be used by the Business Affairs Committee when conducting a review of funding requests:

1. The *Budget Request Form*, or *Budget Request Form-Supplemental*, shall be reviewed prior to the interview with the student organization requesting funding.
2. An overview of the process shall be explained by the Vice President for Business Affairs of the SGA to the requesting student organization. This process shall include:
 - a. Procedures to be used during the interview;
 - b. Process by through which funding will be voted upon by the SGA Executive Board;
 - c. Process by which the student organization is notified in writing of the outcome of the request.
3. The student organization requesting funding shall be granted a specified timeframe to present the budget request to the Business Affairs Committee.
4. The Business Affairs Committee shall ask questions of the student organization.
5. The Business Affairs Committee shall meet after all interviews have been conducted and draft an overall proposed budget for the Student Association.

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6. The proposed budget will be presented to the SGA Executive Board.
7. Upon approval by the Executive Board, the budget will be sent to the Director of Student Activities & Campus Programs for approval and presentation to Vice President for Student Affairs/Dean of Students. Neither the Director of Student Activities & Campus Programs nor the Vice President for Student Affairs/Dean of Students shall have line-item veto power.
8. The presented budget will be approved or denied in whole and returned to the Executive Board for additional consideration if needed.

ALLOCATION CRITERIA

Allocations are based on the following criteria:

1. Appropriate and responsible use of the previous year's budget.
2. Proven commitment to the student organization's overall purpose and mission.
3. Attendance at Student Organization (SO) Meetings.
4. Successful completion of events, programs, seminars, etc stated in previous year's budget.
5. Current fiscal year's fund raising activities.
6. Detailed budget request outlining future activities of the student organization.

FUNDING REQUESTS

Student organizations may ask for monies at allocations for the following items:

1. Food:
 - a. A student organization may ask for monies for food pending they meet the following criteria:
 - 1) The student organization's main function is carried out off campus in a residential program, where normal means of feeding members is not possible.
 - 2) The student organization's main function is to cater to the activity of the entire campus, as stated in their constitutional purpose.
 - b. If a student organization does not meet the above criteria, they may receive an allocation for food up to, but not to exceed, \$50.00 a semester.
2. Program Activities:

A student organization may ask for monies in order to facilitate their overall purpose in terms of speakers, films, or other activities directly related to the student organization's mission.
3. Office Supplies:

All student organizations may use allocated funds to support the production of items due to office related expenses.
4. Conferences:

Monies for conferences will be distributed from the SGA Conference Fund with the following limitations:

 - a. Student organizations accounts may request funding to attend conferences/conventions as part of their annual operating budget. Requests will be reviewed and funding may be allocated for conference registration, travel, and/or hotel expenses.
 - b. Monies from the SGA Conference Fund shall be used to supplement registration costs for any undergraduate, matriculated student on campus who requests financial support from the SGA. Funding to attend the annual LTC Conference will not be granted from the SGA Conference Fund. If a student organization wishes to sponsor a member to attend the annual LTC Conference, the money must come from the student organization's T-account.
 - c. SGA limits monies for conference registration to \$100.00 per student, at the discretion of the Business Affairs Committee. The Business Affairs Committee reserves the right to disallow

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funding for conferences, which extenuate reasonable costs. The Vice President of Business Affairs of the SGA will have final decision on the number of people that shall be allowed to go to the conference.

- d. Conference Request Forms must be presented two weeks prior to the registration deadline. The monies allocated will be for registration only.
5. Transportation:
 - a. Allocated monies will cover the cost of transportation for program activities that take place off campus. If a student organization facilitates an event off campus in a residential setting or if daily transportation is required, allocated monies may be spent to cover these costs.
 - b. Supplemental funds may be requested through the SGA Transportation Fund, providing funding is available, to support campus-wide programming endeavors. Requested monies shall be used only for vehicles reserved through Springfield College's Transportation Office.
6. Items for Review:

Items that fall outside of previously listed criteria are subject to the discretion of the Business Affairs Committee and will not be held in the highest priority. The committee is not inclined to fund the following items:

 - a. Banquets or Social Parties.
 - b. Awards to student organization members, advisors, or other Springfield College personnel.
 - c. Programs related to the administrative or academic department(s) of Springfield College.
 - d. Services of personnel employed by Springfield College.
 - e. Individual membership dues.

