

Towson University
Student Government Association



**Financial Policy for Student
Organizations**

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PREAMBLE

We, the students of Towson University, will use the following document to assist in the funding of student organizations. The Student Government Association (SGA) will provide funding to student organizations to better the Towson experience for all undergraduate students. Furthermore, student organizations will not be granted or denied any benefit, on account of race, age, sex, sexual orientation, gender identity, gender expression, national origin, disability, religion or political affiliation.

Article I ELIGIBILITY

Section One- Tiger Stripes

- A. Under the supervision of the Director of Student Organizations, the Student Organization shall:
 - i. Maintain the necessary requirements of a Registered Student Organization for two consecutive semesters.
 - ii. Maintain a Tiger Stripes Package 2, 3, or 4 in order to receive funding.
 - a. All package 4 organizations are eligible for \$250 for recruitment food and \$150 for a banner per year.
 - b. Package 3 and 4 organizations are eligible to apply for funding in the form of a semester budget.

Section Two- SGA Treasurer

- A. Under their supervision, the Student Organization shall:
 - i. Attend one Treasurer Workshop and submit a budget.
 - ii. Submit any documents relative to the eligibility and allocation of a student organization's standard budget.
 - iii. Relay any questions in regards to the budgeting process, SGA financial policy, or student organization budgeting deadlines.

Section Three- Business Services Specialist

- A. Under their supervision, the Student Organization shall:
 - i. Submit any documents listed in Article III Section I, which are related to accessing funds that have been allocated by the SGA.
 - ii. Relay any questions in regards to student organization account information.

Student Organizations whose accounts are overdrawn or frozen may not access funds until their account balance is no longer in the red.

Article II
STUDENT ORGANIZATION BUDGETING PROCESS

Section One- To be eligible to receive a budget, the student organization must adhere to the following process:

- A. Attend one Treasurer Workshop
 - i. Treasurer Workshops shall be held within the first four weeks of the semester, in which the SGA Treasurer will release the semester budgeting deadlines.
 - a. This meeting provides student organization treasurers with the information they need to be an effective officer for their organizations. The meeting includes:
 - 1. The distribution and overview of the SGA Financial Policy, information on working with Financial Operations, information on standard budget format, how to submit a budget, and the announcement of final budget submission deadline.
 - 2. The Tiger Stripes program and its requirements for budgeted organizations.
 - 3. Time is allotted for student organizations to ask the Treasurer about any of these components.
 - ii. Organizations can also receive assistance with writing their budgets during the meeting.
- B. Complete a final budget using the appropriate format and submit the budget by the designated deadline
 - i. The final budget submission must be in standard budget format and will be submitted to the SGA Senate as the organization's proposed final budget.
 - ii. This must include the Student Organization Treasurer's contact information and include proper research for the desired expenses.
- C. Attend the semester's Budget Hearing
 - i. This is the meeting during which the Senate will vote on the allocation of the budgets for all student organizations.
 - ii. The Hearing is mandatory for the SGA Vice President, SGA Treasurer, and Senators.
 - a. Absences will be excused for class; however, extenuating circumstances must be described in an absence request form, submitted twenty-four hours prior to the event, which are then subject to the approval of the SGA Executive Board.
 - iii. A member of the SGA will notify organizations if they need to attend Budget Hearing, after internal Budget Processing. If a Student Organization would like to attend Budget Hearing, they may request to do so through the SGA Treasurer or their SGA Senator.
 - iv. The senate reserves the right to amend or deny any submitted budget if it fails to follow the SGA Financial Policy.
- D. Complete Fundraising Requirements

- i. All budgeted student organizations are subject to fundraise fifteen percent of their requested funds. This will include any funds received through supplemental requests throughout the semester.
- ii. Organizations not meeting their fundraising requirements by the SGA set deadline will not receive their budget for the upcoming semester.
- iii. Fundraising requirements adjust in response to approved budget changes by the SGA Treasurer and Student Senate, during the grace period.

Section Two- Optional resources available to assist student organizations with the budgeting process

- i. Student Organizations will be provided the opportunity to submit an initial budget to be reviewed by their SGA Senator and the SGA Treasurer. These organizations will be given the opportunity to make any needed changes to their budget before the final budget submission deadline.
- ii. Optional Financial Advisory Committee (FAC) meetings will be held before the final budget submission deadline.
- iii. Organizations that choose to submit an initial budget will be able to view and discuss any suggested changes.

Article III

FINANCIAL OPERATION INFORMATION

Section One- Requests for Budgeted Funds

Requests for budgeted funds must go through the SGA Business Services Specialist and must adhere to the following guidelines. During the actual budgeting periods, it is the responsibility of the organization to retrieve all monies requested in their budget.

