Student Activities Budget Committee Guidelines

Goals of the Budget Committee

1. Promote the educational and personal development of Fordham students by providing co-curricular and extracurricular activities, which will foster the greatest interaction among students.
2. Provide funding for clubs and organizations for the purpose of activities for students which foster intellectual growth and offer opportunities to develop leadership qualities.
3. Provide opportunities for social and cultural activities that are open to the entire Fordham community.
4. To ethically review and consider all appeals by all clubs in an effort to fairly allocate the Rose Hill student activity fee.

Required Information and Statements to be Eligible to Receive Funding

1. For all clubs who receive funding on an item by item basis, a complete budget packet is due each semester.
2. For all clubs who receive funding on a referendum basis,
   a. The following must be presented
      i. Proof of purchases from the time of the last budget submission to the current budget submission
      ii. List of proposed activities for the coming semester (projected budget)
      iii. All documentation required by the Operations committee.
   b. For all amounts requested beyond the referendum amount all budgeting rules apply to the request that apply to requests by non-referendum clubs
   c. The club cannot receive less than the referendum amount unless in case of sanctions or an incomplete budget packet

Referendum Status

Referendum status is intended for clubs who spend a relatively consistent amount each semester and have proven to be responsible with their allocated funding. In order to be considered by the committee for referendum status, a club must appeal to the budget committee with the following documentation:

a. At least three (3) consecutive budgets from the most recent semesters
b. A detailed letter explaining why referendum status would be beneficial to the committee and the club.
   c. A projected budget for the upcoming semester.

It is the responsibility of the club to put together the packet and make it as complete as possible. Any supplemental information is more than welcomed and it is at the discretion of the budget committee to determine if the information provided is up to standard. Following a review of the application, the committee then makes a recommendation to the Student Life Council on referendum status. If approved, referendum status will begin on the Budget Day after the request.

Budget Committee Guidelines

1. The student club or organization must be registered and in good standing with the Operations Committee before a budget request can be submitted to the Budget Committee.
   1. The Operations Committee will consider a club “in good standing” if it has submitted an Operations packet for that semester. If a club only came into creation that semester, as defined by the final approval of the club by the United Student Government, that club does not have to submit an Operations packet for that semester to receive funding from the Budget Committee.
2. Referendum clubs, by the nature of referendum status, are not bound to the rules governing the back-up requirement when submitting a referendum appeal.

3. The Committee expects that all appeals will meet the following criteria and holds the following rules:
   1. The event for which funding is requested is within the scope of the club, evidenced by the club including a direct excerpt from its constitution in the appeal.
   2. The number of students an event is expected to benefit will be taken into account when the Budget Committee allocates funds to clubs and organizations.
   3. A member of the Budget Committee will check large-scale events in-person (defined later in the “Duties and Responsibilities of the Budget Committee Members” section) to judge attendance at the events in order to apply 3(2) directly above.

4. Clubs are not allowed to purchase alcoholic beverages.

5. Clubs are not allowed to pay bartenders.

6. The Budget Committee may fund prizes, i.e. items intended to be awarded to individuals, if the prize is accessible to the Fordham community regardless of prior club membership status.

7. Clubs are not allowed to issue any loans, donations, or grants with money provided by the budget committee.

8. Clubs are not allowed to deposit funds, in total or in part, into private accounts.

9. Clubs are not allowed to pay salaries to the club officers or club members.

10. Clubs are expected to cover expenses not covered in their (Student Life Council) SLC allocation with their self-generated funds.

11. All clubs funded by the Student Activities Fee must be open to all Fordham students who meet the requirements for membership.
   1. Clubs with selection or application processes are considered to be open to the whole student body provided that the selection or application process is initially open to all Fordham students.

12. Student activity funds allocated by the committee must not be used to sponsor GSB or FCRH exclusive events.

13. Each non-referendum request for funding must provide an event date that falls within open dates of the university as provided on the Fordham University’s website.

14. **Budget Packets:** Any club submitting a late or incomplete Operations/Budget/House packet will be subject to sanctioning.