GENERAL POLICIES

1. Funding may not be immediately granted to new student organizations. Pending no violations of SGA policies or procedures, after one academic year, funding may be applied for through the budget request process. SGA may, at the recommendation of the Business Affairs Committee, match up to \$250.00 per year to new student organizations after the new student organizations has fund raised an equal amount.
2. All student organizations must run at least one fundraiser per semester. Each fundraising proposal must be submitted for approval to the Vice President of Business Affairs two weeks prior to the event. Fundraising Proposal and Reporting Form must include the fundraiser title, purpose, date, time, and location, as well as the requested financial information. All monies raised are required to be deposited within 24 hours into the student organizations T-account through the Office of Student Activities & Campus Programs. Failure to deposit funds raised will result in the student organization's account being frozen until the deposit is completed.
3. It is the responsibility of the student organization to accurately budget their funds and spend monies appropriately. Neither the Business Affairs Committee nor the SGA will relieve the financial obligation incurred by any student organization outside of the monies allocated to them.
4. No student organization outside of the Business Affairs Committee may allocate funds to another student organization.
5. A- and B-accounts are monies allocated from the Student Association fund. These funds are to be used to run student organizations.
6. At the end of the fiscal year, all unspent funds from the A- and B-accounts will be reabsorbed into the Student Association fund.
7. If a student organization uses 50% or more of their total allocation on one single event, as approved through the budget request process, then that student organization has the right to charge an

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admission fee for the event. Springfield College students will be charged a fee less than that of the general public.

8. The purchase of clothing for a student organization's general membership is not permitted from allocated money. Student organizations may purchase clothing for the organization's staff for running an event from allocated funds upon approval of SGA. If clothing is to be purchased for any other purpose, then funds to cover such an expense must appear in the student organization's T-account before an order is placed or be covered in the individual costs to each person purchasing the item of clothing.
9. A student organization may never at any time spend monies such that they may compromise the College's tax exemption status. Therefore, no student organization may spend funds on alcohol, drugs, political parties or anything in the like.
10. Student Organization (SO) Meetings are mandatory. All student organizations must be represented at these meetings by the student organization's President and Treasurer, or approved alternate. Student organization should keep regular communication with their assigned SGA Senator. Failure to attend monthly SO Meetings will result in:
 - a. First Unexcused Absence – No penalty.
 - b. Second Unexcused Absence – Letter of concern is sent to the student organization executive board and student organization advisor requiring a meeting with the Vice President for Student Organizations and Vice President for Business Affairs. Failure to schedule and attend said meeting will result in the student organization's account being frozen until such meeting takes place.
 - c. Third or more Unexcused Absences – Student organization's account is frozen until the executive board meets with Vice President of Student Organizations and Vice President of Business Affairs. Additional sanctions may be imposed on the student organization by the Executive Board of the SGA.

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BYLAW 1: ALLOCATION AND FUNDING REQUESTS

Whereas, pursuant to the formation and allocation of monies from the Springfield College Student Association. The Springfield College Student Government Association enacts:

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION

Purpose

1. The purpose of this bylaw is to establish a list of Student Organizations that are excused from giving a full line item budget during the allocations process.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a. “Allocation Process” refers to the allocation packet and interviews required for all Student Organizations;
 - b. “Full line item budget” means the process of filling out, completely, an allocation packet and presenting said packet in the allocation interview;
 - c. “SGA” means the Springfield College Student Government Association Executive Board;
 - d. “Student Organization” means any Student Organization recognized and/or funded by the Springfield College Student Government Association.