- A. Signature Authorization Card
 - i. This card is to be completed at the beginning of each semester. This card determines members are authorized to conduct financial business with the SGA Accounts Manager. All subsequent documents will require one of the signatures from this card.
- B. Request for Funds Voucher
 - i. This voucher should be completed when requesting funds. This form should be completed and submitted with any other relevant documentation at least two weeks prior to the event or activity. The organization may request an advance check or a check for reimbursement.
- C. Petty Cash Authorization/Voucher

- i. If an eligible student organization chooses to request funds in the amount \$50 or less, petty cash may be obtained. This voucher should be completed and submitted to the SGA Business Services Specialist when the funds are needed.
- D. Contracts
 - i. Due to university regulations, all SGA affiliated student organizations must submit a contract that is completed by both the organization and the performer(s). Contracts are to be completed in conjunction with the funds request voucher when compensating the services. The timetable for contracts is twelve days prior to the event in which your contracted personnel will be arriving on campus.
- E. Travel Expense
 - i. If a student organization encounters travel expenses, this form must be submitted to the SGA Business Services Specialist before the travel itself.
- F. Detailed Trial Balance
 - i. A student organization may request information regarding the status of each of their accounts, which will list all debits and credits to the student organization's accounts.

Article IV
ACCOUNT INFORMATION

Student Organization Budgets shall consist of four accounts: Activity, Travel, Equipment, and Advertising. Along with the aforementioned accounts, each Student Organization shall have access to a General Account.

Section One- Activity Account shall be:

- A. Used only for on-campus events.
- B. Use Black and Gold Organization Catering prices for food.

Section Two- Travel Account shall be:

- A. Only accessed by Package 4 SGA affiliated student organizations.
- B. Used for all off-campus activities.
- C. Use Parking and Transportation Services for buses.
- D. Use Fleet Services for vans and cars.
- E. Use documented prices for parking fees, tolls, public transportation fees, and conference fees.

Section Three- Equipment Account shall be:

- A. Used only for necessary equipment for the success of on-campus events.
- B. Use Event and Conference Services prices for any service provider for an on-campus event.
- i. Unless there are certain equipment that cannot be provided by Event and Conference Services.
 - C. Utilize Event and Conference Services prices for labor costs.
 - D. Held to a \$100 maximum per semester for supplies. (non-consumable items)

Section Four- Printing and Advertising Account shall be:

- A. Used for the provision of goods, not service, before or during an event.
- B. Use TU Art Services and Copies Plus prices.

Section Five- The General Account

- A. The General Account is the sole responsibility of the student organization.
- B. General Account money can be spent on “Items Not Funded,” additional costs, and any other expenses the student organization may incur.
- C. Any money that a student organization obtains through fundraising is deposited into their organization’s General Account. The funds are deposited at the University Union box office.
- D. Any money in the General Account not spent during the budgeting period will remain in the student organization’s General Account for the following semester. This is the only bank account student organizations are allowed to maintain.

Article V

SUPPLEMENTAL ALLOCATIONS

Section One- Supplemental Request Forms

- A. Supplemental Requests are allocations occurring outside of the regular budgeting process to organizations that have achieved a Tiger Stripes Package of 2, 3, or 4.
 - a. Package 2 student organizations will have the opportunity to have two successful supplemental requests and package 3 and 4 student organizations will have three successful supplemental requests.
- B. The purpose is to provide funding for emergencies, unforeseen expenses, newly developed projects, or additional expenses for events already included in a student organization’s budget.

Section Two- Supplemental Restrictions

- A. Funding may occur from more than one of the four accounts, however, it is limited to a single event.
- B. Supplemental Requests are in addition to the student organization’s standard budget, and therefore may not exceed account maximums.
- C. Funds must follow all policies including the SGA Financial Policy for Student Organizations, University policies, and State policies.
- D. If a supplemental request is approved, that amount will become an extension of that semester’s budget which entails for the student organization to fundraise 15% of the allocated amount.
- E. Supplemental allocations cannot be used for means of reimbursement.

Article VI
ALTERNATIVE FUNDING

All grants are reviewed by the Grant Review Committee

Section One- Just Do It Grant

- A. The purpose of the Just Do It Grant is to supplement new, innovative ideas, and empower individuals to positively change Towson University's campus.
- B. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant. Access to the fund is limited to one time per student or student organization per semester. Any additional application to the fund is up to the discretion of the Grant Review Committee, which is comprised of the SGA Treasurer, Director of Student Organizations, Attorney General, and Senate Leadership. The committee will deem grants reviewable if they are submitted at least four weeks prior to the event, program, or initiative.