15. **Reallocation Requests:** If a club chooses not to use portions of previously allocated funds, it may request to allocate those funds toward other club purposes. Reallocations will not be approved if the date of the event from which the funds are being transferred has passed when the committee considers the request. The only exception is when the request has not been considered due to an unusual inability to meet and vote on the committee’s part. If the club requests a date change, and it is approved by the committee, the approved date will be considered the date of the event. The committee will permit reallocations with the funds for one event to be reallocated to up to three events.

16. **Sale of SLC Funded Equipment:** Any club or organization that wishes to sell permanent property (e.g. video camera, computer equipment, etc.) that was purchased with SLC funds must first appeal to the committee for approval. The committee will determine that there is just cause for the sale and that the money generated will be used by the club to purchase items that are consistent with the organization’s constitution. If the sale is approved, the money received for the equipment would revert back to the SLC contingency fund and would be available to the club after an appeal to the committee that states what the club wishes to do with the money. The organization has twelve months from the date of sale to appeal for the use of funds. In addition, equipment purchased with SLC funds must be stored in the Office of Student Leadership and Community Development or in a proper place approved by the Assistant Dean for Student Leadership and Community Development. Clubs and Organizations must participate in yearly inventory conducted by the Office of Student Leadership and Community Development to track all equipment purchased with student fee funds.

17. **Film Rentals:** All film right rentals should be directed through the Assistant Director for Student Organizations and Programming. Back-up documentation is still required. Please note that for a club to show movies, the club must purchase the rights to the movie, not the movie itself. (See the Club Rights, Responsibilities and Requirements section for additional information on required documentation.)
18. **Marketing**: Back-up documentation is required for any allocation towards marketing. Marketing must be specific to an event or activity - clubs cannot ask for general marketing funds.
   1. The initial $30 copy card automatically allocated to clubs is not considered marketing, but should any clubs apply for a refill on their copy card, the refill will fall within $200 marketing limit.

19. **Over-Expenditures**: It is the responsibility of each club or organization to know how much money is in its treasury at any given time. It is the policy of SLC that no club or organization may spend more for an event than the balance existing in its SLC account prior to the event. If a club or organization wishes to plan an event that costs more than it has available from the Budget Committee prior to the event, two options are available:
   1. It may appeal to the Budget Committee for additional funds.
   2. Use self-generated funds.

20. **Attendance**: All non-referendum appeals must provide a number for projected attendance for events so the committee may make the most informed decisions regarding allocations.

21. **Copy Cards**: All active clubs will automatically receive a $30 copy card. Sanctions do not apply to the $30. The club must appeal to the committee for all refills on their copy card.

22. **Back-up Documentation**: Acceptable, verifiable documentation, i.e. invoices, sample contracts, or agent email, is required for all prices for services/products.
   1. The verification MUST be from a reliable source associated with the service provider/product. When the budget appeal’s requested amount does not match the amount on the back up documentation, the committee will fund the lesser of the two.
      1. A “reliable” source is defined as a document which is clearly from the service or product provider.
      2. Back-up documentation, including screenshots, must have the name, logo, address and other contact information, where applicable. If the source is an email, the documentation must include the “to” and “from” field’s of the emails.
   2. Back-up documentation is not required for requests for Fordham security guards and copy card renewals.
   3. There are additional requirements for speakers and performers. See “Outside Speakers” below.
   4. Back up documentation from within the past twelve months (as of the time of consideration of the appeal by the Budget Committee) is valid.

23. Funds for food maybe allowed under certain circumstances. See “Food and Refreshments” below.

Self-generated funds cannot be used on alcohol, bartenders, or exclusive events or activities. Exceptions must be discussed with the Assistant Director for Student Organizations and Programming in conjunction with the Budget Committee.

**Precedents:**

The Budget Committee holds certain precedents, in an attempt to look at all appeals in a consistent manner. The committee puts emphasis upon the information printed in the budget packets, any subsequent appeals, and any information shared by the committee in meetings with their liaison or with the committee. The precedents of the Budget Committee are as follows:

1. **Prizes**: The committee may fund up to $200 per club per semester for the purchasing of non-exclusive prizes (for the committee’s definition of non-exclusive, see guideline #6 about prizes.
2. **University Speakers**: A member of the Fordham community (i.e. faculty, staff, and administration) who presents lectures or programs at events hosted by student clubs or organizations shall not be funded with student activity funds. However, they may be given a token of thanks not to exceed $25 in value.
   1. Back-up documentation is still required for funds for university speaker events. See the requirements in “Outside Speakers,” below.