PART II – DESIGNATED HEAD

1. For the purposes of the bylaw, the SGA Vice President for Business Affairs is designated as the Chair of the Business Affairs Committee.

PART III – BOARDS, COMMITTEES AND AGENCIES

2. For the purposes of the bylaw, Student Organizations include ONLY organization recognized and/or funded by SGA.
3. For the purposes of the bylaw, the Business Affairs Committee is the body responsible for the determining the monies allocated to Student Organizations per academic year.

PART IV - GENERAL

Effective Date

4. This bylaw comes into effect on March 9, 2007.
5. Only Student Organizations listed below shall be eligible to exercise the rights listed within this bylaw.
6. Student Organizations still must fill out an allocation packed with estimated costs for each line item category.
7. The Student Organization must still attend the allocation interview scheduled for them.
8. Student Organizations that are eligible to exercise this right are: Campus Activities Board, Sti-Yu-Ka, Massasoit Yearbook, and SGA.
9. SGA reserves the right to add or remove any Student Organization from this list at will, based on criteria established by SGA.
10. SGA reserves the right to fund all, any part, or none of the allocation request based on the financial situation of the Student Association.

SIGNED AND PASSED: 9th day of March, 2007
REVISED: February 2, 2009
REVISED: October 20, 2009

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BYLAW 2: TRANSPORTATION FUND ALLOCATION AND REQUESTS

Whereas, pursuant to the formation and allocation of monies to the Springfield College Student Association Transportation Fund. The Springfield College Student Government Association enacts:

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION

Purpose

1. The purpose of this bylaw is to establish the administrative structure for the Springfield College Student Association Transportation Fund allocation and request process.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a. “Transportation Fund” refers to the monies allocated by the Springfield College Student Government Association into said account;
 - b. “Applicant” means a person or student organization who makes a request for access to said fund;
 - c. “SGA” means the Springfield College Student Government Association Executive Board;
 - d. “Student Organization” means any Student Organization recognized by the Springfield College Student Government Association.

PART II – DESIGNATED HEAD

3. For the purposes of the bylaw, the SGA Vice President for Business Affairs is designated as the Chair of the Transportation Fund.

PART III – BOARDS, COMMITTEES AND AGENCIES

4. For the purposes of the bylaw, Student Organizations include ONLY organizations recognized and/or funded by SGA.
5. For the purposes of the bylaw, the Business Affairs Committee is the body responsible for the determining the monies allocated to this fund per academic year.

PART IV – GENERAL

Effective Date

6. This bylaw comes into effect on November 12, 2007.
7. Student Organizations shall be eligible to receive monies from this fund no more than three times in one fiscal year.
8. Student Organizations shall be eligible to receive no more than \$1,000 per academic year.
9. Student Organizations shall have access to this fund if the proposed travel is open to the entire Springfield College campus.
10. Student Organizations must request allocation at least two weeks prior to the date of proposed travel.
11. Student Organizations shall be eligible to have access to this fund through the Transportation Request Fund Request Form; the Travel Information Form and the Transportation Request Form must all be completed and submitted on time.
12. SGA reserves the right to fund all, any part, or none of the allocation request based on the financial situation of the Travel Request Fund.

SIGNED AND PASSED: 12th day of November, 2007
REVISED: February 2, 2009
REVISED: October 20, 2009

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BYLAW 3: FORMATION OF STUDENT ORGANIZATIONS

Whereas, pursuant to the formation of funded student organizations under the governance of the Student Government Association. Springfield Student Government Association enacts:

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION

Purpose

1. The purpose of this bylaw is to establish the process by which recognized and/or funded student organizations are created.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a. “Funded Student Organization” refers to student organizations that have been recognized and/or funded by Springfield College and are seeking funding from the SGA.
 - b. “SGA” means the Springfield College Student Government Association Executive Board;

PART II – DESIGNATED HEAD

3. For the purpose of the bylaw, the SGA Vice President for Student Organizations is designated as the coordinator of the recognition process.