Section Two- Collaboration Fund

- A. The purpose of the Collaboration Fund is to encourage collaboration between student organizations with different objectives.
- B. Access to this fund will be granted to two collaborating student organizations, one of which must be a Tiger Stripes package 1, 2, 3 or 4. Greek Chapters and Honor
- C. Societies may apply for this grant if they are collaborating with a Tiger Stripes Package 1, 2, 3 or 4 student organization. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant.
- D. Access to the fund is limited to three times per student organization per semester. If a group chooses to use more than one collaboration fund in the same semester, it must be with a different organization. Any additional application to the fund is up to the discretion of the Grant Review Committee, which is comprised of the SGA Treasurer, Director of Student Organizations, Attorney General, and Senate Leadership. The committee will deem grants reviewable if they are submitted at least four weeks prior to the event/program/initiative.

Section Three- Weekend Retention Fund

- A. The purpose of the Weekend Retention Fund is to provide student organizations the chance to host events on a Friday after 5:00 pm and the entirety of Saturday or Sunday.
- B. With the objective of keeping students on campus for the weekend.
- C. Access to this fund is limited to one event per group per semester. This event must be free of charge for all members of the TU community and the event must not be a fundraising event for the student group unless funds are given to a charity.

- D. For the event, food cost should not exceed 25% of the total funding request and all program/event/initiative advertising should include “Co-sponsored by the Weekend Retention Fund.”

Section Four- Explore Conference Fund

- A. The purpose of the Explore Conference Fund is to provide individual students who have been accepted/registered to present/speak at a conference or expo.
- B. Access to this fund is limited to one conference per semester. Students must fulfill the following requirements before applying for this fund;
 - a. Undergraduate student
 - b. 2.5 Cumulative GPA
- C. Students must provide the following to apply for this grant;
 - a. Letter of recommendation from a faculty/staff member or employer on official letterhead from their institution or organization.
 - b. One-page proposal explaining the purpose of the conference and how Towson University could benefit from the information provided
 - c. Research on the conference hosts and/or sponsors, including any fees associated.
- D. For the conference, students are held accountable to all maximums placed on student organizations for travel;
 - a. Up to \$600 towards a conference registration fee
 - b. Hotel stay of 3 nights, single room. The conference must be more than 20 miles away from Towson’s campus to qualify. The SGA will fund the per diem rates for the hotel in that area.
 - c. Gas reimbursement per the current state rate
 - d. The SGA will cover expenses for other modes of travel, such as air, train, bus, etc., if research is included and is a reasonable distance from Towson as determined with Senate Discretion.
 - e. behavioral contracts
- E. After the conference, the student is required to complete and submit a detailed evaluation (at least one page), no later than a week after the conference. Failure to submit an evaluation can result in a reclamation of funds.

Article VII STUDENT ORGANIZATION FUNDING

Section One- Budgeted Student Organizations

- A. Budgeted organizations will be subject to budgetary requirements outlined below
- B. When applying for a standard budget, student organizations are subject to the following account maximums:

- i. Activity Account: \$2,500 Max
 - ii. Equipment Account: \$3,000 Max
 - iii. Advertising/Printing Account: \$1,000 Max
 - iv. Travel Account: \$2,000 Max
- C. In addition to the account maximums listed above, each organization, is granted the opportunity to choose one of the four accounts to increase the maximum by \$1000
- i. For example, if a student organization would like to have additional funding in their Activity Account, the organization must submit at the top of their final budget research “Activity Account” when submitted at budget hearing.
 - ii. The account that is chosen for the additional allocation must be appropriately submitted via means determined by the SGA Treasurer with the student organization’s final budget submission research.
 - iii. If an organization does not indicate the account that it would like the additional funds added to, then it forfeits its right to the additional \$1,000 increase in an account maximum.
 - iv. A student organization has the opportunity to reallocate their account extension to a different account at a later date through a budget change request, if the original account extension is not utilized.

Article VIII

ACCOUNT FUNDING GUIDELINES

Section One- These guidelines are suggested amounts. The Student Senate reserves the right to allocate more than or less than the amounts stated below for the Activity, Equipment, Advertising/Printing, and Travel Accounts.