24. **Outside Speakers**: Provide a biography, price and availability verification for performers. If a speaker is free, but funding is being requested for other aspects of the event, a biography and written
availability confirmation is still required. The fee must be all-inclusive and reflect all other expenses including transportation, meals, lodging, etc.

1. Clubs that are requesting funds for speakers and performers with all-inclusive fees of over $1000 are required to submit a copy of the performer’s contract. It does not have to be signed by either party. This requirement is in addition to the requirements of proof of availability, price, and biography. See “Back-up Documentation.”

2. Performances, including workshops held by an agency or company, as opposed to a specific individual, will not be considered speaker events. However, the appeal must contain a biography on the agency or company.

3. Requests for funding for speaker gifts must include back-up documentation for price, availability, and a biography of the speaker.

4. If speakers outside the Fordham community present and are not requesting an honorarium, they can also receive a token of thanks not to exceed $25 in value.

25. **Food/Refreshments:** Funds for refreshments at or after a club function which includes a formal program may be requested based on cost not to exceed $10 per person, and not to exceed $20 per person where a sit-down dinner is provided. The committee will review these requests on an individual basis. In order to be reviewed, the club must provide a projected attendance number for the event.

   1. The committee can fund up to $100 per club per semester for food for the enhancement of events. Clubs must explain how food will enhance an event to receive this funding.

   2. For food requests that exceed $100, the committee requires the club explain how food is essential for the event to occur. The Budget Committee reserves the right to make the decision based on all available information.

   3. An itemized menu for all requests for food should be attached to the budget appeal submitted, with the items requested clearly highlighted or marked.

26. **Bake Sales:**

   1. Clubs whose scope includes fundraisers will be dealt with on a case by case basis.

   2. The committee may fund no more than $75 per semester for the sale of food or drink to raise self-generated funds. Such events shall not be counted towards the requisite three-event-per-semester requirement for clubs, as determined by the Operations Committee. Clubs are allowed to distribute this $75 amongst any number of bake sales as they wish.

27. **T-shirts:** The committee may only fund t-shirts or other apparel for sales, fundraisers, costumes, or cause awareness campaigns. Clubs must explain the purpose of the t-shirts in their requests.

**Guidelines for Student Travel Funded by the Budget Committee**

Travel funded by the Students Activities Fee must be sponsored by a recognized student club, organization or department-sponsored group. The purpose for the travel must be representative of the approved purpose of the student group.

Students interested in attending a conference and/or organizing student travel must meet with the Assistant Director for Student Organizations and Programming and provide detailed conference information prior to the submission of a budget appeal. Each student who is interested in attending the conference must complete travel applications. All non-local (outside the five boroughs of New York City and the immediate tri-state area) student participants should be accompanied by a Fordham University chaperone.

**Chaperones**

Chaperones are staff members of the Division of Student Affairs, faculty members or other administrators approved as trip chaperones by the Assistant Dean of the Office of Student Leadership & Community Development. Chaperones must meet with the Assistant Director for Student Organizations and Programming or a member of the OSLCD staff to discuss the trip and clarify expectations. While on the trip, the chaperone must respond to any emergency or disciplinary situations that may arise and report any concerns to the AD for Student Organizations and Programming or Assistant Dean. Chaperones must carry contact information for the AD for Student Organizations and Programming and the Office of
Public Safety at all times; the AD for Student Organizations and Programming, the Dean of Students office and the Office of Public Safety must have chaperone cell phone information as well as emergency contact information for all participants on file in case of an emergency at least two business days prior to departure.

In the event of a traffic accident or incident during student travel, the Assistant Director must be notified immediately.