PART III – BOARDS, COMMITTEES AND AGENCIES

4. For the purpose of this bylaw, Student Organizations include ONLY those student groups requesting recognition and/or funding from SGA.

PART IV – PROCESS

5. Process of Student Organization Formation

Section One: Procedures for Establishing a Funded Student Organization of the SGA

- A. The interested group of students will get a commitment from a member of the College faculty, administration, or staff to serve as advisor to the developing student organization. It is expected that the advisor will maintain an active role in the operation and activities of the student organization including but not limited to the attendance of meetings, conferences, conventions, etc. in addition to functions the organization deems necessary for the advisor to attend.
- B. The students, with the assistance of the advisor will develop a constitution using the SGA Model Constitution as a guideline. The group may wish to share the proposed constitution with the Office of Student Activities and Campus Programs for review of consistency, legibility, and wording and to help ensure the proposed constitution is compatible with the constitution and philosophy of the SGA.
- C. The group will then secure a minimum of one hundred (100) signatures on a petition with an identified advisor and full executive board, which calls for the formation of the student organization as outlined in the proposed constitution. Along with this petition the board members of the student organization and the advisor must sign the petition for recognition.
- D. In the event the proposed executive board consist of students whom no longer will be an active member of the organization the following year and/or are graduating at the end of the fiscal year, and/or semester there must be an executive board-elect in place.
- E. The petition is submitted to the Vice President for Student Organizations who will review it with the Executive Board. If there are any problems, it is returned to the group for modification.

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Section Two. Process for Presentation of proposal at General Council Meeting

- A. The Vice President for Student Organizations will then introduce the proposed formation of the new student organization at the next regularly scheduled General Council meeting. At which time the following procedure will take place:
 1. Student Organization Proposal Presentation
 - a. Student organization presents idea with as much detail as possible to the SGA General Council.
 - b. Each presentation must be no longer then five (5) minutes.
 2. Question & Answer Period
 - a. SGA General Council has the opportunity to ask the presenters questions about their proposed student organization.
 - b. Once a question has been answered, someone else has the opportunity to ask a question. No immediate follow up questions will be permitted.
 - c. This period will be no longer then ten (10) minutes.
 - d. Once the question and answer period has ended the presenters will be asked to leave the meeting.
 3. General Council Discussion
 - a. General Council has the opportunity to discuss the proposed student organization. Both positive and negative aspects of the student organization should be discussed.
 - b. This period will be no longer then five (5) minutes.
 4. Silent Ballot Voting
 - a. All voting members within General Council will be given a ballot and the opportunity to vote on whether or not the proposed student organization should be approved and accepted as a student organization under the Student Government Association.
 - b. This process will be no longer then five (5) minutes.
 5. Calculation of Votes
 - a. Once voting has concluded, the SGA Secretary/Parliamentarian and President will tally the votes and announce the decision of the General Council.
 - b. This process should take no longer then five (5) minutes.

Section Three. Process for Notification of Regarding Proposal from General Council Meeting

- A. Notification
 6. Upon completion of the tallying of votes, the Vice President for Student Organizations will notify the proposed student organization of the decision of the General Council. General Council Discussion
 - a. Acceptance
 - 1) If the student organization is accepted, it is then officially recognized as part of the Student Association and is entitled to all the rights and privileges of the Student Association and a formal letter of recognition will be provided within three (3) business days.
 - b. Denial
 - 1) If the student organization is denied recognition, a formal letter consisting of recommendations as discussed by the General Council shall be provide to the organization by the Vice President of Student Organizations within three (3) business days. Upon implementation of the proposed recommendations the proposed organization may then re-apply.

PART V – GENERAL

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7. This bylaw comes into effect on October 19, 2009.
8. Student groups requesting recognition and/or funding must complete the required forms for review and subsequent consideration.
9. SGA reserves the right to recognize, not recognize, fund in full, part, or none any request for recognition and/or funding.

SIGNED AND PASSED: 19th day of October, 2009

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Approved by Student Council	01/16/79
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