- A. SGA Financial Policy is not contingent with any funding student organizations receive from other entities.
- B. Student organizations classified as a Package 4 by the Tiger Stripes Program will have access to \$250 to use for recruitment food. Student Organizations also have \$150 for a banner per year. This is automatically funded to each budgeted organization and is not included in a student organization’s standard budget. This money can be used all at once, or throughout the semester, but must be used before the last month of the semester.
- C. Activity Account
 - i. Food for events
 - a. \$700 per event

- b. Student organizations must use Black and Gold Catering prices for food. In the event a student organization wishes to purchase food or drink from an organization other than Black and Gold, they must submit a Black and Gold waiver 10 days prior to the event.
 - ii. Entertainers/DJs
 - a. Entertainers include, but are not limited to: bands, speakers, comedians, dancers, designers, etc. All DJ fees including equipment, labor, travel, insurance, etc.
 - b. No more than \$700 per entertainer/DJ
- D. Advertising/Printing Account
 - i. Student organizations may request fliers for events, agendas for meetings, etc. at a maximum of \$150 per event
- E. Travel Account
 - i. Hotel allocations are based on four people per standard room per night for a maximum of three nights
 - a. Per Diem rate for hotel rooms
 - b. The hotel must be located at least 20 miles away from Towson University to be considered for funding.
 - ii. Gas per mile traveled will be reimbursed based on the current state rate can be obtained from Fleet Services
 - iii. The SGA will allocate up to \$600 per person for Conference and Convention Registration fees. Should they request more than \$600, they must provide sufficient evidence the Conference and/or Convention will provide enough experience to benefit the Student Body.
- F. Equipment Account
 - i. Student Organizations must use Events and Conference Services when contracting equipment and labor.
 - a. SGA will fund any equipment and labor supplied by Events and Conference Services
 - ii. When contracting equipment outside of Events and Conference Services, student organizations must obtain written approval from the Office of Events and Conference Services
 - iii. Student organizations may request \$100 for general supplies.

Article IX RESEARCH

Section One- Requirements

- A. Student Organizations shall submit research whenever they intend to request funding from the SGA. The following guidelines shall be followed when considering what research shall be included. Research shall be defined as any documentation of mileage, prices, invoices, receipts, e-mails, etc. from a source with credibility, concerning the funds being requested.
 - i. This documentation should be neatly formatted in a word document for review. Pictures should be included within your word document to support your detailed explanation of research.
 - ii. If your student organization is copying and pasting prices from a website into the word document, there should be links associated with those prices for review.
- B. Budget Hearing
 - i. Student Organizations shall submit research with their Initial and Final Budget Submission.
 - a. The Student Senate reserves the right to accept or deny research not submitted by the Final Budget Submission deadline.
 - b. Student Organizations shall submit research for, but not limited to:
 - 1. Mileage concerning travel expenses
 - a. Estimate your mileage in numeric form such as a screengrab from google maps, mapquest etc.
 - 2. Tickets concerning travel: plane, train, etc.
 - a. Tickets can be estimated based on previous year.
 - 3. Hotel rates
 - 4. Tickets concerning conferences and other applicable fees
 - 5. Sources of contracting equipment outside of ECS
- C. Alternative Funding
 - i. Student Organizations shall submit research with their Supplemental, Collaboration, Just Do It and Weekend Retention fund request.
 - a. Research not submitted will result in the denial of funds
 - ii. Student Organizations shall submit research for, and will not be limited to:
 - a. Food being purchased from a provider outside of Black and Gold Catering
 - b. Mileage concerning travel expenses
 - c. Tickets concerning travel: plane, train, etc.

- d. Hotel rates
- e. Sources of contracting equipment outside of ECS
- f. Rates for speakers, bands, hosts, DJs, and/or any type of entertainer

The Student Senate reserves the right to apply discretion regarding what is accepted as research and to deny or pass funds regarding the presence or absence of research.

Article X

ACCOUNT FUNDING RESTRICTIONS

Section One- Funding Restrictions

- A. The Senate is strictly subject to these restrictions when allocating money to student organizations. *These items are not up to the discretion of the Senate.*
 - i. If contracting equipment from a source other than Event and Conference Services, organizations must obtain written approval from Event and Conference services prior to the event
 - ii. If contracting food for more than \$100 from a source other than Black and Gold Catering, organizations must obtain written approval from Black and Gold catering through a food waiver no later than ten days prior to the event
 - iii. All speakers, entertainers, and DJs need a university contract to be funded. Students cannot contract other students within their organization, unless the entertainers provide their services free of charge
 - iv. Travel is provided for only fee-paying students and one Towson University employed advisor of the respective student organization
 - v. Payments to outside sources will be paid directly to the company unless an invoice marked as paid is provided for reimbursement