**Student Travel Forms and Activity Waivers:**

A packet containing the following information must be submitted to the Assistant Director for Student Organizations Programming one week in advance of the travel date:

- Activity waivers signed by each student attending the trip.
- Emergency contact information for each student attending the trip.

* All forms are found on the OSLCD website and in the office. They must be completed by every person traveling.

**Ram Van Certification:**

As of Fall 2007, OSL&CD requires that all students driving on club sponsored trips must be Ram Van Certified. Clubs who travel must have at least one (preferably more) Ram Van Certified driver available for each rental car being used. OSL&CD will not approve the booking of rental cars without verification of Ram Van certification. If the club does not travel frequently, they are encouraged to research alternative modes of transportation and avoid rental cars. They may also hire a Ram Van Certified driver through the Ram Van Office. Refer to the Office of Intercampus Transportation for additional information on certification.

**Renting from Enterprise:**

Club members must submit a request for the rental of vehicle(s) to Assistant Director for Student Organizations and Programming. Requests must be sent one business week in advance of travel.

The request should include the following information:

- Trip location
- Purpose of trip
- Type of vehicle(s) requested
- Date and time of vehicle pick up
- Date for returning vehicle
- Names of designated drivers and their dates of birth
- Student contact information

Once request is reviewed and approved, the AD for Student Organizations and Programming sends an email to the Office of Procurement advising that the request has been approved. The Assistant Dean is to be copied on the email. The Office of Procurement then contacts Enterprise to place the order for the vehicles.

**Renting a Bus:**

Club members will be asked to have a pre-travel planning meeting with the AD for Student Organizations and Programming when arranging a bus trip. At least one chaperone is necessary per bus. Club members first send their bus request to the AD for Student Organizations and Programming.
The email request should include the following information:

- Date of Departure
- Time of Departure and Location (Depart Rose Hill)
- Destination (full address and phone number)
- Time of Departure
- Chaperone(s)

The Procurement Office then contacts three different bus companies to gather quotes, and shares the information with the AD for Student Organizations Programming, and AD for Student Organizations and Programming makes bus company selection. AD for Student Organizations and Programming must then submit a PRF to the Procurement Office in order to confirm reservation. All other travel procedures must be completed. The timeline for this process is one month.

Funding

An itemized budget appeal with proof of price for all expenditures must be submitted to the Budget Committee. The committee may fund conference registration fees, hotel accommodations and non-local travel (including air fare, train and bus tickets). Meal expenses will not be reimbursed.

Number of Participants: The budget committee may fund no fewer than two (one student & one chaperone) and no greater than five (four students & one chaperone) conference participants for any single non-local conference. If a group wants to send additional conference participants, the group must offset the costs with self-generated funds. Any variations from this rule will be decided by the Executive Vice President for Finance with consultation with the Assistant Dean of the Office of Student Leadership & Community Development.

Seniors

Graduating seniors will not be funded for conferences by the Budget committee unless their participation in the conference is a culmination of their four-years of involvement in a specific student organization. The Executive Vice President for Finance will determine whether a senior's participation in a conference is appropriate for funding.

Housing Accommodations

Participants will only be housed in single-sex accommodations. Chaperones will be housed in their own room.

Student Behavior: All students are expected to abide by the Fordham University policies published in the Student Handbook. Any policy violations that take place during the conference will be referred to the Dean of Students and/or the Director of Residential Life. Participants may not consume alcohol (or other drugs) during the entire trip.

Agreement: When necessary, all students participating in travel must sign a travel contract that he/she will participate in conference sessions and other important activities associated with the program as well as adhere to Fordham University’s Student Code of Conduct.