Section Two- Items Not Funded

- A. Fundraisers for student organizations to meet SGA-mandated requirements
- B. Decorations (tablecloths, balloons, streamers, etc.)
- C. Alcoholic beverages
- D. Electronic items or equipment such as: printers, tablets, phones, computers, word processors, etc., and any items associated with their usage.
- E. Individual, non-reusable packaged water
- F. Sales tax if applicable- Towson University is a tax-exempt institution

- G. Movies not pertinent to the student organization's purpose, amusement parks, sporting events admission, or any off-campus event of purely social nature
- H. Salaries or stipends for organization members or organization Advisors
- I. Advertisement labor for design
- J. Non-consumable goods that could become individual possessions
 - i. If there is a necessary item an organization needs to function effectively and it is listed as a "non-consumable good"- Submit a written letter or email from the organization Advisor as research.
- K. Exclusive events or activities- any event that is not open to the entire student body
- L. A student organization may not charge for any event funded by the SGA
- M. Expenditures deemed illegal by city, county, state, and/or national authorities.
- N. Any event or speaker that is deemed discriminatory, proselytizing a religion or faith, advocating for a particular political campaign or person.

Section Three- Organizations Not Funded

- A. Honor Societies
- B. Fraternity and Sorority Life chapters
 - i. These Organizations may and are encouraged to apply for Collaboration funding if they partner with a Package 1, 2, 3 or 4 Student Organization and are providing a service or program for the entire student body. These student organizations are not eligible for semester budgets or supplemental funding.
- C. Any student organization that is deemed discriminatory, exclusive, proselytizing a religion or faith, advocating for a particular political campaign or person.

Article XI

STUDENT ORGANIZATION BUDGET CHANGES

Section One- Student Organization Grace Period

- A. The grace period exists in the first two weeks after the first Treasurer's Workshop. New student organization executive boards may propose changes to the student organization's budget by contacting the SGA Treasurer if the overall amount of the budget is not increased.
- B. If a student organization chooses to do this, they will be notified by the SGA Treasurer when they can access the funds.
- C. During the grace period, the fundraising requirement will adjust contingent to the amount of requested funds. After the grace period, the fundraising requirement will not adjust in contingency to Budget Change Requests.

Section Two- Budget Change Requests

- A. Budget Change requests are used by student organizations to move allocated money from one item to another within a budget.
- B. All requests must stay within the account funding restrictions.
- C. The purpose of these requests is to provide student organizations with an opportunity to adjust their budget based on event changes.
- D. Budget Change requests must be submitted three weeks before the related event.
- E. Budget Change requests \$500 and below may be approved or denied by the SGA Treasurer, while Budget Change requests altering more than \$500 must be introduced to the Student Senate for approval or denial.
 - a. The SGA Treasurer cannot approve more than two Budget Changes per student organization.
- F. An organization can only submit a maximum of four budget change requests total per semester. The Student Senate reserves the discretion to allow for more than four budget change requests.

Article XII POLICY CHANGES

Section One- Policy Changes

- A. Changes in the Financial Policy for Student Organizations cannot occur during the budgeting period. However, changes can occur semester to semester with the recommendations of the Rules Committee and approved by two-thirds of the Student Body Senate.

Article XIII APPEAL PROCESS

Section One-Viewpoint Neutrality

- A. The reviewing and approving of the distribution of student activity fees must be done in a non-discriminatory, unbiased point of view that eliminates all religious, political, and/or ideological beliefs. Any violation of this principle in the funding process allows student organizations to appeal by submitting an appeal to the SGA Judicial Board within three weeks of the Senate Budget Hearing. Throughout the appeal process, the student organization may seek counsel through the SGA Solicitor General.
- B. Organizations should consider the appeal process if:

- i. A Tiger Stripes deadline has been missed due to an extenuating circumstance.
- ii. A student organization believes that the actions taken by the SGA were unjust.
- iii. An organization feels as though they are being discriminated against based on race, religion, gender, sexual orientation, political and/or ideological beliefs.
- iv. A student is uncomfortable with a decision made by the SGA.

Should a student organization wish to file for an appeal on any of the reasons listed above, they must present clear and concise evidence that they have been mistreated. Further, the Judicial Board reserves the right to approve or deny appeals.

Article XIV: THE RECLAMATION OF FUNDS

Section One- The Reclamation of Funds

If a Student Organization utilizes SGA funds or takes action in a way that is found to be inconsistent with their application and its approved intention or is in violation of any Article of the Financial Policy or any governing document, the Attorney General has the power to reclaim funds and nullify the student organization's budget if applicable

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