Policies and Procedures of the United Student Government Student Activities Budget Committee:

1. The committee will follow a modified version of Parliamentary Procedures: One member of the committee must motion to vote and another member must second the motion. It is at the discretion of
the chair to recognize that motion or not. The chair may choose not to recognize the motions if they feel that the motion is:
   a. Made in a biased manner
   b. If voting members are acting in a biased manner towards a club or appeal
   c. Discussion has not been efficient enough.
2. At least 2/3 of the voting members must be present in order to meet quorum.
3. Proxy voting will not be permitted.
4. In the event of a split decision, the chairperson will be the deciding vote.
5. The committee will hold weekly meetings to review budget appeals, reallocations and date changes.
6. Voting outside the meeting may only take place under extenuating circumstances, to be determined at the discretion of the Chair.
7. Upon the recommendation of the Budget Committee, the Chair can table an appeal to the Operations Committee for further discussion.
8. The committee will be made up of 2 – 4 USG members and 5 - 7 non-USG members.
9. There can also be an Operations Committee liaison present at all meetings, who shall serve in a non-voting capacity.
   a. It shall be his/her role to determine scope of a club’s appeal, as determined by that club’s constitution.
   b. A budget appeal shall fall within the “scope” of the requesting club if the event or purchase in question is pursuant to the goals, purpose, or objective of that club, as determined by that club’s constitution and/or precedent.
10. The Operations Committee may, as a committee, elect to determine whether any budget appeal yet to be voted on by the Budget Committee falls within the scope of the requesting club.
11. Operations Committee rulings on scope shall be made by a simple-majority vote of the Operations Committee.
   a. Such a ruling shall be binding upon the Operations liaison to the Budget Committee unless any member of the Budget Committee shall object to the ruling.
   b. In the event of a scope objection by any Budget Committee member, the Budget Committee may debate the issue with the Operations liaison. The final decision on scope shall then be made by the Operations liaison.
      i. Otherwise, the power to rule on the scope of clubs shall fall the Operation liaison.

Duties and Responsibilities of the Chairperson of the Budget Committee

1. The Chairperson will serve as the mediator of the committee, where he/she will be impartial (unless the Chair must vote in the case of a tied vote) and will allow reasonable time for discussion on each appeal.
2. The Chairperson will present all appeals submitted by clubs by the predetermined deadline to the committee members.
3. The Chairperson has the right to sanction any club who does not use their funds as they were intended and designated to be used as by the committee.
4. The Chairperson will maintain a record on member’s attendance and club reports.
5. The Chairperson will make all decisions regarding policies, with the advisement of the Assistant Director for Student Organizations and Programming and the Assistant Director for Student Leadership and Commuter Student Services.

Duties and Responsibilities of the Budget Committee Members

1. Members shall serve as liaisons between the committee and their assigned clubs, as designated by the Chairperson.
a. Committee members cannot be liaisons to a club they are involved in or have been involved in.
b. Liaisons will provide the committee with information required to make fair and informed decisions on appeals.
c. Liaisons will notify their clubs of the committee’s decisions.
d. Liaisons will provide their clubs with suggestions on how to make their appeals stronger.

2. Members are expected to make unbiased decisions regarding appeals. If in the event that the Chairperson or another committee member suspects that a member is not being unbiased:
   a. The Chairperson will meet with the Advisors of the committee to discuss the allegations and suspicions.
   b. The suspected committee member will be called in for a meeting.
   c. The Chairperson and Advisors will determine what the appropriate course of action is (i.e. removal from committee).

3. Members are expected to be respectful of all opinions and beliefs while in and out of meetings.

4. Members will attend events hosted by official clubs and organizations that cost over $5,000 of Budget Committee funds in order to evaluate the effectiveness of Budget Committee allocations, particularly noting the attendance at these large events. They must submit a written evaluation to the Chairperson within one week of the event.

5. Members should hold office hours in the United Student Government office for one hour every two weeks.

Duties and Responsibilities of the Vice Chair of the Budget Committee

The Chairperson from those applicants that are interested in joining the Budget Committee will select the Vice Chair. The Vice Chair will assist the Chairperson in all of their duties, specifically:

1. Monitor the disbursement of the Student Activities Fund.
2. Monitor the numbers and balance of the Student Activities Fund and report back to the Chairperson.
3. Act as a liaison to all referendum clubs.
4. Act in the place of the Chairperson when the Chairperson is unable to attend to their duties (i.e.: sickness)

Criteria for Removal of a Member of the Budget Committee

There are several situations that may call for the removal of a member of the Budget Committee. These situations include, but are not limited to:

a. Allowing biases to infiltrate the committee meetings and a member’s ability to make vote on an appeal